

## **Minutes of the Annual Meeting of the Parish (APM) held by audio / video conferencing on 4 May 2021 at 6pm**

Present: Councillors N Weston (Chairman), D Bremner, E Collins, W Cooper, R Dingle, R Fausset, C Prendergast, V Pudney, and M Sneddon,

Also Present: District Councillor Burn and County Councillor Fleming

Electors: 6 Members of the public attended the meeting

### **5.04.1 APM Welcome**

Cllr N Weston introduced himself, welcomed everyone to the meeting and explained the purpose of the Annual Parish Meeting.

### **5.04.2 APM Apologies**

Apologies were received and approved from Cllrs Collins, Forster and Shirley-Smith.

### **5.04.3 APM To confirm the minutes of the Annual Parish Meeting held on 23 April 2019**

Copies of the Minutes had been previously circulated. The minutes were agreed and accepted as a true record of the meeting and duly signed by the Chair.

### **5.04.4 APM Reports**

The following reports were summarised by representatives at the meeting, where present. All reports issued prior to the meeting commencing were previously circulated. They are appended to the minutes on the parish council website. *Due to lack of space they are not posted on the notice board.*

#### **5.04.4.1 APM Palgrave Parish Council: Cllr Neil Weston, Chairman – see Appendix 1**

#### **5.04.4.2 APM County Council: County Councillor Jessica Fleming**

County Cllr Fleming summarised her report by saying that Palgrave Parish Council had approached matters with a good attitude and had achieved a lot in this last year. The Chair acknowledged and thanked her for the support she had given throughout the year. See full report **Appendix 2**

#### **5.04.4.3 APM District Council: District Cllr David Burn**

Cllr Burn apologised that his report was not ready for the meeting but will be sent in asap which the clerk will circulate to all and include in the minutes. This will be added to the minutes and circulated as and when it is received.

#### **5.04.4.4 APM St Peter's Parish Council and the Parochial Church Council**

Connection problems prevented Hugh from summarising his report - see **Appendix 3**

#### **5.04.4.5 APM St Peter's CEVC School: Hannah Cooke, Chair of Governors – see Appendix 4**

#### **5.04.4.6 APM Palgrave and District Community Centre: Sharon Cousins-Clarke, Chair – see Appendix 5**

#### **5.04.4.7 APM Neighbourhood Watch: John Sparks – see Appendix 6**

#### **5.04.4.8 APM Diss and District Neighbourhood Plan: Bec Dingle, PC Representative – see Appendix 7**

#### **5.04.4.9 APM Palgrave Community Response Group: Sharon Cousins-Clarke – see Appendix 8**

#### **5.04.4.10 APM Palgrave All Stars: Pete Humphreys – see Appendix 9**

**5.04.5 APM Other Village organisations** – Cllr Weston thanked all village organisations for their input. He thanked the volunteers who carry on month after month giving their time to the village. Special mention was made to the Mobbs for their ongoing commitment to the Defibrillator checks, John Whistlecraft for cutting the cemetery grass, Michael Locket for marking the burial plots, and to Phil Dyer for coming back as the Cemetery Administrator, all of which is hugely appreciated.

#### **5.04.6 APM Any other relevant matters or questions:** - There were no other questions raised.

#### **5.04.7 APM Date of next Annual Parish Meeting:** This will be held sometime in April 2021, exact date t.b.c.

#### **5.04.8 APM Closing remarks;** The Chair thanked everyone for their attendance.

The meeting closed at 7.10pm.

## **Report by the Chair of Palgrave Parish Council**

2020 wasn't that an auspicious year for the UK however work at the Parish Council continued despite online meetings that proved challenging for some, and a significant number of new regulations.

We have now used quite a large proportion of the CIL income we have received (money that is paid to the Parish Council as a result of local development) on Speed Indicator Devices (SIDs) that appear to be working well, one-off maintenance tasks such as the Lows improvements and of course on the 4 traffic projects that we have in progress. These include the improvement in signs on the bend near St Johns House (completed), improvements to the access-only road near the school, implementation of 40mph buffer zones at each end of Palgrave and 7.5t restrictions on both Crossing and Priory Roads, the latter 3 still being works in progress.

We continue to work toward solutions for protection of various parts of the Green and are endeavouring to purchase the Green on behalf of the village when it comes up for sale shortly. All types of maintenance and grass cutting of course continue with plans to create more 'natural' areas of the Green to encourage wildlife and to act as a learning resource for Palgrave School. A good deal of work has also gone into the development of the Diss and District Neighbourhood plan (despite some mid-year hiccups). This will provide additional development protection against 'speculative' developments in and around Palgrave and despite taking some time to realise will be with us all for review later this year.

We have implemented a permanent defibrillator in Palgrave and have plans for a bench to be situated half way to Diss on Lows Lane. We also plan to repair/replace the cemetery gates in the near future unless it's already been completed.

So not a vintage year in terms of events and socialising but we continue to just work hard getting things done. Many thanks go to all the people who do unpaid work around the village and to those who keep an eye out for anything amiss (Neighbourhood Watch).

Palgrave is a special village with great people and a relaxing environment. Hopefully, Palgrave Parish Council can continue to maintain, where necessary grow, and endeavour to protect the village for our children and theirs.

### ***Appendix 1***

## **Annual Parish Report 2020/ 2021 -Suffolk County Council**

### **Palgrave Parish Council**

Councillor Jessica Fleming, Hartismere Division, Suffolk

Jessica.fleming@suffolk.gov.uk Tel: 07714-597980 Twitter: @jesstfleming

It goes without saying that this has been one of the most extraordinary years in memory. A year of intermittent lock down has had varying effects on people across the country, from financial devastation and loss to a renewed sense of the importance of a stable home life. During this time the Council public health team along with the NHS and CCGs have achieved a very successful testing, tracing and vaccination effort across the County. Suffolk's economic recovery plans are gearing up as restrictions lift, and attention is turning to support for businesses and people through grants, training and advice.

The work of the council has continued over the past year and all meetings have been held 'virtually' as of the end of March 2020. This has demanded a leap in technology and learning by officers and members as we have mastered chairing public meetings and voting remotely. The administrative staff and IT team have risen to the challenges. Moving forward, formal meetings are required to be in person again as of May 7th but less formal may remain remotely held.

During this period the Council has supported Suffolk schools as they moved to remote learning but key worker children still needed to attend classes, which has challenged teachers and parents alike; the return to school is welcomed by most. Other functions of the council have continued, such as the adoption and fostering programme, special education needs services and adult social care, all of which do not lend themselves well to remote working and have needed much organisational focus. There have been costs due to lockdown in mental and physical health, with lack of community activities, organised sport, and isolation particular concerns.

In 2019, most councils in Suffolk including the County declared a Climate Emergency, committing to work toward Carbon Net Zero by 2030. Initiatives have commenced over the past year with tree and hedge planting and the Plug-in Suffolk electric vehicle charging programme, which includes funds for fast charge points for parish and town councils and non-profit organisations in rural areas.

The Hold - Suffolk's flagship new heritage facility on Ipswich Waterfront- opened in September. It is now the permanent home of Suffolk Archives Ipswich and shares facilities with the University of Suffolk. This is possible thanks to a grant of £10.3m from The National Lottery Heritage Fund, and further support from national organisations and Suffolk heritage groups

Recycling Centres have remained open most of the time with a new requirement to book slots, plans to introduce automatic number plate recognition to ease site entry are planned later this year. Also upgrades are planned for Foxhall, Rougham and Stowmarket centres and reuse shops will re-open.

Without the support of community groups and volunteers the picture of our return to living more normally would be very different. The collective effort has been massive and life changing for many.

## ***Appendix 2***

### **ST PETER'S CHURCH, PALGRAVE, Report to the Annual Parish Meeting ~ April 2021**

This has been a year to remember in the life of Palgrave Church, as for other organisations, with times of uncertainty and change. During the periods in and out of Covid lock-down we have had to adapt to government decrees in a way that we are not accustomed to in this country. The missing entries in the church service register will be understood by the social historians of the future. Open-air funerals for immediate family became the norm and weddings were postponed. It is still not possible to ring the bells or sing.

However, there has been much to be positive about: From the start of first lock-down, Rector Adrian braved the internet; uploading a Sunday address from the Rectory garden each week. This reached a wider congregation than we are used to seeing in person. Later on, we were thankful that the government allowed an early resumption of religious worship – subject to safety measures. Being unable to sing and with guidance on not using prayer books or service sheets the natural response was for Sunday worship presented entirely with the use of projector and screen. Thanks to Adrian's PowerPoints we have discovered new songs and videos and come to enjoy this style of Church. The same service has then been presented in the evening, by Zoom, for those unable to come to Palgrave Church. Up until Easter, the service in Palgrave served for all seven parishes in the Benefice and continues to be well-attended. It was surprising to learn how much slower other Churches in the area had been to reopen.

For the early part of 2020 we were also busy completing great alterations to our church building interior; the most change since 1861. Work to open up space at the back of the nave, and to reposition the font, got underway in October 2019. The project has included a locally crafted 'tea point' which was paid for by the Friends of Palgrave Church. Other grants were also secured. Of course, no sort of 'opening ceremony' has yet been possible. There are still a few pews for sale!

In the Summer, it was a delight to host the Out of Lockdown art exhibition and, shortly afterwards, to arrange a very successful second-hand book sale.

The year of pandemic has been difficult for the Friends of Palgrave Church. Not only have all fund-raising or social events had to be put on hold but they are temporarily without a Chair or Secretary – Nick and Anita Hales having stood down after their fantastic work getting the Friends up and running. It would be good to widen the membership and subscriptions and help care for our Grade I Listed medieval church. Please think about joining the Friends if you can.

The PCC is always grateful for the volunteers who keep the church looking nice by being on the cleaning or flowers rotas. The churchyard is also always presentable thanks to the Parish Council. We note its inclusion as an important Green Space in the draft Neighbourhood Plan.

**Hugh Bunbury, Church Warden**

## ***Appendix 3***

## **Palgrave CEC School – Hannah Cooke, chair, Palgrave School Governance Committee and trustee of the Tilian Partnership**

Thank you for inviting me to contribute to this year's annual meeting on behalf of Palgrave Primary School. I am Hannah Cooke, chair of Palgrave School Governance Committee. Relatively new, I've been in post since September 2019 following Patrick Harrington's retirement. Our special thanks to Patrick Harrington - Palgrave school governor for 13 years, Chair of the SGC and Tilian Trustee.

I am pleased to update you on progress at our primary school. Since becoming a multi academy trust in August 2016, we are now partnered with six other local Church of England schools: Gislingham, Bardwell, Old Newton, Rougham, Ixworth, Crawford's (Haughley). Chair of the Tilian Trust is Stephen Yapp who has taken over from Kit Wells, Andrew Berry is CEO, Julia Waters is Head of Palgrave School.

All schools retain their individual identity and character within the Tilian MAT, we are a Church of England school and Christian Values underlie our activities. We have our own governing committee with church, staff, parent and community representation. The rector Rev Adrian Watkins takes a great interest in the school and is a school governor. We benefit from the support of St Peter's Church and parishioners for school activities. Our thanks to them. Parents are involved in the life of the school and engagement is high whether parent evenings, school assemblies (pre-Covid) and more recently home schooling. We have an ambitious and creative Friends of Palgrave School fundraising committee who have continued to successfully raise money during this difficult time with initiatives such as the popular Bags 2 School clothes collection. Our thanks to them for their continued support.

Palgrave school pupil numbers have remained consistently high over the last few years, we have 84 children on our school roll. And we continue to be oversubscribed. Attendance at Palgrave school is excellent, pre-Covid and currently.

### **Covid-19**

This annual report captures a picture of school during the Covid-19 pandemic. From 23rd March 2020 our pupils were at home and Palgrave school was partially open providing in-school provision for children of critical workers and vulnerable children. This continued until 4th June when we were able to offer a phased return to more pupils following the guidelines of our risk assessment. The good news is that ALL children began the new academic year in school, full time and this continued through to the Christmas holidays.

This has been a tremendously difficult time for pupils, parents and staff, but has been wonderful to hear the positive comments from children about their return to school. It is pleasing to also see how adaptable and resilient they are and how quickly they learn the new routines and procedures to keep themselves safe. I would like to thank the school's staff - in particular the wonderful teachers and teaching team for their dedication, commitment to high quality learning and can-do, positive attitude throughout this year.

Palgrave Primary School has been full of eager learners and creativity since we returned to full time school in September and then again more recently in early March 2021. Attendance has been high and Palgrave School families have been incredibly supportive of the new systems in place. It was a joy to welcome all children and staff to the new academic year, especially all of the new children who joined us in Reception class. New routines and procedures are embedded within each class and are working well as the new normal, maximising learning time and enabling us to continue with a full broad and balanced curriculum.

Some highlights from the September-December term included: the whole school taking part in a new Walk a Mile initiative, restarting Forest School and Brass lessons, the Remembrance Service led by Y6 pupils and Harvest Festival celebrated with inspiring services in Palgrave Church delivered by the children. Our thanks to all of our pupils and their families for their tremendous donation of food to Waveney Food Bank: 148kgs of food which is equivalent to 211 meals. They also supported Children in Need and Save the Children. The end of term was sprinkled with Christmas cheer, enjoyed by all. Class 1's Nativity play went ahead and was absolutely delightful. Thanks to Friends of Palgrave School the whole school enjoyed a virtual Pantomime starring Blue Peter legend Peter Duncan and a special visit from Father Christmas and his elves.

### **Curriculum catch up**

Palgrave School has a Covid curriculum catch up strategy in place and much work is being done in school through teaching, targeted academic support and wider strategies: to engage children in learning - providing support in re-

establishing a positive learning attitude; to promote and support positive mental health and well-being for all children and staff; to raise attainment of all pupils; and to reduce the attainment gap between our disadvantaged pupils and their peers. For example: all classes have timetabled 'catch up' intervention afternoons for identified pupils throughout the school. Additional staffing throughout the summer term is planned. Teachers continue to monitor and assess all pupils and target areas where gaps are identified on a regular basis. There is continued teacher training.

The summer term is well underway. We are continuing to be cautious and continue to follow the current government guidelines and our school's comprehensive Covid-19 Risk Assessment but thankfully things are slowly returning to normal. The school is proud to offer a broad curriculum to all pupils and as we make up for some of the lost experiences due to Covid-19, school is looking forward to the return of the beloved Class 3 & 4 End of Year Production, Sports Day, we have adventurous sports for the whole school on the outdoor adventure trip, Indian dance, culture and festival workshop, Y6 Bikeability and more all taking place.

Since returning to school our lunch and after school clubs have been a fantastic success with over 80% of children taking part during either lunchtime or after school. After School Club places are available for every child.

Staff and children have been very positive about our new 'Let's get Active Friday' with each class having a dedicated session working on team work, communication, co-operation whilst being active. Y6 children are currently taking part in a Sports Leaders course and will hopefully be able to run additional lunchtime activities for other children whilst providing them with skills for life.

Our thanks to those in the community who have also supported the school. Tremendous generosity from 1:2:1 Computers in Diss for their donation of laptops and equipment. Our thanks to Ian and Jane McClintock for access to a wonderful Forest School site.

#### The school building

We do have physical restraints of the school building which are challenging but the school is extremely resourceful and creative with use of space. The physical barriers are not seen as a barrier to learning. In fact, we strive to provide even better opportunities for children accessing real venues and real equipment with timetabled visits to external sporting venues such as the golf course and tennis courts. We hire the Sports Hall in Diss and Palgrave Community Centre to allow indoor activities to take place on a regular basis. We are continually working to maximise on our learning space and considering new ways to face this challenge and take this forward into the future.

Looking to the future, our aspiration is developing aspiration for all children. We are optimistic about the future with our enthusiastic and capable staff, engaged and involved parents and caring school environment.

#### **Appendix 4**

### **Palgrave and District Community Centre - Chair's Report to Annual Parish Meeting 2021**

#### *A year of two halves*

From October 2019 to March 2020 the Centre was busy with hirers making use of both the main hall and lounge.

The playing field became the venue for a popular new fitness boot camp on Saturday mornings. The PDCC's Palgrave All Stars club provided sports and games activities which proved to be extremely popular with local children and their families on Sunday mornings.

The cinema was also extremely popular and attendee numbers were increasing each month.

In late March 2020 national lockdown restrictions were imposed and following Government Guidelines the Centre was forced to temporarily close its doors to the public. However, this "downtime" was used productively and we made a number of improvements to the Centre including redecoration of the Lounge, the Main Hall and the kitchen; an upgrade of the Centre lighting to a more cost-efficient system and sprucing up the garden areas.

A volunteer working party cleared brambles and undergrowth from the edges of the playing field to prepare for wildflower areas planned for later this year. A number of small trees have also been planted.

The year was also unusual in that the PDCC Trustee Committee did not have a Chair or Vice-Chair. However, this was allowable under the constitution if one of the Trustees acted as Chair at monthly Trustee Committee meetings and this was duly undertaken.

Going forward the PDCC Trustee Committee will review and update existing policy documents and will begin a cycle of business planning.

### *Finances*

The Trustees have tried to keep costs down whilst managing the expectations and requirements of our hirers. Money has been spent wisely on the refurbishment in preparation for reopening, and grant funding alongside wind turbine income has bolstered our cash balances, leaving us with a healthy cash position at the end of the year.

It is the policy of the PDCC to hold in Operating Reserves the equivalent of two month's general running costs and an additional one month's salary costs. It is also our policy to hold an amount for any likely building or improvement works following ongoing inspections.

### *Going forward*

We believe that the Community Centre (and playing field) has great potential and we are keen to protect it for future generations as a thriving asset, at the very heart of our rural community. We hope that local people will recognise that it is their Centre and will cherish it.

We plan to enhance and improve our facilities to keep them up-to-date and make sure they meet the needs of potential and existing users. This will safeguard the future of the Centre and ensure that it provides a high-quality, affordable and accessible community facility. We believe the Centre should be relevant to and support as wide a cross-section of the local community as possible. We want to know more about what people think the Centre should provide in terms of activities, events and services, so that we can develop our offering accordingly. Clearly then, we must start by consulting and engaging with as many of Palgrave's residents as possible to find out what the local community wants from the Centre. We plan to undertake this during 2021.

### **Appendix 5**

## **Neighbourhood Watch Report to Palgrave Annual Parish Meeting**

Although in the last twelve months, the Covid pandemic "lockdowns" may have restricted much criminal physical activity nationally, many of us probably read each day of the increase in "digital" crime, where many national and international "cyber criminals", have increased their activities, and this has been the case for Palgrave. Over the past twelve months I have received numerous messages from resident's ref scam emails, texts, phone, social media, BT, Dept. Of Transport, Energy Companies, and bank messages etc etc. which I have both commented on and passed on to ActionFraud ([actionfraud.police.uk](http://actionfraud.police.uk)).

In this month's April copy of the \*Suffolk Neighbourhood Watch Newsletter there are details of the "Which? Free scam alert service, (digital link on page 3) which I would advise everyone to use when the need arises.

From a physical point of view there has been very little crime in the village I am pleased to say, with only (to my knowledge) two house burglaries, one attempted car break in, two noise complaints, (i.e., summer "raves"), and a few "suspicious character's!!" loitering in the village with or without intent! There are some reports of cases of personal assault and damage to property but in the main these are contained within the St Johns hospital area and do not relate the village in general.

Most residents are now suspicious of any "cold call" doorstep visitors, who almost without exception can be rogue traders, following several reports of them operating across Suffolk recently. Please report any information you may have to Trading Standards on 0808 223 1133 with descriptions of the individuals and vehicles.

Living in a rural area as we do, illegal blood sports crimes such as hare coursing do occur and earlier in March reports were made of "suspicious vehicle overnight parking" in the village cemetery and also persons using torches on fields during hours of darkness. However this could have been poachers or those "lamping" for rabbits as hare coursing does not usually occur during hours of darkness and is an activity which is carried out during daylight hours as the offenders need to see the dog chasing the hare at a distance. If people are spotted out at night with torches, it is far more likely to be poachers or those out lamping for rabbits, the latter usually being a legitimate activity provided the landowners' permission has been gained. Suspicious activity with people using torches is always worth phoning the Police (101).

Earlier this month a local smallholding was broken into on the outskirts of the village and livestock reported stolen which is frustrating for the owner as the site has high security fencing and strong locks on entrance door.

Finally, Neighbourhood Watch signs were installed on each of the entry roads into the village which were purchased with the invaluable help of Palgrave Parish Council to which I am very much obliged. I trust they may deter anyone entering the village from causing mischief and advise them we do have a system of good neighbourliness and communications between residents.

Can we bring fly-tipping into the NW system which is proving to be a big problem in Palgrave.

*John Sparks - Palgrave Neighbourhood Watch Co-ordinator*

Please note: \*I circulate each month, via email a copy of the Suffolk Neighbourhood Watch Association Newsletter to approx. 100 household in the village. If you require a copy, please email me on [johnandbonny@outlook.com](mailto:johnandbonny@outlook.com)

For crime reduction advice of all types “go to” the First Principle page on Suffolk Constabulary web site on [“Suffolk Police First Principle”](#)

## **Appendix 6**

### **Diss & District Neighbourhood Plan**

It has taken a long time to get to the stage we are currently at. There are no recommended sites for development in Palgrave that we are aware of. Many organisations within the village could benefit from stronger ties with the DDNP for example the school and the PDCC. Approximately 100 responses were received from the last survey out of a possible 900 which shows enhanced public engagement is needed. Another Palgrave representative was still required to come onto the DDNP team, s if you are interested, please contact either David Burn or Bec Dingle and you will be made most welcome.

*Bec Dingle, Parish Council representative DDNP*

## **Appendix 7**

### **Palgrave Community Response Group report**

In March 2020, the government enforced a national lockdown. We could only leave home for necessary travel to and from work, to exercise once a day, to shop for essential items and to fulfil any medical or care needs. People with underlying medical conditions were advised to stay in their homes and to shield themselves by self-isolating.

At that time, I got together with representatives from the PDCC, Neighbourhood Watch and the Palgrave Parish Clerk and we organised the “Palgrave Community Response Group”. Initially this involved identifying vulnerable residents, fortunately we were already part of the way there because, prior to the pandemic, the Parish Clerk and I had begun to develop the Palgrave Emergency Plan,

We then asked for help from local residents who volunteered to help by shopping and collecting medication for those people in Palgrave most at risk from coronavirus who’d been advised to self-isolate/shield. Each volunteer was allocated a list of vulnerable residents, the volunteer contacted each person on their list and offered their help.

At its peak, the Palgrave Community Response Group consisted of around 20 volunteers and we had more than 80 vulnerable people on our books.

The Group is always ready to come together again if needed. However during the last lockdown we had very little call on our services.

I would like to take this opportunity to thank all those people who volunteered as part of the group and, in this way, made life a little easier for our vulnerable residents at what was, a frightening and often confusing time.

## **Appendix 8**

### **Palgrave All Stars Youth Activities**

The All Stars are looking to restart activities as soon as possible once restrictions are lifted but desperately need more adult volunteers to help with this important facility for the children of the village. Please contact Pete Humphreys if you can help in any way.

## **Appendix 9**