

**Minutes of a Meeting of the Parish Council held on  
Thursday 14 March 2024 at 7.30 pm in the Community Centre**

**Present:** Cllrs Cooper, Collins, Hollowday, Pudney, Sneddon, Weston (NW) and Wheele.

**Also in attendance:** The Clerk; one member of the public present for some of the meeting.

- 03.14.01 **Welcome:** The Chair welcomed everyone to the meeting. The meeting was not being recorded.
- 03.14.02 **Apologies for Absence:** Apologies received and approved from Cllrs Fausett and Prendergast.
- 03.14.03 **Declarations / Resignations:** The Chair tendered his resignation with immediate effect. He thanked everyone for their support over the last 15 years. He was thanked in turn for his work for the Council. The Vice-Chair, Cllr Pudney, signed the Declaration of Acceptance of Office and will be Chair until the May meeting.  
Note for our records, NW has the following: Notice board key, banner, litter pick equipment, strimmer.  
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.
- 03.14.04 **Minutes:** The minutes of the meeting of 8 February 2024 were approved and signed by the Chair.
- 03.14.05 **Matters arising:** No matters arising not on the agenda.
- 03.14.06 **Reports for Information:** Reports, previously distributed, from both County Cllr Fleming and Dist Cllr Weller. Neither Councillors were present.
- 03.14.07 **Public Forum:** No comments from the public. Member was present in regard to the litter pick.
- 03.14.08 **Statutory Business and General Governance:**
- The following annual policies / documents were approved en bloc : Standing Orders; Financial Regulations; Risk Assessment ; Internal Control; Effectiveness of the Internal Audit; Asset Register; General Reserve. Documents were signed by the Chair where required.
  - The Internal Auditor was approved as Trevor Brown for the year ending 31 March 2024.
  - Vacancies : Note there are now 3 vacancies due to the resignation tonight, two of which can be co-opted. The most recent resignation will require a Vacancy Notice.
  - Consultations: Suffolk Devolution to note 10-week public consultation opens 18/3 – 26/5/24. Part of the Levelling Up process. Link to the website : <https://www.suffolk.gov.uk/council-and-democracy/devolution> for those parishioners wishing to find out more. Online consultation or hard copy if required.  
Greater Norwich Local Plan adopted by Norwich City Council on 12 March 2024, and is now subject to a 6 week legal challenge period which ends on 24 April 2024.
- 03.14.09 **Planning:**
- The following planning applications were discussed:  
DC/24/01132: Works to Trees in a Conservation area @ Paddockside, 1 The Paddocks, The Green: Unanimously approved by the Parish Council  
DC/24/00518: Change of use of building from residential institution (C2/C2A) to house of multiple occupation (HMO) @ St Johns House, Lion Road. Unanimously approved by the Parish Council but to comment on the risk of more accidents at this location and request for enhanced signage, perhaps a Give Way junction. There will be multiple cars with a HMO of this size so traffic access to and from the site needs to be considered.
  - The following planning determinations received:  
DC/24/00492: Works to Trees protected by a TPO in a Conservation area @15 Blands Farm Close  
DC/24/00493: Works to Trees protected by a TPO @14 Blands Farm Close  
Dc/24/00016: Works to Trees in a Conservation area @ 7 Church Farm Close  
The above three applications all granted by MSDC.
  - Update re Pace Parish Liaison Group (PLG): Two meetings to date. Still awaiting the draft ToR and benefit document.
  - Update re planning enforcement issues raised. (i) Letter sent to the landowner by MSDC re caravans in the wood off St John's bends. MSDC awaiting a response. Multiple complaints from parishioners in

this regard. ii) Holiday rentals at Elm Vale Cottage – a Planning Contravention Notice has been served on the owner of Elm Vale Cottage and MSDC awaiting reply.

e) No other planning matters for information only.

03.14.10 **Finance:**

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

£ 783.30	Caroline Emeny	Clerks remuneration
£ 24.00	Caroline Emeny	Clerks expenses
£ 39.00	H M R C	PAYE
£ 19.19	N R Weston	Fasthost invoice re domain and email
£ 258.07	T W M Traffic	Invs 705 / 705 re 2 new batteries

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

b) Receipts as follows: £65 monthly cemetery donation.

c) Bank reconciliation for the period to 29 February 2024 approved and signed by Cllr Pudney.

d) The accounts to 29 February 2024 (previously distributed) were noted.

e) Review purchasing of Christmas Lights for The Green – carried forward.

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

a) Highways and road related issues;

Kerbs and pedestrian signage – new price for the pedestrian sign and post at Priory Road / Lion Road is £1187.97, nearly double the previous quote of £525.44 which was greed in June. **Action:** Clerk to ask Highways to quantify the increase in price which is nearly double. Work approved by the PC but we will only order a single sign at the aforementioned location due to the increased cost. PC to drop the request for pedestrian signs at Millway Lane / Priory Road junction. Highways dogmatically refuse to budge on this site. Still awaiting revised price for the kerb before this can go ahead.

b) Speeding: Two SID batteries ordered. Delivery due anyday. New SID volunteer on board for Lion Road, the location of which will remain as is for the foreseeable future. The PC would like to re-establish a SpeedWatch group of volunteers to try and clamp down on speeding in the village. **Action:** Clerk to include on the next Palgrave Star

c) The Green - protection and maintenance thereof: Quote received for the bollard work from Frank Davey Ltd. Another quote received and Clerk meeting this contractor next week to review it in more detail. Cllr Pudney joining that meeting Tuesday 1pm. It was unanimously agreed that if the reviewed price came in substantially less than the current quote, work is to be ordered immediately with a request for it to be done by end April if possible. County Cllr Fleming has promised £500 - £1000 from her 24/25 budget to help with the cost of this. Project details already provided to her to facilitate this. Request acknowledged from the PDCC to put suitable posters around The Green for upcoming events with the promise to remove these asap after the event if over.

Parking during garage sales event in May – No Parking signs may be required. Much dependant on whether new bollards are in place by then. Decision to be made at April meeting.

Wayleave agreements – **County Broadband:** no updates for several months now. **Upp:** wayleave agreement signed off and receipt of the fee minuted in December. Work has been carried out. **UK**

**Power Networks** carrying out work which will entail digging up the footpath along Church View Terrace but does not involve any wayleave agreement as the actual path is not part of The Green.

Lime Tree Cottage is up for sale. Clerk has received several phone calls about available parking outside the house. She has advised there is no parking and that it is illegal to park on, or damage, The Green. Discussions with the Clerk about the possibility of purchasing a strip of land to accommodate this, or purchase the right to park a vehicle. This resulted in the small strip of land in front of Little Holland being questioned – is it part of The Green or not? The PC does not maintain this small strip, the owners of Little Holland have cut the grass for approx. 7 years. Clerk distributed the official map of The Green for inspection. **Action:** Clerk and Chair to look at on Tuesday when they meet

d) Open Spaces: The Clerk and previous Chair met with the other landowner re the Lows footpath to discuss responsibilities as detailed in the Rights of Way document. He will discuss with the farmer who rents the land from him. The Clerk to contact the farmer as well.

- e) Churchyard and Cemetery update from meeting: Obtaining another quote for the tree / hedge work required in the cemetery. Work approved if it comes in under the previous two quotes. Water table work to be ordered for early May to establish if the northern section can be used for additional graves.
- f) Litter Pick update – Agreed the necessary actions for the day itself. Note post meeting the event was postponed as inclement weather was forecast yet again amid fears it would deter volunteers from participating. New date to be agreed.
- g) Street Lighting – **Action:** Clerk to review costs and savings and bring information to the next meeting
- h) Bus Shelter – Clerk has been trying to get additional quotes for over two months to no avail. The PC approved the work. **Action:** Clerk to order the work from the quote received
- i) Update re Defibrillator: PC agreed to cover the hall hire cost but asked if PDCC will contribute half the hall cost as there is a Defibrillator outside the PDCC. To be included with a coffee morning hosted by the PDCC. Dates to be agreed with PDCC and Volunteer. **Action:** Clerk to discuss hire cost with PDCC and agree date
- j) Lights at Lower Rose Lane storage facility – the lights are very distracting as you drive towards Palgrave, like being dazzled by car headlights. **Action:** Clerk to write to MSDC querying if the brightness of the lights are in compliance with the planning permission granted

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

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

**Date of next meeting** – Thursday 11 April 2024.

The meeting closed at 9.00 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

#### **FINANCIAL REPORT – 29 February 2024**

Current account Unity Trust Bank Account No. .... Sort code .....Statement no's 057 & 013 dd 29/02/24

Current account statement balance	£4,362.66
Savings Account statement balance	£61,354.64
Overall Total Reconciles With Accounts Balance As Per Spreadsheet	£65,717.30