

**Minutes of the Parish Council held on Thursday
13 June 2024 at 7.30 pm in the Community Centre**

Present: Cllrs Collins, Cooper, Fausset, Hollowday, Prendergast, Pudney, Sneddon and Wheele.

Also in attendance: The Clerk; and one member of the public.

- 06.13.01 **Welcome:** The Chair welcomed everyone to the meeting which was not being recorded.
- 06.13.02 **Apologies for Absence:** Apologies were received and accepted from Cllr Goodchild due to attending a DDNP meeting tonight.
- 06.13.03 **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.
- 06.13.04 **Minutes:** The minutes of the meeting of 9 May 2024 were approved and signed by the Chair.
- 06.13.05 **Matters arising:** The Clerk confirmed that contact had been made with a positive response re the Thrandeston scaffolding company regarding driving loaded vehicles on the weight restricted roads.
- 06.13.06 **Reports for Information:** Reports from both County Cllr Fleming and District Cllr Weller received and circulated ahead of the meeting. Neither were present due to running late.
- 06.13.07 **Public Forum:** Member of the public present in regard to potholes and flooding which will be discussed under Highways agenda item 06.13.12 (a).
- 06.13.08 **Statutory Business and General Governance:**
- a) The following annual policies / documents were reviewed and unanimously adopted: Subject Access Request (SAR); Consent Form; General Privacy Notice; Disciplinary Procedure; Privacy Statement.
 - b) Vacancies and Councillors: Noted there are 2 vacancies on the PC. Training: Cllrs Wheele and Hollowday have completed their initial training. Cllr Goodchild undertaking the 2 online sessions in July. Representatives; still awaiting further feedback from PDCC re Cllr Cooper.
 - c) Clerk gave an update on .gov.uk websites and email addresses: It is a recommendation only, not statutory. Costs involved are email addresses for 11 Councillors plus Clerk £288 p.a. New domain £18/2 years initial cost thereafter £138 / 2 years. It is intended to imply that a .gov.uk website or email is from a reputable organisation. The PC voted unanimously to delay this until it becomes mandatory.
 - d) The Insurance provider for the forthcoming year was unanimously approved as Zurich Insurance at annual fee of £363 with effect 2 July 2024. Land owned by the PC is only covered for public liability including the pond which should be risk assessed along with the trees on The Green on a regular basis.
Action: Cllr Prendergast to undertake pond risk assessment. Clerk to send all relevant paperwork
 - e) Consultations: BMSDC consultation re 3 x Supplementary Planning Documents (SPDs)- 15/5 – 19/6; The Parish Council declined to comment on these.
Norwich to Tilbury consultation extended to 26 July 2024 for responses. A further webinar covering Sections A & B (South Norfolk & Mid Suffolk) is on 10 July 6-7 pm for anyone interested. Details on the website.
Suffolk Devolution update: Good response rate, comments being analysed. Decision making process stalled due to the pre-election period therefore results will only be available later in the year.
- 06.13.09 **Update from District Cllr Weller** re land purchased by BMSDC off Lows Lane footpath: c/forward
- 06.13.10 **Planning:**
- a) There were no planning applications to discuss.
 - b) The following planning determination was received: DC/24/01290 re St John's House, Lion Road: Use of land for siting 8 holiday lodges - Planning permission refused, reasons included Heritage, Highways, and Unsustainable location concerns. DC/25/00518 for the 35 room HMO has been withdrawn.
 - c) Pace & Aura Solar Farms update: **Action:** Cllr Wheele to get map and clarification of exact location of the push back areas from Cllr Fausset. Pace to be contacted end of year regarding their 2025 plans. Aura: no date yet when it will come before the BMSDC planning committee. Delays to a change of personnel at Aura.

- d) Updates given re 3 x planning enforcement issues raised.
 - (i) Holiday site at Millway Lane (re caravans in the wood off St John's bends) – A formal notice will be served to remove all unauthorised caravans from the site and to remove the rubbish left visible from Lion Road.
 - (ii) Holiday rentals at Elm Vale Cottage – no further update.
 - (iii) Dazzling lights at storage facility on Lower Rose Lane – no further update.
- e) No other planning matters for information only.

06.13.11

Finance:

- a) Payments totalling £5948.48 were approved and signed by Cllrs Sneddon and Hollowday. Note these can be viewed on the website under the Finance page.
- b) Receipts as follows: £65 monthly cemetery donation.
- c) Bank reconciliation for the period to 31 May 2024 approved and signed by Cllr Wheele.
- d) The accounts to 31 May 2024 (previously distributed) were noted.
- e) Bank mandate signed as approved at the last meeting. **Action:** Clerk to submit asap
- f) Review purchasing of Christmas Lights for The Green – **Action:** Cllr Prendergast will look into other options and report back in due course

06.13.12

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

- a) Highways and road related issues;

Pedestrian signage and kerb installation. Lead time maximum 12 weeks from date of order. Should both be carried out mid July latest. Notification should be via roadworks.org due to traffic management. **Action:** Clerk to ensure all Councillors are alerted as soon as we have dates

CIL conversation with BMSDC re funding opportunities for the above which confirmed no external CIL monies can be used for anything deemed to be Highways works.

Flooding issues – detailed conversations and email trail with Highways in this regard all to no avail. SCC Cabinet member for Highways Paul West, County Cllr Fleming and Dist. Cllr Weller all copied in on detailed correspondence including videos of the flooding, especially Goulds Close. No immediate action being taken by Highways. It was resolved to write Highways an official letter of complaint in this regard. **Action:** Clerk to compile asap. Possible suggestion to Goulds Close resident that he engages a solicitor to write to MSDC as they have a duty of care to him. Clerk will discuss with him.

Flooding at the school on 21 May was a one-off event which the school are dealing with. All flooding exacerbated by the large ongoing puddle on corner of Church Farm Close which is now damaging the private drive as well as The Green.
- b) Speeding: Nothing to report re SIDs. Confirmation of ANPR camera request at Lion Road. A 3-month rota issued which will notify us of the exact week it will be in situ. **Action:** Clerk still to process additional ANPR request for Crossing Road and Upper Rose Lane
- 20mph Campaign: New speed data ordered as minuted last month, awaiting the report.
- Speeding on the A143 between Crossing Road and Priory Road was carried out and deemed to be excessive resulting in the site being added to the monthly rota.
- c) The Green - protection and maintenance thereof:

Frank Davey Ltd began the bollard work this week and all agreed it is looking good so far.

It was agreed to leave the 'No Parking on the Green' signs in situ at present. **Action:** Cllr Fausset to re-site a couple near the pond to try to prevent further Open Reach vans parking there

Open Reach damage: Clerk has obtained a quote for repairs and lodged a claim with their insurers.

Open Reach cannot be contacted by phone – only facility is their online chat via their Indian call centre which is protracted and unsatisfactory.

Drainage from the pond overflow pipe which feeds into Lows Lane appears to be causing issues which may be exacerbating the flooding on Lows Lane. It was unanimously resolved to get a company in to clear the ditch asap. **Action:** Clerk to instruct grass contractor to cut back and clear out any irises or similar to allow free flow of water. To contact Dyna-Rod or similar to investigate the drain for any blockages from our end. Cllr Prendergast will meet the drainage specialist on site when appointment made.

Residents have requested we raise the tree canopy opposite the school on the Access Road to allow more light. It was unanimously resolved to obtain quotes for this work to include thinning out as well.

Action: Clerk to obtain quotes

- d) Open Spaces: Clerk to meet with farmer re the Lows Footpath, hedges, responsibilities, obscured sign by brambles at start of the path and the silted-up ditch near The Spinney. **Action:** Clerk to make contact asap
Priory Wood –MSDC dealing with reported matters in Priory Wood.
Lows Lane footpath cut was badly delayed due to the excessive rainfall but has since been done.
- e) Churchyard and Cemetery update: Nothing to report.
- f) Street Lighting: Works ordered, expected to be about end June or soon thereafter. Checks are carried out with their contractor re workmanship etc. The new lanterns have a 10-year warranty on certain parts. Very few issues have been reported with them, but if any arose they would be covered as part of our maintenance agreement etc.
- g) Bus Shelter update: Existing fascias were rotten and needed replacing, hence the final price was slightly higher than quoted which was approved. All in agreement it looks good. Must be maintained every 12 – 18 months. **Action:** Clerk to add to calendar of works
- h) Defibrillator training 15 June – 40 people now signed up.
- i) PDCC Storage – we can store the hi-viz waistcoats, litter pickers, strimmer, banner and any other equipment in a spare wheelie bin in the container in the PDCC yard. **Action:** Clerk to arrange suitable date with PDCC, and get equipment from Chair and ex-Chair.

06.13.13 **Correspondence** – All relevant correspondence circulated ahead of the meeting and during the last month.

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

Date of next meeting – Thursday 11 July 2024.

The meeting closed at 9.00 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 31 May 2024

Current account Unity Trust Bank Account No. Sort codeStatement no's 061 & 016 dd 31/5/2024

Current account statement balance	£ 1,637.84
Savings Account statement balance	£61,783.89
Overall Total Reconciles with Accounts Balance As Per Spreadsheet	£63,421.73