

**Minutes of the Meeting of the Parish Council held on
Thursday 10 November 2022 at 7.30 pm in the Community Centre**

Present: Cllrs Collins, Fausset, Prendergast, Pudney, Sneddon and Weston.

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

- 11.10.01 **Welcome:** The Chair welcomed everyone to the meeting. The meeting was not being recorded.
- 11.10.02 **Apologies for Absence:** Apologies were received and accepted from Cllrs Bremner, Cooper and Dingle.
- 11.10.03 **Declarations:** There were no Pecuniary or Non-Pecuniary Interests declared and no requests for dispensation. Councillors were reminded of their obligations under the new Code of Conduct and submission of any additional Interests as required by the new code.
- 11.10.04 **Minutes:** The minutes of the meeting of 13 October 2022 (as previously circulated) were approved and signed by the Chair.
- 11.10.05 **Matters arising:** There were no outstanding matters not covered elsewhere on the agenda.
- 11.10.06 **Reports for Information:**
- County Cllr Fleming: report as previously circulated.
 - District Councillor Burn: report from BMSDC as previously circulated. Provisional date of 7 December for the Pace Solar Farm application. The final agenda will not be confirmed publicly until it appears on the BMSDC website five days before the meeting. Please be aware the date may change.
- Action:** Councillor Weston to attend the planning meeting in Ipswich, possibly Cllr Pudney
- 11.10.07 **Public Forum:** No public present and no questions received.
- 11.10.08 **Statutory Business and General Governance:**
1. The following policies were reviewed and approved: Health & Safety; Lone Worker; Filming Videoing etc at PC Meetings; Powers Delegated to The Clerk.
 2. Palgrave Generic Email addresses and Councillor Training: All Cllrs now have a generic Palgrave email address which is listed on our website. Training modules printed for Cllrs Sneddon and Collins, digital versions for everyone else. The Good Councillor Guide booklet distributed to all present. Councillor Prendergast signed up for Module 6 - Working With Your Community on 30 Jan 2023.
 3. There are still two vacancies on the Parish Council.
 4. Consultations: Norfolk Minerals and Waste Local Plan open until 19 December. There are no sites nearby therefore no comments submitted on behalf of the PC.
- 11.10.09 **Planning:**
- a) The following planning applications were discussed:
DC/22/05224: Re-pollard of 1 x Willow @ 6 Church Farm Close – application was approved by the PC.
DC/22/05417 & DC/22/05416: Application for Listed Building Consent and full planning permission - Erection of single storey detached building, garden room and front and rear porches (following demolition of conservatory) @ Wood Cottage, Denmark Hill. The PC voted to defer any decisions to BMSDC with specific approved comments.
 - b) There were no Planning Determinations to note from BMSDC.
 - c) Update on Pace and Aura Power solar farms:
Pace: No update received from Pace apart from possible planning committee date as minuted under 11.10.06 above. All Councillors are urged to look at the latest submitted documents on the planning portal.
Aura: A site meeting was held with two representatives from Aura who provided an exact site plan. The site is for approx. 140 acres but should reduce to approx. 100 acres once mitigation is taken into account, on Grade 2 farmland. The site is bordered by Marsh Lane on the west and immediately abuts the proposed Pace farm. It was agreed we need to explore stronger ties with Wortham PC in regard to this application and attend their PC meeting to have one unified voice as the site borders both boundaries.
Action: Clerk to email Wortham Clerk to request our attendance at their next meeting at 7.30pm, 29 November at Wortham Village Hall to develop stronger ties between both PCs
 - d) It was agreed to request an extension from BMSDC for DC/22/05345 received that week.

11.10.10 Finance:

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

£ 865.60	Caroline Emeny	Clerks remuneration October and NALC back pay
£ 36.70	Caroline Emeny	Clerks expenses
£ 14.85	H M R C	PAYE NIC Contributions
£ 25.00	Royal British Legion Poppy Appeal	Annual Poppy wreath
£ 45.00	Open Spaces Society	Annual subscription 78299

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

- b) There were no receipts to note.

- c) Bank reconciliation for the period to 31 October 2022 was approved and signed by Cllr Fausset. It was agreed to investigate the rates for an instant access savings account with Unity Trust.

Action: Clerk to investigate

- d) The latest financial report of Budget vs. Actual (as previously circulated) was noted and initial Budget preparation begun for review at the next meeting.

- e) Annual S137 donations – it was resolved to donate £70.00 each to; Headway Suffolk, CAB, East Anglian Air Ambulance, St Elizabeth Hospice and the Waveney Foodbank. **Action:** Clerk to arrange payments

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

- a) Highways, speeding and road related issues – Complaint re excess traffic in Palgrave due to Diss roadworks -Norfolk County Council replied that the works should be complete by 11 Nov with no further disruption. It was noted that a further 3-week delay has been noted on signage. Highways report 00377170 re overhanging tree at the bus shelter -Highways responded that they do not intend to trim this back. Highways report 00377166 re missing white lines at Priory /Lion Rd junction – Highways confirm this has been added to their works schedule for completion within the next 14 calendar weeks.
- b) Speeding, Speed Indicator Devices – Denmark Hill SID now has the data recorder. It has only been in situ a few weeks. Cllr Fausset will do a data download in the next few weeks while traffic volumes are still high. **Action:** Cllr Fausset to do data download
- c) DDNP – The DDNP has been approved by South Norfolk District Council and the documents are available for public consultation before progressing to the examiner at various sites as advertised.
- d) The Green - protection and maintenance thereof: Quote received from Highways approved contractor to replace the missing / damaged bollards of £1230 plus vat for replacement. Approx 27 needed. It was resolved to approve the work detailed on the Quote. Clerk has applied for £700 locality funding from our District Councillor. **Action:** Clerk to initiate works order asap
New bollards available on a 2-week lead from Clarkes of Walsham at approximately £40 each & delivery. It was agreed to meet at The Green 9am Saturday 12/11 to assess the locations for further bollards as part of The Green protection project. Councillors involved: Sneddon, Weston, Prendergast, Pudney and Fausset. To report back at the next meeting.
The lime tree skirts will be cut back after all the leaf fall.
Clerk has applied for a Street Licence from Highways to install extra bollards around The Green including the small grass triangle next to Lows Lane. We await the outcome.
Clerk has received the official Register of Title for The Green ownership.
Village Pond – two companies have inspected the pond. It was dredged in 2012 under the guidance of the Gardening Group. It was agreed to pend this until mid 2023 at the earliest.
- e) Other Open Spaces including footpaths, ditches, grass cutting and hedges – Still waiting to hear from PROW re Jobs Lane Footpath which is overgrown. Asset maintenance is needed on many of our listed assets. **Action:** Clerk to draw up a list of jobs requiring action
Hedge cutting debris along Crossing Road will be removed by the farmer as requested.
Cyclists signs on Lows Footpath – it was resolved to leave these as is. The PC does not condone users of electric scooters or mobility scooters using the footpath but has no powers to control this.
Members of the public should report any incidents direct to PROW. Details to be included in the Star.
The ditch on the Lows flooding at times and needs additional work. **Action:** Clerk to instigate asap

- f) Cemetery and Churchyard – It was agreed to leave the GoR as is. Quote received for the remedial work required on the gates in both locations. It was resolved to agree the works on all the gates.
Action: Clerk to report back to Cemetery Committee and order work to be carried out
- g) Litter Pick Sunday 20 November 9am at the PDCC with refreshments at 9am. Note post meeting: Laura Forster is available to co-ordinate on the day. Note we require Councillor attendance at this event.
- h) Street Lighting – email advising us to expect increases of 12-20% in costs for 2023, allow for in budget.
- i) Palgrave Village sign – The blacksmith will be removed from the plinth next week to dry out before work commences on him. Additional work will be required on the plinth itself.
- j) Community Engagement – It was agreed that we need to listen to the needs of residents and engage more as a PC in order to have input into decisions taken by the PC. A coffee morning / meet your Councillors / further ideas for the PIIP etc type event was agreed to be held in the Spring, probably in March 2023 dependant on the PDCC availability. **Action:** Clerk to investigate possible dates and send IP postcodes to Cllr Weston for possible e-shot engagement

11.10.12 **Correspondence** - The clerk confirmed all relevant correspondence had been circulated by email.

11.10.13 **Motion under the Public Bodies** (admission to meetings) Act 1960 – a Personnel Meeting to be arranged ahead of the next meeting on 8 December at 7pm. Improved NALC pay rates noted and actioned.

Date of next meeting – The next meeting is on Thursday 8 December at 7.30pm.
The meeting closed at 10.00 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 31 October 2022

Current account Unity Trust Bank Account No. Sort codeStatement no. 036 dd 30/9/22

	Bank statement balance	£69155.29
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£69155.29