



palgravepc@gmail.com

Minutes of a Meeting held on Thursday 14 April 2022 at 7.30 pm in the Community Centre

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

Also in attendance: The Clerk; District Cllr Burn and 3 members of the public for some of the meeting; no remote attendance.

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

04.14.02 Apologies – Apologies were received and accepted from Cllrs Cooper, Dingle, Forster and Shirley-Smith.

04.14.03 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.

04.14.04 Minutes of the Previous Meeting - The minutes of the meeting of 10 March 2022 were approved and signed by the Chair.

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

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

- County Cllr Fleming's report, previously circulated, is available on our website under Minutes.
- District Councillor Burn's report, previously circulated, is available on our website under Minutes.

Q: How much does recycling make in terms of income and where does this money go?

A: I don't know the answer but will enquire and let you know.

Q: Why don't we have kerbside glass recycling?

A: Our refuse lorries are not fitted to cope with this. As the fleet is replaced, additional recycling facilities may be included. We do expect kerbside glass recycling to be introduced at some future point.

Q: When can householders expect their £150 Council Tax rebate for properties in Bands A-D?

A: If they currently pay by direct debit, it will be credited automatically. If they pay by other means they need to contact BMSDC to make the arrangements

04.14.07 Public Forum -

- Members of the public present: There were no questions raised.
- Members of the public not present: There were no matters raised not listed on the agenda.

04.14.08 Statutory Business and General Governance -

a) To consider if a Community Governance Review (CGR) is required for Palgrave: It was agreed that as we currently have a full complement of Parish Councillors, we are satisfied with the status quo and do not require a CGR.

Action: Clerk to submit response to BMSDC

b) The following policies / official documents were reviewed, adopted and signed where appropriate: Risk and financial management document; Risk assessment Assets; Internal Control Statement; Updated Register of Land & Property Assets. Note an Internal Audit was carried out ahead of the meeting by Cllr Sneddon as detailed on pages 2 and 3 of the Internal Control document. This will be done half yearly as an improved measure of our internal controls.

b) To agree a date for the Annual Meeting of the Parish (APM): This was provisionally agreed as 10 June but this falls outside of the mandatory timeframe which is between 1st March and 1st June. A new date of Wednesday 1 June 25 May agreed post meeting, preferred venue is the school otherwise the PDCC. All villagers and groups / activities to be invited.

Action: Clerk to initiate room booking and send out necessary invitations etc for the APM

04.14.09 Planning Matters relating to Planning -

a) The following planning applications were discussed:

DC/22/01466: erection of single storey extension following demolition of existing @ 1 The Paddocks, The Green: The Parish Council voted unanimously to approve this application.

- b) There was one planning determination to note from the local planning authority:
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: BMSDC does not wish to object to this application.
- c) The Clerk brought to the attention of the Parish Council an email received in regard to Deal Farm, Bressingham re Construction of an Anaerobic Digestion facility (part retrospective) which has raised concerns and could affect Palgrave residents. There were no other planning matters for information.
- Action:** Clerk to add this to the May agenda for further discussion

04.14.10 Finance -

- a) The following payments were approved for paying online by bank transfer:
- | | | |
|----------|------------------------|---|
| £ 625.60 | Caroline Emeny | Clerks remuneration |
| £ 24.90 | Caroline Emeny | Clerks expenses incl. Zoho email subscription |
| £ 156.74 | Glasdon UK Ltd | Invoice SI835265 re dog bin purchase |
| £ 81.00 | P D C C | Room Hire |
| £ 393.09 | S A L C | Annual subscription inv25882 |
| £1213.19 | Suffolk County Council | Inv. 9516384 re annual street lighting |
| £ 42.26 | Laura Forster | Litter Pick refreshments |

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

- b) There were no payment approvals made since the last meeting not listed above.
- c) The first precept instalment of £8,750 plus a CIL payment of £11,911.52 was received in April.
- d) The Financial report / bank reconciliation for the period ending 31 March 2022 was presented for approval and signed by Cllr Pudney. An up-to-date accounts spreadsheet was previously circulated.
- Action:** The Clerk is to draw up a rota for future monthly checks of the bank statement and bank reconciliation against the accounts spreadsheet to improve the internal process
- e) The CIL statement for y/ending 31.03.22 was approved and signed by the Chair and the Clerk as RFO.
- f) The accounting statement for y/ending 31.03.22 was circulated ahead of the Internal Audit and AGAR.

04.14.11 PACE Solar Farm – There is no further information available on the planning portal. The latest response at the beginning of April from PACE states they are still working towards making a submission, with some final details needing finalising prior to submission.

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

- a) Highways, speeding and road related issues – The Clerk gave an update on various o/s issues:
- (i) The intended diversion route around the school was in March was for drainage investigations but never took place and will be rescheduled at a later date.
- (ii) Highways confirm an inspector will check all the repeater signs in the village including the missing 40mph signs. They will specify anti-theft devices so that the replacements do not disappear as readily.
- (iii) The weight restrictions on Priory and Crossing Roads will be complete by end May.
- (iv) Drainage issues on Priory Road near Draycott Rise have been expedited by both the Clerk and County Cllr Fleming which affects the entrance to Priory Wood as a result of the excess water run-off.
- (v) Various other o/s issues that the Clerk is chasing but the above list reflects the most important issues.
- b) Speeding, Speed Indicator Devices and request for a 20mph speed limit: The 4th SID post is not yet in situ. A detailed discussion ensued re the suggestion to request a 20mph limit around The Green. 12 responses received to date by the Clerk, 11 in favour, 1 against. It was concluded that more engagement with the community was required in order to gain evidence for a formal request to Highways.
- Action:** Clerk to ensure it is listed on the APM agenda and thereafter the following Palgrave Star edition
- c) DDNP – The large banner is outside the school giving details of the current consultation and a poster on the notice board. Dist Cllr Burn confirmed that the amendments affect other villages and there is no real impact on Palgrave. He re-iterated the need for our representatives need to be re-appointed at our May AGM according to the Terms of Reference. It is hoped the DDNP will be adopted by year end.
- Action:** Clerk to ensure this is on the May agenda
- d) (i) Palgrave Village green purchase update
- The Clerk confirmed the title of Lordship of the Manor is **NOT** included in the purchase. This was excluded in our original offer. The Clerk and Chair explained the situation. It was also excluded in the original offer by the sellers. The sale is progressing with our solicitors currently querying the Reverter clause about the school land. The Clerk has applied for a grant from the Alfred Williams Charitable Trust for £5K to cover

some of the purchase cost. The Trust only meets three times a year, the next one being the end of May. Our insurers confirm land assets are included in our policy. The Clerk has sent a query to SCC re the drainage pipes due to the number of trees around the Green and awaits a reply. Our insurers confirm that the policy automatically provides Public Liability Insurance in respect of the Parish Council's responsibilities towards either owning or maintaining any land. In the event of someone being injured due to a defect with the land for which the Parish Council is found to be legally liable, the policy will provide cover for any resultant claim. This will usually apply to the Village Green as well as the trees. If the pipes are also the Council's responsibility, our policy will also extend to cover these for public liability (they damage anyone else's property).

Action: Clerk to email our solicitors requesting a response from his conversation with the Chair

(ii) Protection of The Green:

The Clerk has queried with Highways some kerb installation around the Green for protection.

The Clerk has queried protection of the small green grass triangle of land with Highways.

The Clerk has suggested to BMSDC that a new meeting is required with Sharon Berry and her inspector to view the deterioration of The Green. It was agreed this was required. The Clerk has some provisional prices for 150mm diameter oak bollards.

Action: Clerk to arrange meeting with BMSDC asap

There was concern from residents that the lower shoots (spurs) on some of the Lime Trees were obstructing their view when driving. Our contractor trimmed some near the Notice Board last year but this will be included in a larger maintenance schedule if and when we actually own The Green. The Chair confirmed there was nothing to stop anyone from trimming back the spurs in the meantime.

No Mow May was queried. The agreed schedule is as follows: - The section of The Green at the top of Lows Lane, opposite the pond/ triangle, would be left to grow until July. This will take in No Mow May and allow any wild flowers to flourish through June, giving us a chance to see what grows. The rest of the Green will be cut each month until September, with possible provision for a final cut in October.

March (Early) - a full cut of the green, excluding Wild Flower Area

April, May and June - a full cut of the green, excluding Wild Flower Area

July, August, and September - a full cut of the green, including Wild Flower Area with a provisional late October cut agreed.

Cllr Fausset produced photos of the wildflowers currently growing and suggested we need to amend the area for the No Mow May. It was agreed his proposal was of value and we would request a change.

Action: Cllr Fausset to send the Clerk and Cllr Shirley-Smith the details for immediate action.

The Clerk is also to request that the area around the pond is not cut during the duck nesting season

e) Other Open Spaces including footpaths, ditches, grass cutting and hedges – The Clerk confirmed she is awaiting a date from our contractor re the flail on the right-hand side of the Lows footpath and clearance of some of the debris in the ditch.

Action: Note two buddleias also need trimming

Extensive fly tipping has been reported to BMSDC in Priory Road as well as a gutter overflow issue from one of the houses in Clarkes Close. District Cllr Burn has been included in this report with photographic evidence. The mud bath entrance to Priory Wood has been queried and the aging steps inside the Wood itself. The Clerk is awaiting responses to all of these.

f) Cemetery and Churchyard – The broken branch lying over a grave in the churchyard has been removed. No other matters to report.

g) Queens Platinum Jubilee – JMcC gave a brief update on the Jubilee weekend plans. A proposed tri-fold flyer was circulated ahead of the meeting. The Sunday contingency plan in case of bad weather was to request anyone with a gazebo, party tent or similar to contact one of the team to offer its use. Contact either Sharon Quantrell, Jane McClintock or Wendy Cooper. More volunteers still required. The Clerk has applied for a grant of £350 from Dist. Cllr Burn's Locality Budget to help finance the weekend. Two of our older residents have been nominated by the Parish Council as Torch Bearers for Palgrave when the Lord Lieutenant's Torch Relay comes through the village on Wednesday 25 May, exact timings still to be confirmed. Jean Thorndyke and Pauline Whistlecraft will sit together on an e-rickshaw. Both ladies are delighted to be nominated. The liaison contact is John Whistlecraft for both ladies.

h) The Spring Litter pick was a resounding success with over 35 volunteers. The Parish Council would like to thank everyone who contributed to this community event.

i) The new dog bin is with the Chair. He will source a suitable site and erect the new signs. A suggested site is the Palgrave side of the railway line on Crossing Road near the permissive footpath.

Action: Chair to investigate suitable site for both bin and signage and inform the Clerk of the former

j) Palgrave Village Sign: No further update as yet. The Clerk has spoken with the production company and emailed again. Nothing is guaranteed. Applications are now being considered and held on file for a year (note we submitted our application in the autumn). If no response has been received by the autumn we must make other arrangements for its full repair.

k) M.A.D. Make a Difference in Palgrave: It was suggested we might be able to engage with volunteers at a 'Spruce up The Green Day' once it is in our ownership including trimming back the lime tree skirts.

l) Review of LED alternative street lights. The Clerk confirmed that at the current prices the saving would

be approx. £500 per annum, versus a current cost of approx. £4000 to replace the lights. The new LED lights are different to the ones currently installed in the village. Councillors felt they need to see an example of what the proposed replacements will look like before any decisions can be taken.

Action: Clerk to enquire with SCC for any local examples that can be looked at for comparison purposes

04.14.13 Parish Infrastructure Investment Plan (PIIP) update –

a) The renovation of the two water pumps is planned for a few weeks' time. The paint and necessary equipment has been purchased.

b) The Clerk made enquiries with Snape Maltings about their low-level footpath lighting. They are electric, are being completely refurbished internally, and were purchased many years ago from Mexico. No suitable Solar powered option has been sourced to date. It was suggested this may have to be an electrical connection which then becomes a much bigger project but not outside of our CIL capabilities and possible external funding.

c) The Clerk and JMcC met in regard to the Historic Trail info board. They agreed that village input would be valuable. The Clerk gave a brief update on the project to date.

04.14.14 Correspondence - The clerk confirmed that all relevant correspondence has been previously circulated for information and that no resultant actions were pending.

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

Date of next meeting – The next meeting is the Annual Meeting of the Parish Council (AGM) on Thursday 12 May 2022 at 7.30pm

The meeting closed at 9.45 pm.

FINANCIAL REPORT – 31 March 2022

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

	Bank statement balance	£57,890.23
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£57,890.23