

**Minutes of the Meeting of the Parish Council held on
Thursday 8 December 2022 at 7.30 pm in the Community Centre**

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

Also in attendance: The Clerk; no members of the public.

- 12.08.01 **Welcome:** The Chair welcomed everyone to the meeting. The meeting was not being recorded. It was very sad to hear of the passing of Jean Thorndyke and he expressed our sincere condolences to all her family and friends.
- 12.08.02 **Apologies for Absence:** No Apologies as all present.
- 12.08.03 **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.
- 12.08.04 **Minutes:** The minutes of the meeting of 10 November 2022 (as previously circulated) were approved and signed by the Chair.
- 12.08.05 **Matters arising:** Clerk informed Council that the interest rate on an instant access savings account with Unity Trust bank is 1.4% gross, 1.12% nett. It was agreed to keep 3 months worth of the Precept in the current account and move the rest to a new savings account.
Action: Clerk to initiate savings account and investigate any fixed rate accounts with a better interest rate
The Clerk updated everyone on the new Parliamentary boundary changes as briefly discussed last month.
- 12.08.06 **Reports for Information:**
- County Cllr Fleming: no report received to date.
 - District Councillor Burn: apologies received. Report already circulated from BMSDC.
- 12.08.07 **Public Forum:** No public present and no questions received.
- 12.08.08 **Statutory Business and General Governance:**
1. The following policies were reviewed and approved: Subject Access Request (SAR); Consent Form; General Privacy Notice; Disciplinary Procedure.
 2. There are two vacancies on the Parish Council. Noted that all Councillors will have to resign ahead of the local elections in May 2023.
 3. Noted that PKF Littlejohn appointed as the external auditor for the next 5 years. Charges will be £210.
 4. Consultations: None to note.
- 12.08.09 **Planning:**
- a) The following planning applications were discussed:
DC/22/05345 – Retention of change of use of land from residential to glamping site comprising 1 x Glamping Pod and 3 x tent pitches with associated eco toilet & shower blocks @ Goodrich Park, Lion Road. The Parish Council unanimously supported this application with no further comments.
 - b) The following Planning Determinations were noted from BMSDC:
DC/22/05224: Re-pollard of 1 x Willow @ 6 Church Farm Close - BMSDC does not wish to object.
DC/22/04926 & DC/22/04925: Application for Listed Building Consent and full planning permission @ Weavers Mark, The Green – Both applications granted by BMSDC.
DC/22/04984: Erection of one and a half storey rear extension (following demolition of existing extensions) @ Rose Cottage, Lows Lane – planning permission granted.
 - c) Update on Pace and Aura Power solar farms:
Pace: No update received from Pace. A possible re-consultation to be submitted which will have the standard 21 days to respond to. No BMSDC planning committee date yet. Could be January but nothing confirmed as yet.
Aura: The Chair attended the last PC meeting at Wortham. They have similar concerns to ours although the impact on them is not as obvious. The combined size of the 2 projects is 360 acres. He suggested a joint working party be formed between the two Parish Councils with 3 Councillors from each parish. Cllrs

Weston, Pudney and Fausset agreed to be Palgrave's representatives. It was suggested that other parishioners may wish to join the working party so Clerk to advertise this in The Star.

Action: Clerk to notify Wortham of Working Party members

d) Any other planning matters for information only: District Cllr Burn confirmed that no decision had yet been made re DC/21/064787 for 4 off-grid Holiday units at Ling Road. This might come before the planning committee in the New Year.

12.08.10

Finance:

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

£ 748.80	Caroline Emeny	Clerks remuneration November
£ 10.50	Caroline Emeny	Clerks expenses
£ 24.24	S A L C	Inv 26628 publications
£ 36.00	S A L C	Inv 26604 re Budget training
£ 16.18	P Dyer	Cemetery Admin expenses
£ 41.10	L Foster	Litter pick refreshments Morrisons receipt
£ 148.53	J Whistlecraft	Inv 17257 Lawn Mower repairs re cemetery
£ 576.00	Excite Solutions	Inv 2281 re Lows footpath path widening etc
£ 336.00	Excite Solutions	Inv 2280 re Lows footpath buddleia & hard growth
£ 576.00	Excite Solutions	Inv 2282 re Lows footpath flail & ditch work
£ 963.60	Excite Solutions	Inv 2283 re annual hedge cutting contract

The monthly schedule of payments was signed by Cllrs Cooper and Bremner.

b) The following receipts were noted: £260 Cemetery income, £17.50 Rosedale donation re litter pick, £700 due imminently from Dist Cllr Burn's Locality Grant re the Bollards work.

c) Bank reconciliation for the period to 30 November 2022 was approved and signed by Cllr Sneddon. Note the action regarding savings accounts minuted under 12.08.05.

d) The latest financial report of Budget vs. Actual (as previously circulated) was reviewed in detail alongside the proposed Budget forecast for 23/24. All Councillors to review the spreadsheet for final agreement at the January meeting and setting of the Precept.

e) To note thanks received from all the charity donations made last month.

12.08.11

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

a) Highways, speeding and road related issues – It was agreed the Clerk would keep a log of all road accidents in the Parish as a valuable record for any future Highways discussions.

Action: Clerk to include Priory /Lion Rod accident discussed last month and to check with Cllr Fausset re another recent incident

There are no longer any prohibitive HGV signs coming from Diss at Park Road with lorries using this route.

Action: Clerk to query with Norfolk Highways Department

b) Speeding, Speed Indicator Devices – Denmark Hill SID has the data recorder, awaiting download.

Action: Cllr Fausset to do data download. Clerk to ensure all SID volunteers are OK and up to speed

c) DDNP – An examiner has been allocated to review the plan. Nothing further to report.

d) The Green - protection and maintenance thereof: Note post meeting that the replacement of the missing / damaged bollards work should be carried out between Christmas and New Year, weather permitting. A review for the additional bollards was carried out in November; the Chair outlined the areas required on a map of The Green.

Action: Chair to amend the working map areas A-F, and return to Clerk for distribution and adoption at the January meeting

Village Pond – in light of the tragic accident this week, nothing further will be done until mid 2023.

Action: Cllr Dingle to look at its accessibility and how we can enhance protection through vegetation

e) Other Open Spaces including footpaths, ditches, grass cutting and hedges – Jobs Lane footpath cut a few weeks ago. The footpath sign and stile up the hill on the left past the railway crossing (Crossing road) has been removed.

Action: Clerk to report to PROW

Footpath fingerpost QR signs still outstanding. **Action:** Cllr Pudney to assist Cllr Sneddon with this task

f) Cemetery and Churchyard – Nothing to note. Work awaiting the spring weather re gates etc.

- g) Litter Pick outcome: A very good turnout despite the weather despite quite a few cancellations. The Parish Council would like to express their gratitude to Laura Forster for her commitment and work on this and will make every effort to get more involved in future. Additional thanks to Nancy and Celia for helping with the refreshments.
- h) Street Lighting – Additional costs discussed under the budget. It was agreed to leave any replacements alone for the immediate future.
- i) Palgrave Village sign – Michael Goater, the original artist who made the sign, has said he would like to do the work to replace him. Palgrave Man has been removed but virtually fell apart, the rot so severe, so will be made from scratch, weatherproofed with fibreglass. Should take 4-8 weeks to make. Additional maintenance will be required on the plinth itself which will be logged under the asset maintenance register.
- j) Community Engagement Day – Saturday 25 March 10 - 2 pm is the agreed date in the PDCC hall. To be similar to a 'Freshers Week' event to involve as many community groups / clubs as possible including the PDCC and the Church. Could possibly include a display of the scrapbooks collated by the late Jean Thorndyke. Note the Clerk has 4 of these for safekeeping. There may possibly be more in her home.
Action: Clerk to contact all groups and invite them to host a table or stand.
Cllr Pudney to investigate if further scrapbooks are available
- k) Asset Register maintenance: All Councillors were given an up-to-date task list for our physical assets. The following was agreed for actioning asap:
Lows Bench area – Cllr Bremner to strim the surrounding area. Clear varnish to be applied to the bench in the spring after wipe down etc.
Tree immediately behind the bus shelter – Cllr Fausset to trim back.
Bus Shelter – Cllr Weston to inspect and report back.
Metal Circular bench near the pond – Cllr Weston to ask Melvin to have a look at it.
The ongoing list of maintenance to be available on 25 March with the aim of encouraging a few small working parties to help with the tasks required, many of which are very small.

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

12.08.13 **Motion under the Public Bodies** (admission to meetings) Act 1960 – the Chair provided an update on the Personnel Meeting held earlier that evening.

Date of next meeting – The next meeting is on Thursday 12 January at 7.30pm.
The meeting closed at 9.30 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 30 November 2022

Current account Unity Trust Bank Account No. Sort codeStatement no. 037 dd 30/11/22

	Bank statement balance	£68095.64
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£68095.64