

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

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

Also in attendance: The Clerk; no members of the public, Dist Cllr Burn for some of the meeting.

- 09.08.01 **Welcome:** The Chair welcomed everyone to the meeting. It was confirmed the meeting was not being recorded. He expressed the Council's condolences to the news just received in the last hour of the passing of our Queen, H.M. Elizabeth II, and of her life of dedication and devotion to her country.
- 09.08.02 **Apologies for Absence:** Apologies were received and accepted from Cllrs Bremner, Cooper, Dingle and Fausset.
- 09.08.03 **Declarations:** There were no Pecuniary or Non-Pecuniary Interests declared and no requests for dispensation. Councillors were reminded of their obligations under the Suffolk Code of Conduct and the Nolan Principles of Public Office.
- 09.08.04 **Minutes:** The minutes of the meeting of 6 July 2022 (as previously circulated) were approved and signed by the Chair.
- 09.08.05 **Matters arising:** There were no outstanding matters not covered elsewhere on the agenda.
- 09.08.06 **Reports for Information:**
- County Cllr Fleming: no report received.
 - District Councillor Burn: report received and will be circulated post meeting. The Clerk summarised the topics covered in the report.
- 09.08.07 **Public Forum:** No public present. The Clerk had received a detailed complaint from a new resident on Crossing Road and a suitable response will be sent post meeting.
- 09.08.08 **Statutory Business and General Governance:**
1. The following policies were reviewed and approved as part of the annual process : Standing Orders and Financial Regulations. The new 2020 Councillor Code of Conduct was unanimously adopted by Council. Councillor training is mandatory under the new code. It was agreed that training would be shared between Councillors together with all of the digital modules already held on file. Note Cllr Sneddon is not online so separate arrangements need to be made. Handouts distributed to all re the new code. It was noted there were still Councillors without a generic Palgrave PC email address.
Action: Clerk to send out available dates to all for training. Clerk to enquire whether additional interests only need completing on the form sent out by BMSDC or whether the full ROI needs re-submitting and to chase outstanding new email addresses
 2. Consultations noted: Mid Suffolk Local Walking and Infrastructure Plan (LCWIP) is published; Lorry Route Review completed and noted the route does not go through Palgrave.
 3. Vacancies: Cllr Shirley-Smith has resigned for family reasons meaning there are now two vacancies. The notice has been put on the notice board.
 4. 6 April 2023 was agreed for the APM as the hall is currently available. **Action:** Clerk to inform PDCC. Note post meeting this date is now unavailable. Clerk still trying to arrange an alternative date.
- 09.08.09 **Planning:**
- a) The following planning applications were discussed:
DC/22/04024 and DC/22/04025; Replacement of fascia, soffit and gutters, removal of existing hardstanding, erection of 2no new porches (following demolition of 1no existing lean-to porch), bay window extension, single storey detached outbuilding and single storey rear extension (following demolition of existing conservatory), installation of a sewage treatment plant, soakaway, new external oil-fired boiler, and internal alterations as outlined in schedule of works @ Wood Cottage, Denmark Hill.
NB: Both Planning permission and listed building consent applied for in respect to the above DC numbers. The Council resolved to support both applications.

b) Planning Determinations received from BMSDC:

DC/22/02516; Alterations to Barn 2 approved for conversion under Class Q DC/19/01420 as per planning statement and drawings @ Bridge House, Denmark Hill. Planning Permission granted.

DC/22/02464; Erection of 1 x dwelling and garage (following demolition of existing barn approved under Class Q DC/19/05134) @ Bridge House, Denmark Hill. Planning Permission granted.

DC/22/03356: Discharge of Condition 4 Construction Method Statement @ The Nook, Priory Road.

DC/22/04184: Discharge of Condition 4 Landscaping Scheme re DC/22/01960 @ Rosebank, Millway Lane

c) Any other planning matters for information only:

DC/21/05996: outline planning permission refused for 1 x dwelling & new access @ Land Adjacent to Netherfields, Crossing Road – note the appeal has been dismissed by the Secretary of State.

DC/22/02667 Solar Farm – we are awaiting notification of the date the Planning Committee will meet.

Aura Power Solar Farm – carrying out archaeological surveys at present but hopes to have a site meeting with the PC and Wortham PC in the near future.

d) The Authorities in Essex and Suffolk have united to condemn the proposals for a 180km network of 50m tall electricity pylons between Norwich, Bramford and Tilbury and have objected to the plans. A further targeted consultation is currently underway from 8 Sept to 7 October.

09.08.10 **Finance:**

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

£ 625.60	Caroline Emeny	Clerks remuneration August
£ 54.34	Caroline Emeny	Clerks expenses
£ 200.00	P D C C	Inv PPC001 re The Star annual contribution

The following payments were made in August and retrospectively approved:

£ 625.60	Caroline Emeny	Clerks remuneration July
£ 32.01	Caroline Emeny	Clerks expenses July
£1670.40	Excite Solutions Ltd	Invoices 2111, 2112, 2113 re grass cutting
£1061.00	Birketts LLP Solicitors	Inv 357879 re costs re The Green ownership
£ 240.00	PKF Littlejohn	Inv SB20220305 re external audit

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

b) The following monies were received: £8750 BMSDC re 2nd Precept instalment; £63.70 SCC re grass cutting.

c) The Bank reconciliation for the period ending 31 August 2022 was approved and signed by Cllr Pudney.

d) The financial report of Budget vs Actual was presented via the account's spreadsheet circulated and a printout of the current position in more detail.

e) The external audit by PKF Littlejohn was concluded with no matters arising. All the necessary details are already on the website.

f) The 6-monthly internal audit checks were carried out today by Cllr Sneddon.

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

a) Highways, speeding and road related issues – see detailed report at the end of these minutes. Summarised as follows: Forge Close Parking – not viable; Footpath near Richmond House – not viable; Bollards on the small green Triangle near Lows Lane – awaiting feedback; Replacement bollards around The Green – Clerk to make contact with contractor asap.

b) Speeding, Speed Indicator Devices – conversation held with Keith Sampson from the Safety Management Team: It is only a 20's plenty advisory 20mph speed limit around the school forming a school safety zone. It is not a formal speed limit and is unlikely to be enforced by the Police. A formal 20mph speed limit will require a traffic regulation order, traffic calming to keep speeds low and the area must comply with the 20mph Speed Limit Policy, all of which will cost around £410 + VAT for the first survey and £190 + VAT for additional surveys close by. Requests for 20mph speed limits usually come with a high expectation that drivers will heed the lower speed limit. Palgrave has an issue with the lack of carriageway lighting around The Green and therefore it may be difficult to design suitable traffic calming to make a 20mph speed limit self-enforcing. Signing only speed limits will only reduce speeds on average by 1mph.

It would also cost in excess of £10K if it were to be implemented.

Speed Indicator Devices – we are still in need of more volunteers. The Lion Rd SID has been in for repair.

c) DDNP – The Neighbourhood Plan is awaiting appraisal by South Norfolk DC (SNDC), after which it goes to their cabinet. Once submitted there is a 6-week consultation period (probably mid-Oct to late Nov) with all the statutory consultees, the results of which will be submitted to the examiner. Once tendered and accepted by SNDC, it legally gains a lot more weight. Most members of the public will access the DDNP documents online, but printed copies of the plan will be available at suitable deposit points, Diss Town Library as the obvious choice and hopefully Parish Churches. *Post Meeting Note: Palgrave Church will host a few copies +++++/in the porch for any residents wishing to examine the plan.*

d) The Green - purchase; protection and partial re-wilding thereof

(i) Palgrave Village green purchase update: Awaiting receipt of the final documents re our ownership. The Community Fund applied to was not available for Parish Councils so our bid was rejected.

(ii) Protection thereof - Bollards purchased and stored with Cllr Bremner.

Action: Clerk to contact Contractor for quotes to install the replacement / damaged bollards as a matter of urgency and to retrieve the bollard plan from JS-S as no longer on the Council

Discussion regarding fly posting on The Green due to correspondence received by the Clerk. It was agreed that anyone wishing to put up posters should first seek our permission. Each request will be looked at on an individual basis.

(iii) Partial re-wilding thereof – 2022 was an experiment to determine the way forward which will be reviewed in 2023. Cllr Fausset, in his absence, reported the approach has been a success with many people commenting on the spring growth. There has been a good range of wildflowers documented by our local experts. The drought brought challenges with the long grass brown and unattractive. His suggestion is that whatever areas are agreed in 2023, they should then be cut in early July thus achieving all the beauty and biodiversity of the Spring growth but avoiding the lanky and brown appearance that can come later in the summer.

Action: To be diarised for early 2023 for a meeting with a full complement of Councillors

e) The Spinney – Cllr Pudney is concerned that there will be a wildfire one day if action is not taken by the farmer currently using this land and / or the landowner.

Action: Clerk to arrange a meeting with the farming contractor, the landowner and Cllr Pudney along with JMcC as a parishioner

f) Other Open Spaces including footpaths, ditches, grass cutting and hedges – The bench on the Manorial waste has been cleaned and restored by the family that donated it. The Parish Council would like to express their thanks and gratitude to the family. The concrete post near the Old Swan pub on the Manorial Waste looks bare and neglected - Councillors are urged to consider what can be done with it. The Clerk and Cllr Sneddon walked the Lows footpath earlier today and have noted all the work that requires doing. It was agreed to seek prices where appropriate and request the work be carried out asap.

Action: Clerk to instigate asap

g) Cemetery and Churchyard including update from earlier meeting – The Chair confirmed there were no urgent issues arising from the earlier Cemetery meeting apart from work required to the main Cemetery gates. Additional work is required in the Churchyard as follows: The ivy on the flint wall needs cutting back at ground level; the grass needs to be removed from the wall at the roadside (Lion Road) as it looks untidy; the Churchyard gates need some repair work and cleaning. **Action:** Clerk to action all the above

h) Palgrave Village sign – no response from The Repair Shop. A local man has offered to contribute to some of the cost of getting the sign repaired / replaced. He also has some promising contacts who may be able to help with the project. The Clerk is in contact with him. Several artists have been contacted by the Clerk and she is awaiting their opinions as to how best to restore the sign. **Action:** Clerk to progress further

i) Street Light review – it was resolved to keep the status quo until absolutely necessary to change any lamps etc.

- 09.08.12 **Correspondence** - The clerk confirmed that all relevant correspondence has been previously circulated for information and that no resultant actions were pending.
- 09.08.13 **Motion under the Public Bodies** (admission to meetings) Act 1960 – nothing to note.

Date of next meeting – The next meeting is on Thursday 13 October at 7.30pm.
The meeting closed at 09.43 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 31 August 2022

Current account Unity Trust Bank Account No. Sort code 033 Statement dd 31/8/22

	Bank statement balance	£60,784.40
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£60,784.40

HIGHWAYS REPORT September 2022

- a) Forge Close parking not viable: Any lined car park spaces must be marked at 4.8mt L x 2.4mt W – this would protrude extensively onto the road itself thereby reducing the road width and a clear HSE problem as a result due to the reduced width and reversing cars etc. There are underground cables that run under the current pavement – BT, and foul sewers running down the middle of the road. The water supply and electricity cables are also underneath the road at Forge Close, probably alongside the BT ones. If additional spaces were to be approved, there would be a significant possibility of the cables having to be lowered which would cost a great deal. We agreed to close this enquiry.
- b) Footpath near Richmond House not viable: The kerb on the other side of the road helps rainwater flow into the 3 drains on that side of the road. The kerb is of limited length for that reason. A new kerb would cost in the region of £5 to £6K minimum. A 3-way traffic system would have to be in place to carry out the work. At the moment this piece of land is approx. 8" above the road height. Any kerbs must stand at 4" off the road height, meaning the grass /path area would have to be reduced to below that of the proposed kerb, equating to approx. 30 -40 tonnes of soil being removed just for this section. He looked at the path and, in his opinion, it is worn by pedestrians, not vehicles. He couldn't see any signs of vehicle damage. We agreed to close this enquiry.
- c) The small green triangle near The Lows Lane – Bollards must officially be ½ mt back from the Highway. We looked at putting in up to 10 bollards along the triangle perimeter (1/2 mt in). Discussed the oak bollards already purchased. He advised they may have to be the plastic bendable bollards with safety reflectors on them (they bend over if hit by a vehicle and bounce back again). He will enquire about this and revert back. Repair to a plastic bollard costs approx. £200 minimum and Highways would probably not be able to maintain them. The PC are against plastic bollards due to their appearance.
- d) The Green bollard project – discussed wanting to replace the old / broken ones with the new ones already purchased to the area for added protection. He suggested a suitable Highways approved contractor to carry out the work. Clerk to make contact asap.