



palgravepc@gmail.com

Minutes of the Annual Meeting of the Parish Council (AGM) held on Thursday 12 May 2022 at 7.30 pm in the Community Centre

Present: Cllrs Cooper, Dingle, Pudney, Sneddon and Weston.

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

- 05.04.01 **Election of Chair:** Cllr Weston was unanimously proposed to be re-elected as Chair. The Chair signed the Declaration of Acceptance of Office.
- 05.04.02 **Welcome:** The Chair welcomed everyone to the meeting. It was confirmed the meeting was not being recorded.
- 05.04.03 **Apologies for Absence:** Apologies were received and accepted from Cllrs Bremner, Collins, Fausset, Forster, Prendergast and Shirley-Smith.
- 05.04.04 **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. The Clerk reminded all present that the Code of Conduct will be changing. **Action:** Clerk to book Cllrs Pudney and Weston onto the Code of Conduct training on 20 June
- 05.04.05 **The following appointments were unanimously agreed:**
- 1 Vice Chairman- Cllr Pudney. The Vice Chair signed the Declaration of Acceptance of Office.
 - 2 Responsible Financial Officer - the Clerk, Caroline Emeny.
 - 3 Personnel Committee – Cllrs Weston, Fausset and Dingle.
 - 4 Cemetery Committee - Cllrs Weston, Sneddon and Pudney, Phil Dyer as Cemetery Administrator and Jane McClintock as previously agreed.
 - 5 Diss and District Neighbourhood Plan Working Group (DDNP) – Cllr Dingle with Cllr Pudney as her substitute.
 6. Remaining roles unanimously agreed as follows: Bank signatories and internet banking authorisations remain unchanged - Cllrs Weston, Cooper and Prendergast. Grass Cutting is the responsibility of Cllr Fausset together with the Clerk.
- 05.04.06 **Reports for Information:**
- County Cllr Fleming's report, previously circulated, is available on the website under Minutes.
 - District Councillor Burn's report, previously circulated, is available on the website under Minutes.
- 05.04.07 **Public Forum:** There were no members of the public present and no issues raised with the Clerk.
- 05.04.08 **Minutes:** The minutes of the meeting 14 April 2022 were approved and signed by the Chair.
- 05.04.09 **Matters arising:** There were one outstanding matter being Forge Close additional parking.
Action: Cllr Dingle to send more detailed information to the Clerk for further investigation with Highways.
- 05.04.10 **Statutory Business and General Governance:**
1. The Annual Accounting Statement for the year ending 31 March 2022 was unanimously approved.
 2. Section 1 of the AGAR (Annual Governance Statement) and Section Two of the AGAR (Accounting Statement) were approved and signed by the Chair and Clerk for the year ending 31 March 2022.
 3. The full report from the Internal Auditor as previously distributed was noted. Recommendation: Councillors set up a generic Palgrave parish council email address and not use their work or personal email addresses which could be problematical if a Freedom of Information request was made.
Action: All Councillors to create a new email address in the format of nweston.palgrave@gmail.com asap. The Clerk or the Chair can help if this is difficult.
 4. The Schedule of Annual Regular Payments was approved and signed by Cllrs Sneddon and Pudney.
 5. The Calendar of Meetings for the forthcoming year was approved and distributed.
Action: Clerk to set up a Google calendar invitation to Councillors for future meetings
 6. Consultations: It was agreed that Councillors would reply directly to County Cllr Fleming re the Quality of Suffolk's Rivers and Coastal Waters meeting being chaired by her on 17 May.

05.04.11

Planning:

a) The following planning applications were discussed:

DC/22/01960: Replacement of Roof; Erection of two-storey front and rear extensions and erection of garage @ Rosebank, Millway Lane – The Parish Council supports this application.

Ref 2021/2788: Construction of an Anaerobic Digestion facility (part retrospective), comprising 1 no. digester tank and 1 no. secondary digester/digestate storage tank, silage clamps, liquid and dry feed system, digestate separation, handling and pasteurization, biogas upgrading and mains gas-grid connection, carbon capture, CHP. Agricultural building, office buildings, weighbridge; 3 no. covered digestate storage lagoons, and associated plant, vehicular accesses, roads and landscaping (including earth bunds) @ Deal Farm Kenninghall Road Bressingham Norfolk IP22 2HG – The Parish Council voted to approve submitting an objection to the development with one abstention.

b) Planning determinations received: 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 – BMSDC granted planning permission.

Noted that both applications withdrawn re DC/21/06845 and DC/21/06846 - Planning permission and listed building consent for building works @ Weavers Mark The Green.

c) Any other planning matters: The Clerk and Chair approved DC/22/02476 under delegated powers for tree works @ The Hollies, Lion Road.

05.04.12

Finance:

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

£ 625.60	Caroline Emeny	Clerks remuneration
£ 10.50	Caroline Emeny	Clerks expenses
£1089.60	Excite Solutions Ltd	Invoices 1973 / 1974 re grass cutting

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

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

c) The following monies were received: Cemetery income £75; BMSDC Locality Grant re Jubilee of £350.

d) The Financial report / bank reconciliation for the period ending 30 April 2022 was presented for approval and signed by Cllr Pudney. An up-to-date accounts spreadsheet was previously circulated.

e) The continued use of internet banking was approved.

05.04.13

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: The new 7.5t weight restrictions at Palgrave, Priory Road and Crossing Road are planned for w/c 16 May and should take approximately 2 days to complete.

Drainage issues on Priory Road near Draycott Rise are being investigated. Cllr Forster confirms residents had a meeting with the contractors in this regard. The company doing the work are going to set a date to come back and look into the problem and sort the blockage if not they will re-do the work. They will confirm when the work will be done and notify us of the results. Thanks to County Cllr Fleming for getting this prioritised.

b) Speeding, Speed Indicator Devices and request for a 20mph speed limit: The 4th SID post is not yet in situ. Lots of complaints about speeding on Lion Road. **Action:** Clerk to investigate if we can get the Safety and Speed Team in again to set up a speed camera. The matter of a 20mph limit around The Green to be discussed at the Annual Meeting of the Parish on 1 June. County Cllr Fleming cautioned it is unlikely to receive Highways approval as it does not meet the criteria.

c) DDNP – There are no further updates as we await the consultation period to end.

d) (i) Palgrave Village green purchase update:

There are no further updates to report. **Action:** Clerk to expedite yet again.

We are still awaiting a reply from Highways in relation to the underground pipes for insurance purposes.

(ii) Protection of The Green:

The following queries are outstanding with Suffolk Highways;

- Kerb installation around the Green for added protection – note Sharon Berry of BMSDC advised that BMSDC would object to any proposal to install these as it would set a precedent for village greens in their district.

- Protection of the small green grass triangle of land with Highways; It was noted on 5 May a container lorry drove over many parts of the Green. Vehicle details, photos and a video of the incident have been sent to the company responsible with a letter of complaint. We await the outcome.

The Clerk spoke with Sharon Berry of BMSDC who suggested a new working party be agreed to study her response and agree how to proceed. Her advice is to set everything up ready to go as soon as we formally own the Green, but not to action until ownership secured. We will need to consult with Planning (BMSDC) about any new bollards but not to replace old rotten ones or missing ones from the original scheme. Any contractor we use will have to prove they are able to work on the Highways - they will need to scan for underground cables etc. She thought a cost of £8 –£10K as a guess for the work bearing that prices are increasing daily. It was suggested we may wish to review the bollard prices received with possible purchase ahead of ownership. **Action:** Clerk to reconfirm all prices received to date

No Mow May – Cllr Fausset is liaising with Excite Solutions in all things pertaining to The Green cuts.

- e) Other Open Spaces including footpaths, ditches, grass cutting and hedges – The Lows footpath will be cut before the end of May and the flail to the right hand side as delayed by spring wildflowers. BMSDC are to send letters to the residents surrounding Priory Wood re fly tipping in the wood. The rickety steps within the woods will be repaired by the end of May.
- f) Cemetery and Churchyard – no reported immediate issues of concern.
- g) Queens Platinum Jubilee – Cllr Cooper provided a brief update. A flyer was delivered to each home in the village giving the full schedule of events.
- h) Dog bins, bags and signage – new bin and signage still outstanding. **Action:** Cllr Weston to do as a matter of urgency and confirm the bin position for the Clerk to submit to BMSDC for emptying. Note all the bins are full on a regular basis. They are emptied each Thursday. No spare liners are available from BMSDC.
- i) Review of Street lighting – c/forward to next meeting.

05.04.14 **Parish Infrastructure Investment Plan (PIIP) –**

The renovation of the two water pumps will be complete for the Jubilee weekend.
There are no further updates.

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

It was noted there was no update regarding the PACE Solar Farm.

05.04.15 **Palgrave Star-** to include some detail re the Quality of Water consultation amongst other items.

Date of next meeting – The next meeting is on 9 June at 7.30pm

The meeting closed at 9.30 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 30 April 2022

Current account Unity Trust Bank Account No. Sort codeStatement no. 028 dd 30/4/22

	Bank statement balance	£76,720.98
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£76,720.98