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Minutes of a Meeting held on Thursday 10 March 2022 at 7.34 pm in the Community Centre

Present: Cllrs Bremner, Collins, Cooper, Dingle, Fausset, Forster, Prendergast, Shirley-Smith, Sneddon and Weston.

Also in attendance: The Clerk; County Cllr Fleming and District Cllr Burn for some of the meeting; no members of the public and no remote attendance.

03.10.01 Chair's Welcome - The Chair welcomed everyone to the meeting.

03.10.02 Apologies – No apologies received. Cllr Pudney offered retrospective apologies post meeting.

03.10.03 Declarations of Interest and Dispensations - There were no declarations of pecuniary or non-pecuniary interests declared. Councillors were reminded of their obligations under the Suffolk Code of Conduct and the Nolan principles.

03.10.04 Minutes of the Previous Meeting - The minutes of the meeting of 17 February 2022 were approved and signed by the Chair.

03.10.05 Matters arising not covered elsewhere on agenda – There were no outstanding matters not covered elsewhere on the agenda.

03.10.06 Reports for Information - to receive reports for information only:

- County Cllr Fleming's report, previously circulated, is available on our website under Minutes. She added that Avian Flu was once again present in the County – there is an up-to-date map on the Defra website. Suffolk Trading Standards send regular updates on this if anyone wishes to sign up to this.
- District Councillor Burn's report, previously circulated, is available on our website under Minutes. He added there is a link to the Defra website on his report.

03.10.07 Public Forum -

- Members of the public present: There were no members of the public present to raise any matters.
- Members of the public not present: There were no matters raised not listed on the agenda.

03.10.08 Statutory Business and General Governance -

- a) The Complaints policy and the Financial Awards Policy were approved subject to the removal of the maximum £ amount that could be applied for in the latter policy.
- b) It was agreed to appoint SALC as the internal auditor for the accounts ending 31/3/22. This will be at a significantly greater expense than the previous auditor who is unavailable this year, £249 against £150 previously paid.
- c) The Clerk informed Council that a new Suffolk Code of Conduct is expected for approval at the May AGM. SALC advise that, whilst not mandatory to adopt it, it is a far clearer document which they are encouraging all Parish Councils to adopt once approved. Training will be offered on the new code.

Action: Clerk to re-distribute the summary of changes sheet to all PCs

03.10.09 Planning Matters relating to Planning -

- a) The following planning applications were discussed:
DC/22/00942: Application for works to trees in a conservation area; reduce height of 1 x oak and 1 x ash @ 4 The Paddocks, The Green - the Parish Council voted unanimously to approve this application.
DC/21/06846 and DC/21/06845: listed building consent followed by planning application for works to facilitate conversion of outbuilding to annexe including installation of flue, rooflights, windows and doors @ Weavers Mark, The Green – the Parish Council voted 9:1 in support of this dual application.
DC/22/01157: retrospective planning application for enforcement ref. EN/21/00059 – Retention of works to access and erection of 2 x 2.4mt metal poles with solar powered CCTV / security lighting at Ling Road, Palgrave. The Parish Council voted unanimously to object to this application for several reasons as detailed and submitted in our response to BMSDC.
- b) There were no planning determinations to note from the local planning authority.
- c) There were no other planning matters for information only.

03.10.10 Finance -

a) The following payments were approved for paying online by bank transfer:

£ 943.51	Caroline Emeny	Clerks remuneration / holiday pay / back pay to 1.4.21
£ 32.27	Caroline Emeny	Clerks expenses incl. dog waste bags
£ 31.68	H M R C	PAYE / NIC contributions
£ 14.50	Neil Weston	Payment for wooden stakes purchased for The Green
£ 200.00	Diss Community Workshop	Bird and Bat boxes
£ 504.00	Excite Solutions Ltd	Inv. 1863 re service to Lows footpath

The monthly schedule of payments was signed by Cllrs Dingle and Collins.

b) There were no payment approvals made since the last meeting not listed above.

c) There was Cemetery income of £20 to note.

d) The Financial report / bank reconciliation for the period ending 28 February 2022 was presented for approval and signed by Cllr Fausset. An up-to-date accounts spreadsheet was previously circulated.

03.10.11 PACE Solar Farm –

District Cllr Burn confirmed that the last pre-application advice was reported in January and that there is no further information available on the planning portal.

03.10.12 To consider matters and any actions required for those relating to the Community of Palgrave -

a) Highways, speeding and road related issues – The Clerk queried the recent reports she had put on the Suffolk Highways Reporting Tool website. It was confirmed that none of them had been resolved although all 3 reports had disappeared from the site. **Action:** Clerk to query with Highways

A diversion will be in place from 16 – 18 March, from 9am – 3pm daily, to complete drainage investigations along Priory Road, Palgrave (from Lion Road to The Green). Traffic will be diverted via The Green, Upper Rose Lane and vice versa. **Action:** Clerk to send this info to the school, Friends of the School, Next Door, Palgrave village FB page and PDCC email information list so all residents are aware of it asap

It was noted some drivers are still going up the Access Road even though it is a one-way route.

Cllr. Dingle reported there are exceptional parking problems on Forge Close. Some vehicles park in a way that prevents other cars driving out of the Close, or making it impossible to get into the cul de sac. There are areas around the back that could potentially accommodate 2 parked cars; people are already parking there although they are not official places.

Action: Cllr Dingle to investigate and bring a proposal to the next meeting

b) Speeding, Speed Indicator Devices and request for a 20mph speed limit: Cllr Fausset reviewed the 20mph criteria. We need to pass two out of three criteria as follows: (i) there needs to be a record of injuries (ii) speeds already need to be below 24mph (iii) there is residential development and pedestrian and cyclist movement in the area. We would need to apply to get a traffic speed count to see if we meet the 24mph criteria. County Councillor support is also required. A detailed discussion ensued. It was agreed that more input from parishioners was required before taking this any further. It needs to be a community led request. **Action:** Clerk to put article in The Palgrave Star to ask for input from parishioners

c) DDNP – there are a number of amendments to the plan meaning it needs to go out for consultation once again. This was expected to be sometime during the week commencing 14 March, and will be for a period of six weeks. It was noted that our representatives need to be re-appointed at our May meeting according to the Terms of Reference. **Action:** Clerk to ensure this is on the May agenda

d) (i) Palgrave Village green purchase update

The Clerk confirmed the Contract and copies of all the Deeds have been received and checked with our records. Birketts queried what searches we wish to have carried out as follows: The cheapest environmental search available costs £222 so he would like specific approval first before going ahead. Such searches do not reveal legal registrations but may show evidence of past land-use that could lead to future potential environmental problems. The local authority search has gone in at a cost of around £200. Anglian Water now wants approx. £165 rather than £70 plus VAT for details of any water pipes or drains, so clarification required if this search is required. The Parish Council discussed these and agreed that no environmental or Anglian Water searches would be carried out, only the local authority search. Is the landowner liable if trees damage any mains pipes under The Green?

Action: Clerk to advise Birketts asap re the searches. To enquire with our insurers about the latter comment and liability for mains damage asap

(ii) Protection of The Green

The further erosion of The Green was discussed in detail. It was agreed more temporary stakes would be put in place in the interim to offer some protection against vehicles driving over the verges. A price for brown recycled bollards had been sourced by the Clerk at £17.19 each & VAT.

Actions: Clerk to approach Highways to enquire if kerbs can be installed around The Green.

Clerk to expedite with Sharon Berry of BMSDC re the bollard protection scheme and push for action as a matter of urgency and copy Dist Cllr Burn into the email.

Clerk to endeavour to source oak bollards which is our preference.

Chair to purchase more stakes and send receipt to the Clerk

e) Other Open Spaces including footpaths, ditches, grass cutting and hedges – Cllr Shirley-Smith confirmed The Green will be cut Friday 11/3 leaving the agreed wild area around the old stand pipe until its first cut in July. It was noted there was more fly tipping of garden waste in Priory Wood from the surrounding homes.

Action: Clerk to ensure final flail of the right-hand side of The Lows is carried out once the spring flowers have died off. Clerk to report fly tipping in Priory Wood

Still o/s from the previous meeting – a solution to the muddy entrance to Priory Wood from The Gassocks

f) Cemetery and Churchyard – The Chair updated everyone on the proposal to make a shallow trench filled with white lump chalk as a suitable delineation in the Garden of Remembrance in the Cemetery to give it some definition. The cost should be approximately £60 - £70 plus vat. There will be a little preparatory work to do in the summer, hopefully by volunteers. The Parish Council approved the scheme.

Action: Clerk to update the Cemetery Committee accordingly

g) Queens Platinum Jubilee – Cllr Cooper confirmed the next meeting was Friday 11 March so no further updates as yet. More volunteers still needed to help make this a success.

Action: Clerk to apply for grant funding on their behalf to help fund the celebrations

h) The Spring Litter pick is Sunday 20 March, 10 – 12 noon. Cllr Forster confirmed not many people had signed up as yet.

Action: Clerk to do an e-shot via Zoho asap and request the PDCC to advertise this as well. Clerk to also update the school on the event. Note Clerk to arrange collection of bags from the PDCC on Monday 21/3

i) Extra Dog signs still to be put up by the Chair. The additional dog bin should be received any day. Cllr Sneddon to liaise with Cllr Forster re sturdy black bin bags. Additional refill bags have been delivered for the bag dispensers kindly purchased by a parishioner.

Action: Clerk to check with BMSDC on the frequency of emptying the dog waste bins

j) Palgrave Village Sign: No further update as yet. Cllr Bremner suggested a 3-D printer might be able to make a replacement if a mould could be made of Palgrave Man.

k) M.A.D. Make a Difference in Palgrave: Unfortunately no offers of help have been received as yet. It was agreed to keep plugging away at this.

l) The Palgrave Players – Cllr Prendergast updated everyone on this new initiative which is a musical theatre group that drew great interest at its first meeting. The intention is to put on some form of entertainment over the Jubilee weekend. It unites the community and meets the requirements of our Grant Policy and he asked if the Parish Council would support it by way of a grant to pay for hall hire at the PDCC. After discussion, it was agreed to support it with an initial sum of £200 to help it become established. Cllr Prendergast is in the process of setting up a bank account etc for the group.

Action: Clerk to liaise with Cllr Prendergast re approved grant payment.

Clerk to enquire re other channels of funding to assist them moving forwards

m) Street Lighting annual bill and maintenance thereof and LED alternative – the annual bill will be in the region of £1011 & vat. We pay for 16 of the street lights in Palgrave, the rest are paid for by SCC. Of these 16 streetlights, 9 are still MBFU lamps which currently cost approx. £70 each p.a. in energy costs, while the 7 LED lamps cost approx. £15.50 each p.a. in energy costs. Maintenance costs across the two types only differs by approx. £2.50 each.

Action: The Chair suggested all Councillors view the difference at night in the light emission between the

old MBFU lamps and the newer LED lamps which are much brighter so a decision can be made as to whether we upgrade our MBFU lamps. The Clerk has requested a costing from SCC for this work.

03.10.13 Parish Infrastructure Investment Plan (PIIP) update –

a) The owl boxes are now in situ as well, one on The Green, the other in Priory Wood. The Parish Council would like to extend their thanks to the local farmer who assisted with his cherry picker. This was most appreciated. **Action:** Clerk to send thanks

b) The 2 Stand Pipes - 3 volunteers have come forward and queried the colour of the pumps suggesting that perhaps a silver / platinum paint would be more attractive. It was agreed they must be painted in the traditional black and white as per the photos previously produced by the Clerk.

Action: Clerk to update volunteers

c) Additional lighting down the lows footpath as raised last month – the Clerk made enquiries but no result Cllr Prendergast has some information on down lighting installed at Snape Maltings called KIM lighting.

Action: Cllr Prendergast to send photo to Clerk for further investigation

d) Bench down Jobs Lane – the Clerk enquired with the landowner. If the Solar Farm is approved this would probably look onto the solar panels so no longer a viable option. The landowner was however, open to the bench suggestion.

03.10.14 Correspondence - The clerk confirmed that all relevant correspondence has been previously circulated for information and that no resultant actions were pending. She stressed the importance of the E-Councillor newsletter sent to all on 1/3 which contained a lot of useful information for Councillors. The Clerk attended a Climate Forum last week and is attending a Retrofit and a Clerks networking event next week.

03.10.15 Palgrave Star - Clerk to pull together and confer with the Chair as to the next content.

Date of next meeting – The next meeting of the Parish Council is at 7.30 pm on Thursday 14 April 2022 in the lounge of the PDCC.

The meeting closed at 10.00 pm.

FINANCIAL REPORT – 28 February 2022

Current account Unity Trust Bank Account No. Sort codeStatement no. 025 dd 28/2/22

	Bank statement balance	£59,633.74
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£59,633.74