

## Minutes of the Palgrave Annual Parish Meeting held in Palgrave Primary School 23 April 2019 at 7:30pm

Present: Councillors N Weston (Chairman), W Cooper, M Brown, M Sneddon, D Long, E Collins,

Also Present: District Councillor Burn

Electors: 16 Members of the public attended the meeting

### 4.19.1 APM Welcome

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

### 4.19.2 APM Apologies

Apologies were received from County Cllr Jessica Fleming who was delayed at a prior meeting, and Cllr S Quantrell.

### 4.19.3 APM To confirm the minutes of the Annual Parish Meeting held on 11 May 2018

Copies of the Minutes had been issued prior to the meeting and were issued to everyone present. The minutes were agreed and accepted as a true record of the meeting and duly signed by the Chair.

### 4.19.4 APM Reports

The following reports were summarised by representatives at the meeting. All reports were attached to the documents circulated in a pack for each person present. They are appended to the minutes on the parish council website. *Due to lack of space they are not posted on the notice board.*

#### 4.19.4.1 APM County Council: County Councillor Jessica Fleming

County Cllr Fleming was delayed and therefore unable to attend, but sent her report. See **Appendix 1**

#### 4.19.4.2 APM District Council: District Cllr David Burn

Cllr Burn reviewed the following aspects within Babergh Mid Suffolk District Council:

The Your Council magazine distributed to every household within Babergh Mid Suffolk.

Eye Airfield Power Station is dependent on the issuing of a contract from Ofgem, following their success or not, in the capacity auction.

The upgrade to the A140 road with the two new roundabouts being built, one at the Yaxley crossroads, the other south of the Thrandeston T-junction.

SNOASIS is still going ahead at this stage.

The old MSDC site in Needham Market together with the old middle school site will have 135 new homes of which 38% will be affordable homes.

Needham Lake is the second most frequented free amenity in Suffolk, and will have a new Visitor Centre.

BMSDC's award winning EXACOM site which details all CIL and S106 payments. The income is based on the square m<sup>2</sup> of the buildings and contributes towards the supply of infrastructure that offsets new developments.

An avenue of seven oak trees was planted in Debenham to commemorate the fallen from World War One.

A fruit tree has been offered free to every child born or adopted in 2018 within BMSDC district and the scheme is being continued throughout 2019. Last year 180 trees were planted as a result.

Two new PCSOs (community officers) have been funded for the next two years by a small increase in Council Tax.

*Question – where are we with the call for sites due to the District Council having an approved 5-year land supply?*

*The 5-year land supply is the amount of land we have available to build the government required number of houses per year. Available and already allocated sites have been identified by the Local Plan, the final draft of which will be submitted in June when we will then be able to view what the allocated sites are for each village.*

#### 4.19.4.3 APM St Peter's Parish Council: Hugh Bunbury, Secretary, Parochial Church Council - see **Appendix 2**

4.19.4.4 APM St Peter's CEVC School: Patrick Harrington, School Governor – see **Appendix 3**

4.19.4.5 APM Palgrave and District Community Centre: Phil Dyer, Chair – see **Appendix 4**

*Question – how much does the PDCC have in reserves in the bank?*

*£18K in the bank. Approx £12K has just been spent on the soffits and bargeboards which is a sizeable chunk. The car park will be the major project this coming year.*

4.19.4.6 APM Neighbourhood Watch: John Sparks – see **Appendix 5**

4.19.4.7 APM Gardening Group: Janet Lockett – the Group was formed approximately ten years ago. They are responsible for restoring the village pond, work on which started in 2012. It involved a lot of work behind the scenes because various permissions had to be obtained in writing before work could commence. The Group managed to get a grant to fund the work, the last of the remaining funds were spent this year on the pond. Plan are already afoot for 2020.

4.19.4.8 APM Palgrave Parish Council: Cllr Neil Weston, Chairman – see **Appendix 6**

*Question – can we put up a temporary No Entry sign on the access road?*

*Highways would have to do it but this is something we haven't asked them to do as yet.*

*Comment: no children cycle because of the danger due to the traffic conditions.*

4.19.5 APM Other Village organisations – Cllr Weston thanked all village organisations for their input and offered apologies to any organisation that had been omitted in error

The meeting broke for refreshments.

4.19.6 APM Diss and District Neighbourhood Plan: Cllr Neil Weston - see summary under Parish Council report. The Plan has been scaled back in order to move the DDNP forward and is making reasonable progress. It is about how we control the future of Palgrave in terms of housing and developments and is therefore very important to everyone in the village. It is still about a year from being adopted with a consultant to be appointed fairly soon which will then move things along quite quickly.

*Question – does any account have to be taken of the agricultural land being used?*

*District Councillor Burn replied - The quality of the land would be taken into account when the N.P. lists its preferred sites for allocation and is dealt with by the planning regulations. He earnestly asked the audience if they wanted to become involved or knew anyone who was willing to come onto the DDNP as a representative of Palgrave as two people are really required.*

*Question – are there any plans for a new school in the call for sites?*

*We will know in June when the draft plan is published which is the favoured site of the two proposed sites. Both sites fall outside of the current boundary.*

4.19.7.APM Update on Parish Infrastructure Investment Plan (PIIP) - see **Appendix 7**. It was agreed that space will be made for page 3 of the PIIP to be published in the Palgrave Star with a small explanation in order to gain further feedback.

4.19.7.APM Any other relevant matters or questions: -

The 7.5 Tonne sign limiting heavy traffic on Denmark Hill has been knocked over – clerk to raise with Highways.

We are still waiting for a site visit with Mary Evans via Cllr Fleming in order to resolve some of the traffic issues.

How can we attract more residents to this meeting which is their opportunity to raise their concerns. A possible PVC banner with an amendable date that could be displayed on the churchyard wall may be appropriate. Clerk to investigate.

**Next Annual Parish Meeting – date to be advised in due course.**

4.19.9. APM Closing remarks;

Everyone was thanked for their attendance.

The meeting closed at 09:40 hrs

Councillor Jessica Fleming, Hartismere Division, Suffolk

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**State of the County** – A new administration took over running the Council last May. The administration now includes Leader Cllr Mathew Hicks, a new Deputy, Cllr Mary Evans who is also Cabinet Member for Highways, and a new Chief Executive, Nicola Beach. The Council's main focus over the past year has been investing in local roads & infrastructure, working closer with our health partners to improve social care, & using limited funds efficiently.

**Major Road Improvements** –The Council has started detailed design for the Lowestoft Third River Crossing; the Beccles Southern Relief Road was officially opened in September; and two new roundabouts are planned on the A140 near Eye (construction is anticipated in summer 2019).

The Council is also considering options for an Ipswich Northern Fringe Road. Public consultation on possible routes and junctions with the A14 and A12 will begin in the Summer 2019.

**Highways** - Suffolk Highways service centres at Rougham, Halesworth and Ipswich are now well established and community wardens have been working with parishes. In January Suffolk Highways purchased three Nu-phalt Thermal Patching machines aided by a central government grant. This enables Highways teams to carry out more effective, durable road repairs in poor weather.

The web based reporting system is now widely used for road and drainage issues -as a reminder:

Report a defect <https://highwaysreporting.suffolk.gov.uk/> : To check area roadworks - <https://roadworks.org/>

**Local Roads** –The County Council along with the Parish Council and residents has considered options for improving pedestrian safety in the village and around the primary school over the past year; ongoing projects expected in the coming year include extended speed limits and speed indicator devices. Traffic controls around the primary school remain as a standing item for consideration.

**'The Hold' Historic Records Centre, Ipswich** - construction has commenced. The new centre is set to open Spring 2020. It will replace the existing Ipswich Record Office in Gatacre Road, the Lowestoft and Bury Record Offices will remain open. On this basis Suffolk Record Office was on March 28<sup>th</sup> awarded Archive Service Accreditation, a quality standard which allows records of national importance to be retained in the County in the long term.

**Upgrades to Suffolk Recycling Centres** – The County is investing £6m into upgrades or replacement at Foxhall, Haverhill, Ipswich and Stowmarket; a suitable new site is needed for the latter. Construction is expected to get underway in 2019/20.

**Broadband** – The Council, in partnership with Districts, has secured £1.725m from DEFRA to help provide Superfast Broadband access to rural businesses currently excluded from fibre broadband rollout, and to enable additional non-business premises to upgrade. This will help connect some of the remaining 2% of the County not covered by existing contracts, although more work is needed to reach all premises. Connections for the qualifying rural areas will begin later in 2019.

**Planning and Major Projects** – Suffolk County Council works closely with applicants and comments on national scale projects, it determines applications for waste, minerals, highways and some schools and is a consultee on local planning proposals.

In the past year the Council has reviewed and objected to several aspects of EDF's Stage 3 plans for Sizewell C namely road transport, effects on protected species and landscapes, and construction logistics. Similarly, it has objected to plans for land based infrastructure associated with off-shore wind farms over harm to the natural environment and cumulative effects on the East Suffolk coast.

Nationally the Government issued an updated National Planning Policy Framework in July and new guidance on Neighbourhood Plans. The Council has begun work on its own Design Guidance which will be available later this year to help influence and improve the quality of new development.

**Council Budget Challenge** – With the reduced government revenue support grant the Council needed to raise council tax this year to help pay for needed services, particularly health and social care which now take ¾ of the total budget of £519m.

If you have comments or questions about this report or any other matter please get in touch as I would like to hear your views. Thank you for your support and participation over the past year.

## ST PETER'S CHURCH, PALGRAVE, REPORT TO THE ANNUAL PARISH MEETING - April 2019

It has been a year of changes at St Peter's, some planned; some otherwise. Our one churchwarden, Beryl Dyer, decided that it was time to step down from a number of roles – official and unofficial - that she has enthusiastically performed in the Benefice for a good few years. This included invaluable work as a lay Reader, and also leading the Sunday Club. We have been truly grateful to Beryl for all of her work. Not to be forgotten: Vic, for manning the tea urn whenever required. A far less organised churchwarden is now in the post. Meanwhile, Beryl continues as Treasurer and as Parish Magazine editor which, in both cases, she would be more than happy to pass on to someone with the necessary enthusiasm. We also hope that interest in running a children's Sunday Club can be revived at some time in the future.

There have been some changes and new faces on the Parochial Church Council but there are one or two vacancies that it would be good to fill, if only to share the administrative tasks. However, we are extremely lucky to have an enthusiastic and very capable 'Friends' organisation. This means that PCC meetings do not have to be dominated by ideas and practical arrangements for the fund-raising that is constantly necessary to keep the church fabric in reasonable repair and useable for all. All funds that the 'Friends' donate are restricted for specific material projects. This leaves the congregation to meet the ongoing running costs of the Church, amounting to over £20,000 p.a.

For regular Sunday worship we are still fortunate to have a service at St Peter's on the first three Sundays of the month, and Benefice Sunday is now always the fourth. We are grateful to Adrian, Ginny, and visiting clergy for making this possible.

We started 2019 with a new family service: *Family@Church*. This makes use of projected images and recorded music but is intentionally simpler to prepare and set up than was its forerunner *Palgrave Praise*, which we were all sorry to see end. *Family@Church* has potential to grow and, ideally, we would like to reform the church band (- their first performance on Easter Sunday was excellent). This all means that we continue to be able to offer choices of contrasting styles of worship weekly in our Church.

We are grateful to Qingfeng Ward for continuing to be our church organist and to his parents for allowing him to do so. For a young person, he appears completely at home on the organ bench and plays the four hymns with little difficulty.

A highlight of summer 2018 was the visit by Kings Voices, the student choir of King's College, Cambridge (patron of Wortham Church) to perform a Choral Evensong. It was a privilege to experience the traditional service with its canticles, psalm and responses so expertly sung. And there was a sermon from the Dean. Afterwards, a sunny evening on the green was perfect for refreshments and chat. The number of people attending the service showed how the prayer book services are still valued, certainly in such high form.

November's Armistice centenary Remembrance Sunday service was naturally well attended by the village. The service was made more poignant by the reading of poems by school children and images from WWI were projected onto the church wall. Four seats in the pews were occupied by Perspex silhouettes of soldiers, *there but not there*, provided by the Parish Council. Different groups from the village participated in an extended wreath laying ceremony. Harry Diggins sounded the Last Post.

There has been progress with our *Space for Grace* project which aims, in the first phase, to free floor space at the back of the church and install a tea point. Our Architect drew up plans and specification and builders' tenders were received. Replies are now awaited from a number of potential grant funding bodies. 2019 should therefore see a start to this work at last. The Friends organisation has already contributed sizeable donations for this project.

The weekend of 22<sup>nd</sup> and 23<sup>rd</sup> June, this summer, is being planned as a special occasion of Church outreach and welcome to the villages of the Benefice. Activities have been timetabled for around the parishes – all to be advertised soon. We hope that all may find something of interest and entertainment to share with us.

The Parish Council is once again thanked for maintaining the closed churchyard and its enclosing walls and gates. A large section of flint wall on the north side has been nicely repaired. The grass was cut over much of the churchyard just before Easter, a time when families often visit to tend graves.

It is always interesting to see how many visitors we have day to day, and how they record their impressions in the visitors' book. We must thank our teams of cleaners and flower arrangers for enhancing that experience.

**Hugh Bunbury, Church Warden**

## **Appendix 2**

### **Palgrave CEVC School – Patrick Harrington, chair, Palgrave School Governance Committee and trustee of the Tilian Partnership**

I am pleased to be with you again this year to update you on progress at our primary school. I told you last year that since becoming a multi academy trust in August 2016, partnered with Gislingham, Bardwell and Old Newton, in late 2017 Rougham and Ixworth joined the partnership, and we have now added Crawfords, a primary school in Haughley. Total pupil numbers are now about 800. The government is pushing the growth of academies, and there are real benefits to us in this expansion. We get greater economies of scale, are able to adopt best practice across the partnership, reduce overheads and provide both better education for our pupils- always the top priority – and provide development opportunities for our staff within the group, which is important in recruiting and retaining good staff. We do not anticipate, however, adding further schools in the next year or two. Setting up the systems for managing seven schools is a task that needs considerable care and it is vital that teaching and learning in the schools continues to improve. Andrew Berry continues as the Principal of the Partnership, but there has been a recent change of responsibilities for Julia Waters, Headteacher at Palgrave. Since March this year she has also been Headteacher at Bardwell primary while their head is on maternity leave, and we don't yet know the length of that absence. This is a temporary arrangement that we have been able to make because of the strength of the SATs results at Palgrave and the confidence that there is in Julia's ability to contribute to another school in the partnership.

It is essential that each school retains its own individual identity and character. All our schools to date are Church of England schools and Christian values underlie our activities. Each school has its own governing committee with local governors including church, staff, parent and community representation. The rector, Rev Adrian Watkins takes a great interest in the school and we benefit from the support of St Peter's Church and parishioners for school activities. Parents are heavily involved in the life of the school and participate in parents evenings and school assemblies. Palgrave school pupil numbers continue to increase and we now have 85 pupils and unfortunately have to turn applications away as we are oversubscribed.

Every year pupils in year 6 (age 11) take Key Stage 2 SATs tests in reading, writing and maths. The 2018 results were very good, both for attainment and, most important, for the excellent progress made throughout. Results were consistently significantly higher than the national average in most areas. These results demonstrate the ongoing improved teaching and learning in the school, which is also shown in class inspections carried out by senior staff and confirmed by parental questionnaire results.

Palgrave had a one day Ofsted inspection last month. "Short" inspections are used by Ofsted to confirm whether a school still meets the criteria for being a "Good" school and can also be used to identify whether the school has the possibility of being an "Outstanding" school. The report has not been published and decisions remain open to amendments; however, we were very pleased with the report. The inspector commented very favourably on the school's excellent performance, high standards of behaviour and the care and support the pupils receive.

Looking beyond the academic results, we have links with the community in a variety of areas. In sport, pupils take part in athletics, swimming, tennis, golf, hockey, cricket and cross country. They also participate in art and music. They are aware of other cultures and religions. They are also involved with the Forest school movement at a site in Palgrave, to develop outdoor learning, initially for younger pupils but moving to all age groups in future. All these activities help to provide a broad based curriculum, which is essential in giving them a rounded education and aiding their future development.

Road safety continues to be major issue. Highways have continued to refuse to agree to measures to improve the safety of the no entry road by the school and plans for a build out to enable children to cross the road more safely have been put on hold. Highways will now carry out speed surveys on the road to assess risks to road safety, and County Councillor Jessica Fleming has asked Highways for their proposals on how to enhance road safety. The changes recently made on the through road by the school have if anything made the road less safe, in the view of staff and parents. Our restricted site in a conservation area and on a village green continues to give us problems that can only really be resolved by the building of a replacement school, but the likelihood of that happening looks some way off. The school had a visit from the Secretary Of State for Education, Mr Damian Hinds, and our local MP Dr Daniel Poulter on 12 October last year, so at least they are aware of the inadequacy of the present school long term.

Overall we have had another very good year. Palgrave is currently the most successful school in the Partnership based on Key stage 2 results, and, despite the financial constraints that the education budget is under, we are optimistic about the future with our enthusiastic and capable staff, engaged and involved parents, and caring school environment.

Patrick Harrington 11.5.18

## **Palgrave and District Community Centre - Chairman's Report to Annual Parish Meeting 2019**

### **Governance**

The Charity Commission have now received and accepted the revised Constitution after some additional minor changes were made.

9 key Policies covering; HSE; Environment and Sustainability; Financial Regulations; Reserves; Child and Vulnerable Adults; Buildings Management; Equal Opportunities; Code Of Conduct; and Kitchen Guidelines are in place, with both the Reserves and Child and Vulnerable Adults Policies being recently updated.

All Trustees have now signed Trustee Eligibility Declarations and Disqualification Declarations in compliance with new rules issued by the Charity Commission in August 2018.

The establishment of the new sub-committees has meant a more efficient and streamlined process and is working well, although there is room for improvements.

A new task management software programme was introduced to keep track of the numerous actions generated by the Trustee Committee. This has proved to be extremely beneficial in the management of the Charity.

### **Personnel**

There have been few changes to the Trustee Committee over the last year, and we welcome 3 new Trustees who are already contributing so much to the running of the Community Centre.

Unfortunately, despite several months of advertising for help, nobody has stepped forward to fill the Treasurer's role. There is presently an interim Treasurer in place which is only sustainable in the short term.

We are continuing to try and recruit more to the Trustee Committee and to our very limited band of volunteers, without whose help we would not be able to function.

### **Turbine**

As reported last year, finding an equitable solution to the Turbine relocation issue was challenging, and I am pleased to report that in May 2018, the Babergh and Mid Suffolk District Council Planning Committee approved retention of the turbine in its existing position.

The consequences of this decision have meant that £12000 of funds have been freed up and are being used for much needed improvements to the centre. The biggest being a complete replacement of the soffits, bargeboards and fascias.

### **Highlights and Achievements**

As last year, the centre continues to be patronised by a variety of groups and organisations and we have had continued success in attracting new groups and activities, resulting in a higher rate of bookings.

A Conversation Café held in February last year, gave us a variety of ideas for fundraising and events. We have implemented several suggestions made by members and continue to try to provide a variety of events that would appeal across a wide demographic.

Friendship club; crib; bowls; table tennis; line dancing and keep fit classes all continue and the school continues to utilise the facilities on an ad-hoc basis.

This year, in particular, has seen an eclectic mixture of events, some of them never before held, which has helped us attract a diverse mixture of patrons from around the area and beyond in some cases. These have included; poetry evenings; Murder/Mysteries; Demonstrations and talks and photo competitions.

The Open Gardens weekend was a tremendous success and broke all records in fundraising, this together with a hugely successful Art Exhibition at Stuston has meant we have taken over £4500 in funds, through those 2 events alone.

The second "Picture Of Palgrave" was a success and again brought together friends from in and around the village that had not seen each other in decades.

Craft Fayres, Quiz Nights, the Annual Summer Fete and the Cinema continue to be popular, and the addition of more state of the art lighting equipment last year, has ensured that the centre remains one of the premier locations for local cinema.

The Play in Palgrave joint project has now completed, with the installation of the cable way and carousel, and this was marked by a very successful Fun Day in June.

I hope most of you have noticed the outstanding work of art on the ball wall in the play area. A unique addition and one that has received nothing but praise from everyone.

Due to Charity Commission regulations, we took the decision to split the Palgrave and District Community Club from the Charity. The Club now has its own constitution, management committee, membership, and a 10 year rental agreement is in place with the Charity.

The PDCC continues to support the Palgrave Star, which provides every resident with a free and informative village magazine. The Star's look and feel has been improved and remains an essential medium for communicating events, notices and news to the residents of the village.

The website continues to grow in popularity and the regular newsletter which compliments the Palgrave Star has proved an asset in communicating events and news to residents.

### **Regrets and Challenges**

We have tried to address the disconnect between the Community Centre and the young people of the village, and have pursued ideas on a greater involvement with youth representatives, including having a dedicated youth panel and a youth trustee on the Committee. Unfortunately due to a variety of reasons this has not been successful. But we are still in contact with Community Action Suffolk to try and move this on.

It is with some regret that we have had to stop The Lunch Club, this was always popular with the residents and members, but due to dwindling attendance and the lack of volunteers this has had to stop.

### **Changes Made**

Our financial systems have been radically changed, with better oversight in reporting and a robust budget process in place, together with a new bank account being opened at Lloyds. This has meant more reliance on electronic means of managing our funds, greater oversight and more efficient way of working.

The Booking Process has also undergone fundamental change, which has made it easier and more aligned to the new financial systems put in place.

### **Financial Review**

The end of year accounts, up to end September 2018, showed that through continued hard work by the Committee and supporters, we have again seen an excess of income over expenditure. Always a good place to be in. We now have robust systems in place, with a greater emphasis on budget control and governance.

### **Future Plans**

With a new constitution and governance structure, I remain very confident in our ability to meet the challenges ahead and to continue to grow as an essential part of the community.

Toilet refurbishment is still a priority and we hope to move this forward this year. We have approved several capital expenditure items in the budget to enhance the facilities – including improving the kitchen area and are planning some remedial work for the car park and garden areas.

Our Events and Fundraising Sub-Committee is working well and there is a continued focus on income generation and providing unique activities.

However, there is still a huge challenge in obtaining volunteers and additional Trustees to help run the centre. Without new people to help run the centre, I can see the future being more challenging than before, we may have to seriously consider reducing our commitments in providing such a variety of events unless we get more volunteers.

### **Conclusion**

As I mentioned at the beginning, this has been another year of changes and challenges, but we have met that them full on and come out stronger.

The PDCC Trustee Committee has shown their resolve and fortitude in meeting these challenges and providing exemplary support to myself as I have steered the organisation towards, hopefully a stronger and more robust institution.

Thank you. Phil Dyer, Chairman



## 2019 Report to Palgrave Annual Parish Meeting

Over the last year I have circulated information to many residents with guidance and advice received from local and national police departments relating to what has become known as “cybercrime” by which many of us know as crimes committed by criminals carrying out activities by means of computers on the internet. Some of this information can be accessed directly by use of the computer by clicking onto “Action Fraud” and/ or “Police Direct”.

However, not all of our residents have a computer, so I am always keen to be told if such residents require assistance, when special arrangements can be made.

“Cold call” telephone messages can also come under this category, which can be quite worrying, esp. when the caller threatens court action for false, so called “unpaid debts”, such as income tax or TV licences and seeks to obtain bank details. If in doubt end the call and let me know and I will circulate a warning as well as for “visitors” in the village, making cold calls by knocking on doors, claiming to be tradesmen or having goods to sell. Such visitors should be challenged by demanding to see their police permit or other means of identification.

As we know, police forces over the country have been dramatically reduced over the past few years, due mainly not only to financial pressures but also because the type of crimes committed have changed and become more sophisticated hence the rise in national and international cybercrime as mentioned earlier. However, we can still see at local level that over 50% of local crime recorded in 2018 was “assault” and whilst this was not classified of a serious nature, it does give concern to an increasing threat of violence to society, the most serious of which has recently been entitled “County Lines”. This is where city drug gangs are spreading their drug sales into the countryside using children as young as eight. We will hear more about this, from a talk to be given by a member of Suffolk Police here in Palgrave soon to be announced.

To further improve communication among residents, the Neighbourhood Watch have recently introduced volunteer “area coordinators” and in our case based in Eye, whose task is to encourage other local villages such as Scole, Stuston Thrandeston etc etc to join the scheme. Palgrave will eventually link with these and other local villages to spread communications regarding local and other crime advice. Finally, for any of you who are not members of the Palgrave NW, I have left some information sheets here, and if you wish to join, please fill in your details here or at home and I will be in touch.

John Sparks  
Palgrave Neighbourhood Watch Rep.

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Note: John was unable to make the meeting but wanted to advise everyone that the “County Lines” meeting will be expedited on his return with a meeting scheduled soon in the Community Centre. It will be publicised once a date is agreed.

## **Appendix 5**

### **Chair of Palgrave Parish Council's Report**

I have to say when I reluctantly took over as Chairman of Palgrave Parish Council last year, I was worried that the Council was in a fragile state. This was reflected in the poor attendance at the Annual Parish Meeting in 2018. We had had several resignations from the Council and a succession of people fulfilling the Parish Clerk role. I'm pleased to say however that the last year has been better than I expected. We appointed a very good and keen Parish Clerk, Caroline Emeny from Laxfield and managed to end the year with 7 Councillors including two new ones although we do still have 4 vacancies. I would like to thank all the Councillors and Caroline for all their hard work during the last year. Long may it continue! I would also like to thank all the villagers (and others) who have actively engaged with the work of the Parish Council and other community activities and also our Local and County Councillors, David Burn and Jessica Fleming who have provided great support to me and Palgrave over the past year.

In undertaking a review of the work of Council over the last year it is of course difficult to fully capture everything that has happened, but a number of achievements do stand out as worthy of mention.

**Policies and Finances** – Caroline has been doing a sterling job getting all of our policies and procedures into shape. I know this is not a particularly exciting area, but it takes a lot of time and we need to do it!

**Defibrillator** – We managed to purchase and get a defibrillator installed on the side wall of the school and conduct a training session at which nearly 60 Palgrave residents attended. A great turn out.

**Lows Lane** – The actions of a small number of villagers supported to a small degree by the Parish Council has managed to greatly improve the situation with the footpath down Lows Lane. A large amount of effort has been put in and it is now bearing fruit with the lane looking very well kept now. We are hoping to continue to make improvements down 'the Lows' including a bench or two hopefully.

**Diss and District Neighbourhood Plan (DDNP)** – For my sins I am also Palgrave's representative on the steering committee for the DDNP which is preparing a Neighbourhood Plan for Diss and the surrounding parishes including Palgrave. This is something that I would much rather be done by someone else in Palgrave. So, I appeal to someone in the village who has just a little bit of time to spare to put themselves forward as the second representative from Palgrave for the DDNP Steering Group. The Plan is in progress and we are now hoping to appoint consultants to work on the details in the very near future. This is important stuff and is a very small commitment of time to try to secure much greater 'control' over speculative planning applications in the plan area.

**Tidy-ups** – The PC has been successful in arranging a couple of village tidy-ups this year and will continue to encourage people to get involved in this and the annual Churchyard Clear-up in the future. Thanks to all who help to organise these events.

**General Maintenance** – The maintenance of the infrastructure of the village is not something that does itself and the PC continues to act where necessary to maintain facilities and footpaths etc. around the village. Much of this is unseen but nonetheless important to ensure that Palgrave continues to be a desirable and pleasant place to live and work.

**Grass cutting, walls** – Often our most major expenditure each year is grass cutting. This last year we were let down badly by our previous supplier and we have just managed to appoint a new company for 2019 which was chosen from 3 quotations that were obtained. I believe it may be the first year in many years where we have managed to obtain 3 quotations thanks for both Caroline and Council members. We also during 2018 had to conduct a major piece of rebuilding work on the church wall at the boundary with the school. This was quite a large expenditure for us but careful financial planning over the past few years meant that we had a contingency fund to ensure the wall was rebuilt in the original style AND by a local builder at a good price. We hope no more of the wall threatens to fall down soon.

**Parish Infrastructure Investment Plan (PIIP)** – As a result of the recent house building in the Parish we are now in a position to have funds available to spend on more ‘major’ projects than we would normally be able to fund through our £15k annual precept. We have sought ideas for investment in infrastructure within the village and will very shortly present these ideas to residents for further comments. There are some cracking ideas in there and we have found out that there is considerably more leeway in what we can spend our Community Infrastructure Levy (CIL) funds on than we were previously informed. Any new ideas do let us know and if well accepted by a number of villagers then they MAY become reality.

### **Challenges**

As a village in 2018/19 we continued to have a variety of challenges some of which are highlighted below.

**Highways** – despite presenting a well-accepted solution to reduce the traffic volume illegally using the ‘access only’ road next to the school we have been refused any chance of implementing it by Suffolk County Council Highways department despite it being their idea! Personally I have become very frustrated by the lack of vision and the ‘jobs-worth’ attitude of certain members of the Highways department for ideas to calm traffic in Palgrave however we will continue to chip away at their entrenched attitudes during 2019/20 to see if we can reduce speeding and illegal road use.

During 2018/19 however we did manage to get Highways to improve (slightly) the Priory Road/Lion Road corner and the white line repainting down Denmark Hill. We are hoping to do more in 2019/20.

**Speculative development** – The DDNP plan is targeted at giving us another ‘string to our bow’ in the PC’s voice regarding the more speculative planning applications. When the Suffolk Local Plan comes out later this year, we will know what is expected of Palgrave in terms of development and understand which land parcels may or may not be accepted for possible future development. The main theme from the consultation exercise we carried out a year or so ago was managing growth within Palgrave and that’s what we plan to do if at all possible.

So, it was quite a good year in review. The Parish Council is now stabilised and staffed with an efficient and effective new clerk. All we need now is some more councillors! If you want to help your community and can spare a little time, then do join us on the Council. In the first instance write to Caroline and ask to be considered as a Parish Councillor. It really does not take a lot of commitment and gives a great sense of involvement in the Community.

Neil Weston, Chair, Palgrave Parish Council, April 2019



**DRAFT**

# **Parish Infrastructure Investment Plan (PIIP)**

## **Palgrave Parish Council**

Parish Population	905 (2011 Census)
Date of PIIP	April 2019
Date of next Review	
Date Adopted / approved by Parish Council	

## Existing infrastructure audit

List of services and facilities within the local area, their condition, location, existing capacity and catchment area.

Public / Passenger Transport	Bus Shelter on Lion Road opposite the Church, a wooden structure that will need probable replacement in the next few years. 2018 Quote received for approx. £3500 for a new wooden shelter
Library	See under external audit
Education / Schools	See under External audit
Health	See under external audit
Open Spaces	Village Green and Pond, Lows Lane Footpath, Priory Wood.
Community & Leisure Facilities	<p>Palgrave Community Centre and playing Field, off Lion Rd. Various activities take place in the Community Centre, which includes a lounge and bar area, as follows: Line Dancing, Carpet Bowls, Cribbage, Friendship Club, Pilates, Bolly Fit, Yoga, Extend, African Drumming, Table Tennis, Fit Steps.</p> <p>The Community Centre would like a kitchen refurbishment or extension to improve their facilities, and would also like the toilet areas refurbished.</p> <p>The Playing Field has a variety of children's play equipment recently purchased to the value of approx. £90K including a cable wire, climbing frame, swings, roundabout, slides and tower.</p> <p>St Peter's Church is a Church of England facility on Lion Road. There are no other churches in Palgrave.</p>
Environment (waste infrastructure, flooding etc)	<p>6 Dog waste bins in assorted locations, all in good order.</p> <p>1 Litter Bin near the bus shelter opposite the church. Good condition.</p> <p>Current flooding problems due to blocked drains on Lion Rd / Priory Road</p>
Parish Cemetery	Modern cemetery on Millway Lane, capacity for approx. 20 years or more, Cemetery gates of wooden construction need refurbishment / replacement very soon
Village Sign	Opposite the Church on Lion Road near the Bus Shelter. Erected 1985, renovated in 2015. Will need ongoing maintenance
Parish Notice Board	Opposite the school off Forge Close, erected 2016 in conjunction with PDCC. Metal construction, in excellent condition
Footway Lighting	16 units in total of which 9 are still using old MBFU lamps which will need upgrading in the near future as they will not be repairable once they fail, at cost of approx. £7 / £8K
Seats & Benches	5 seats / benches at various points in the village, 2 of metal construction, the remaining 3 of wooden construction. The Aphorpe memorial seat on the ManoriaL Waste is in very poor condition and needs time and money urgently spent.
Churchyard	Ancient flint wall surrounds the church. Approx £4K spent in repairs in 2019. Needs ongoing assessment as small pieces of flint fallout regularly.

## External infrastructure audit

As above, identifying the services and facilities outside the PIIP area that are used by the community.

Public / Passenger Transport	Bus routes run by Simonds to Bury St Edmunds and Diss, with school transport to Eye
Library	Mobile library calls once every 4 weeks on a Wednesday afternoon opposite the church. There is a library in Diss that villagers can use.
Education / Schools	Primary School, places for 63 children but currently oversubscribed with 85 children. They desperately need a new site to build a new school. The existing external play area is above a natural spring which means the whole playground gets muddy very quickly and is not ideal for the children.

Health	No health facilities in Palgrave. Residents need to go to Diss, Botesdale or Eye to access a GP surgery or Dentist.
Open Spaces	See under above list. None owned by the PC but money spent managing them for the benefit of the community
Street Furniture / Road Signs	Road name signs, speed signage, Village entry signs one west and east side of Lion Road, with an additional entry sign on Denmark Hill. The current west entry sign will require re-siting due to a new development of 21 houses on the very west edge of the village. It is anticipated that we will have to pay to have this work done. The entry speed signs to the village are unsatisfactory and the Parish Council is looking at having these extended further out of the village. Again, it is anticipated that the PC will have to cover this cost which could be in excess of £5K for a Traffic Regulation Order
Phone Box	Phone box was given a basic clean by BT in 2018 and is now operational and will be repainted in 2019 by BT

## Community Infrastructure needs and/ or aspirations

<p>This should be based upon the gaps and/or deficits identified in the preceding two rows.</p> <p>Once completed, please order ordering these needs according to your priorities.</p>	<ol style="list-style-type: none"> <li>1.Extended speed limits out of the village</li> <li>2.Speed Indicator Devices at the east and west entry points in the village plus a moveable one. Projected cost £9.5K for 3 SIDs, £3k for 1 portable SID, additional £1.2K if requiring solar powered version</li> <li>3.Central refuge on Lion Rd for pedestrians crossing this busy road</li> </ol> <p>Road safety is considered to be the highest priority for Palgrave residents. We are however dependant on the goodwill of Suffolk Highways in most of the proposed projects, some of which will have very protracted delivery times, but we will endeavour to bring improvements to Palgrave despite the many hurdles put in the way by the Highways dept.</p>
Community engagement- please confirm how you have sought the views of your community and how they have helped to inform your current and future needs	We sought feedback on a regular monthly basis through the village magazine which is delivered free to every household. This was additional to notices on the home page of the village website as well as more detailed information under the Parish Council page. Further feedback was collated at a very successful Saturday morning conversation café held in March and final feedback will be obtained from the Annual Meeting of the Parish in April 201

## Optional

Expected growth – location, size and timing of development sites. What impact would these have on your community needs?	<p>21 houses currently under construction on the west side of Lion Road, not expected to be near completion until 2020.</p> <p>A small development of 5 houses was completed in 2018. There are several fill-in type planning applications for an odd house here or there plus the following applications have outline planning permission:</p> <p>9 dwellings DC/17/03178 Land to The East of Priory Road Palgrave</p> <p>5 dwellings DC/16/4010 Kyloe Priory Road Palgrave</p> <p>All of the above could result in an increase of approx. 100 cars in the area with significant impact on all the local infrastructure, including the school</p> <p>Highways, roads, and speeding are the main concerns.</p>
Projected income – from all sources incl. external grants, CIL & Section106 income	Currently £33K CIL income unspent to end April 2019 which covers all sites currently under construction.

## LOW COST PROJECTS – UP TO £2000

Project	Priority	Estimate	Progress stage	Date
Bird and bat boxes	M	£200		
Visual improvement to Upper Rose lane entrance with bulbs, hedges tidied up	M	£250		
Maintenance of the Pond every 12 months	H	£200	Requires annual maintenance	
Petanque area at the PDCC	M	£1000		
Tourist Information Board	M	£2000		
Additional lighting down the Lows Footpath	H	£2000		
Additional lighting on Crossing Rd / Goulds Close	H	£2000		
Additional street light on upper Crossing Road and school	H	£2000		
Replacement of two or three missing wooden bollards on The Green	M	£1000		

## MEDIUM PRICED PROJECTS – £2100 to £7500

Project	Priority	Estimate	Progress stage	Date
Purchase & installation of Defibrillator outside the school for community use	H	£2.3K	Purchased, training given and installed with volunteer testers	Dec 2018
Lows Footpath- dig out, pipe and shingle existing foot drain. Install seating area with clearance	M	£2.2K		
New Picket Fence entry signs to the village at various entrances in Siberian Larch, painted white	H	£2.5K		
Priory Wood and Jobs Lane = tidy them up with more tree and hedge planting and possible picnic area	M	£3K		
Outdoor Gym	M	£7K		
Hard Court area at the PDCC	L	£5K		
Kitchen refurb at Community Centre	M	£3K		
Additional wooden bollards around areas of The Green to restrict parking	M	£5K		
Weight Restriction sign on Crossing Rd	H	£5K		

## HIGH PRICED PROJECTS – OVER £7500 Priority High (H) Medium (M) Low (L)

Project	Priority	Estimate	Progress stage	Date
Footpath on Denmark Hill	M	£? unknown but very expensive		
SIDS at various sights	H	£2.5 / £3K per SID plus post, installation & traffic management costs		
Pedestrian refuge island Lion Rd	H	£8-£12K		
Toilet refurb in Community Centre	M	£15K		