

**Minutes of the Parish Council Meeting held on Thursday
12 December 2024 at 7.30 pm in the Community Centre**

Present: Cllrs Collins, Cooper, Hollowday, Prendergast, Pudney and Whitehead.

Also in attendance: The Clerk: Dist. Cllr Weller (TW).

- 12.12.01 **Welcome:** The Chair welcomed everyone to the meeting which was not being recorded.
- 12.12.02 **Apologies for Absence:** Apologies accepted and approved from Cllrs Hopkins, Sneddon, Fausset and Wheele.
- 12.12.03 **Declarations:**
1. There were no Pecuniary or Non-Pecuniary Interests declared and no requests for dispensations.
 2. Councillors were reminded of their obligations under the new Code of Conduct.
- 12.12.04 **Minutes:** The minutes of the meeting of 14 November 2024 were approved and signed by the Chair.
- 12.12.05 **Matters arising:** Various matters not listed elsewhere on the agenda as follows:
- a) Informed PDCC limited monies available. Have provided further advice on funding sources.
 - b) Parked taxi outside church : Able Taxis dealing with it. The situation has improved since.
 - c) Palgrave Village sign: contacted Mike Goater with photos. He will expedite the matter.
 - d) St John's House purchase: emailed Trent Healthcare 27/11 but no response to date.
- 12.12.06 **Reports for Information:** Apologies received from County Cllr Fleming. No report received. Dist Cllr. Weller reviewed his report (to be circulated), including the Pride in Your Place Grants. He will investigate and report back on the ownership of Wortham Ling and Redgrave Fen, the former of which is falling into a state of disrepair.
- 12.12.07 **Public Forum:** Nothing to report.
- 12.12.08 **Statutory Business and General Governance:**
- a) The following draft policy was reviewed: Sexual and General Harassment Policy and Procedure. The final version to be approved at the March meeting, which will require an annual update.
 - b) To nominate a representative for the DDNP: it was agreed to email all Councillors for a volunteer and additional request in the Star for a member of the Public.
 - c) One (1) vacancy noted on the Parish Council.
 - d) Consultations: None to note.
- 12.12.09 **Planning:**
- a) The following planning applications were reviewed:
DC/24/05141: Erection of a rear extension incorp. an existing extension following demolition of conservatory @ Applegarth, Upper Rose Lane.
DC/24/05275: Works to trees in a conservation area @ The Green (near the Access Road), Priory Road.
The PC unanimously approved both above applications.
 - b) There were no planning determinations to note.
 - c) Solar Farm updates: nothing to note.
 - d) Planning enforcement: EN/23/00593 Caravans in Wood opposite St Johns. Expedited repeatedly. Request to Dist. Cllr Weller to chase on our behalf. Now over a year since the initial complaint.
 - e) No other planning matters for information.
- 12.12.10 **Finance:**
- a) Payments totalling £8941.50 were approved and signed by Cllrs Cooper and Whitehead - can be viewed on website under Finance.
 - b) Receipts: £65 monthly cemetery donation, £1205 due in this week from County Broadband re wayleave agreement. £730 Locality Grant approved and awaiting receipt thereof.
 - c) Bank reconciliation for the period to 30 November 2024 approved and signed by Cllr Collins.
 - d) The accounts / budget information to 30 November 2024 (previously distributed) noted.
 - e) Draft budget (previously circulated) and precept considered. Clerk to revise and send to all including the Precept calculator for final approval at 6 February meeting, for submission 7 Feb. to BMSDC.
 - f) Annual Charity Donations: All donations made and thanks received.

- 12.12.11 **Palgrave School update from WP:** Meeting held 30 November. Proposed plan circulated for the play area with a MUGA (Multi use games area) astro turf like surface sited on top of the current field. Communication over several months with residents is vital before any work agreed and ordered. The Village Halls event on 22 March at the PDCC is ideal to highlight the plans for the play area. Any grant applications will have to be completed by the school but signed off by the PC as owners of the land. District Cllr. Weller suggested this could fall under a community resource which the school just happens to use, and therefore be eligible for other funding opportunities. He will review any applications before submission. Insurance for any new equipment discussed: a resolution will be required to add any new equipment to our asset register for insurance purposes. Technically the school will own the equipment, but it will be sited on common land owned by us and therefore open to all, meaning public liability insurance is required.
- Trees at the school: an agreement in writing is required with the school regarding the maintenance of the trees within the school grounds, there being no current formal agreement, nor anything that we know of with the previous owners of The Green. **Action:** Cllr Prendergast to come up with a suitable document
- Parking at school times: A meeting with the PDCC took place this week attended by County Cllr Fleming, Cllr Fausset, and the Clerk. A further meeting is scheduled with the school on 29 January.
- Next School WP meeting is scheduled ahead of our March meeting. It was agreed the school needs to send out termly reminders to parents re parking. A map highlighting the appropriate areas indicating where people can and cannot park would be beneficial to all, including users of the Church.
- Action:** Cllr Prendergast to design map
- 12.12.12 **Flooding:** Still awaiting action from BMSDC re 1 Goulds Close flood defences despite several email chasers to this effect. Blocked gully outside Oak Tree Cottage, Crossing Road: Anglian Water have been out twice. They confirm the blockage is between that gully and the next one along as you head south out of Palgrave and is a Highways issue. **Action:** Clerk to recontact Highways in this regard
- 12.12.13 **PDCC update:** As minute in 12.12.11, meeting held with PDCC re car parking at school times. No resolution as more information required. PDCC hosting a coffee morning on Saturday 22 March as part of the Village Halls week. PC will reserve a table at the event. **Action:** Clerk to confirm
- PDCC have requested a letter of support to be used when applying for external grants. It was resolved to action this. **Action:** Clerk to draft something suitable and send to PDCC asap
- 12.12.14 **UK Power Networks Wayleave Agreement:** Document finally received re access to The Green. It will comprise an annual payment of £150.98, backdated up to a maximum of 2 years.
- Action:** Clerk to sign documents on behalf of the PC and post asap
- 12.12.15 **BT Kiosk:** BT will be discontinuing the payphone service in early 2025. Records show only 1 call was made from it in the last 12 months. It was resolved to adopt the kiosk for £1 as indicated by BT., and to ask for ideas from the public about its future use, possible Pride in Your Place funding available. **Action:** Clerk to include in The Star
- 12.12.16 **To consider matters and any actions required for those relating to the Community of Palgrave -**
- a) Highways & road related issues; damaged soft black bollards near St John's bends are on Highways confirmed works list.
 - b) Speeding: Speedwatch resurrection – possible 5 volunteers to date. Need one (1) more person to meet the minimum requirement. Clerk to put in The Star again. 20mph campaign - no further updates. Clerk to expedite once more.
 - c) The Green and pond updates -
 - i. Drainage out of the pond to Lows Lane – Cllr Fausset has ordered the works with Miles Drainage at £1446.65 plus vat. Awaiting a start date. Any posts and barriers to be installed once work complete.
 - ii. Tree works at the pond completed. A branch may fall into the pond at some future point because access was so dangerous. Needs monitoring.
 - ii. Pond – risk assessment updated. Signage and LED lights still to be purchased and installed
 - iii. Community Asset Listing will expire shortly and will not be renewed as we now own The Green.
 - iv. Access Road tree canopy planning application submitted. **Action:** Clerk to seek suitable quotes asap
 - d) Other Open Spaces:

Footpaths reported along Church View terrace, awaiting response.

The Spinney and Himalayan Balsam as previously minuted. James Laurie, Stuston owns the land.

Action: Clerk to make contact with James Laurie. No response received from David West.

Bus Sign: – Installed in the bus shelter but needs replacing due to immovable graffiti. **Action:** Clerk to contact SCC bus travel

The Lows footpath:– Voluntary group under Heribert Westerfield’s leadership have completed further work on the north side of the path over the bridge. He has alerted us to the deep fall away this side of the bridge that is a potential H&S danger. Enquiries made with TW if a solution can be found when the pocket park works take place on the BMSDC site adjacent to the path.

e) Churchyard and Cemetery update: New contractor working out well in the cemetery.

Action: Clerk to diarise consecration of additional cemetery land in the spring

12.12.17 **Community Litter Pick:** Date agreed as Saturday 29 March 10 -12 noon based out of the church, availability permitting. **Action:** Clerk to check with church warden

12.12.18 **Correspondence** –All relevant correspondence distributed including survey from the Suffolk’s Police & Crime Commissioner for individual responses.

12.12.19 **Motion under the Public Bodies** (admission to meetings) Act 1960 – Nothing to note.

Date of next meeting – Thursday 6 February 2025 at 7.30pm.

The meeting closed at 9.40 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 30 November 2024

Current account Unity Trust Bank Account No. Sort codeStatement no’s 069 & 022 dd 31/10/2024

Current account statement balance	£ 2,761.84
Savings Account statement balance	£ 52,552.72
Overall Total Reconciles with Accounts Balance As Per Spreadsheet	£ 55,314.56