

**Minutes of a Meeting of the Parish Council held on  
Thursday 4 January 2024 at 7.30 pm in the Community Centre**

**Present:** Cllrs Cooper, Collins, Fausett, Hollowday, Prendergast, Pudney, Sneddon, Weston and Wheele

**Also in attendance:** The Clerk. MSDC Cllr Stringer and 2 members of the public present for some of the meeting

- 01.04.01 **Welcome:** The Chair welcomed everyone to the meeting. The meeting was not being recorded.
- 01.04.02 **Apologies for Absence:** All present, no apologies.
- 01.04.03 **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 and the Nolan Principles of Public Office.
- 01.04.04 **Minutes:** The minutes of the meeting of 14 December 2023 were approved and signed by the Chair.
- 01.04.05 **Matters arising:** There were no matters arising not covered elsewhere on the agenda to be dealt with at this meeting. Any o/s matters are carried forward.
- 01.04.06 **Guest Speaker MSDC District Councillor Andrew Stringer**, Portfolio Holder for Planning, explained MSDC's position on Solar Farms. A robust Q&A session followed.
- 01.04.07 **Reports for Information:** No reports received from County or District Councillors. Apologies for absence from County Cllr Fleming who has nothing to report.
- 01.04.08 **Public Forum:** No questions raised.
- 01.04.09 **Statutory Business and General Governance:**  
The following roles reassigned: Vice- Chair : Cllr Pudney. Cemetery Committee: Cllr Collins. DDNP: Cllr Weston. PDCC – note their AGM is 21 Feb 2024. **Action:** *To nominate an attendee at the Feb meeting*  
Up to date Councillor Training dates sent to all this week with a view to come forward for 2-part training. Two consultations considered as per the agenda with no comments to be submitted.
- 01.04.10 **Planning:**  
a) The following planning applications were discussed:  
DC/23/05426: The Aura Solar Farm application: Extension granted to 12 Feb 2024 as requested. Draft objection distributed to all for review. Discussions followed as to how best present our case to MSDC in light of the comments made by District Cllr Stringer. Our final statement to be approved at next meeting. **Action:** *All Cllrs to consider points / comments to enhance our case and email the Chair, cc The clerk, by Friday 12 January*  
b) Planning determinations received;  
DC/23/05556: Application to determine if prior approval required for Erection of Agricultural Building @ Little Owl barn, Denmark Hill. MSDC determined that formal approval is not required.  
c) Pace Parish Liaison Group (PLG): First meeting will take place next week. Community Benefit is £9120 p.a. x 40 years. **Action:** *Clerk to query if there are any restrictions on how this is spent*  
d) No update re the Planning enforcement issue raised. Clerk has chased. **Action:** *To expedite again*  
e) No other matters for information only.
- 01.04.11 **Finance:**  
a) The following payments were approved for paying online by bank transfer:  

£ 783.30	Caroline Emeny	Clerks remuneration
£ 37.50	Caroline Emeny	Clerks expenses
£ 39.00	H M R C	PAYE
£ 54.00	P D C C	Room hire inv 0179

The Annual charity donations as minuted in December were signed off.  
The monthly schedule of payments was signed by Cllrs Cooper and Wheele.  
Thanks received from all 3 Charity Donations.  
b) Receipts as follows: £75 Cemetery plus £65 monthly cemetery donation.  
c) Bank reconciliation for the period to 31 December 2023 was approved and signed by Cllr Hollowday.

d) The latest financial report of Budget vs. Actual (as previously circulated) was reviewed in detail alongside the proposed Budget forecast for 24/25. The budget was amended and approved and will be published on the website. The Precept was approved and signed at £21,376, £2376 more than the previous year, which will be shown as an increase from £48.33 to £53.14 (9.95%) on a Band D rated property on Council Tax bills. Reserves were amended as voted for AIF.

01.04.12 **School matters:** Request received for a preliminary meeting with Chair and Clerk. **Action:** Clerk to suggest 2 Feb at a convenient time, ahead of a proposed full meeting with the PC

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

a) Highways and road related issues – **Action:** Clerk will chase o/s matters as previously minuted with County Cllr Fleming

b) The Green and Pond- protection and maintenance thereof.

(i) The bollard project re protection of The Green: **Action:** All Councillors to walk the area to determine if the proposed increased scheme is suitable ahead of the February meeting. Note relevant papers were emailed to all in December in this regard

(ii) The Pond bank and trees: Document distributed to all with relevant history and past actions as drawn up by PD. Discussion followed with understandable concerns raised over possible future insurance claims should the west bank erode and consequent liability for any undermining of the house foundations. Legal advice may not necessarily result in identifying clear ownership of the west bank of the pond at the suggested cost of £500.

**Action:** All Cllrs to review the handout and physically inspect the site and report back at next meeting

c) Open Spaces: The Clerk has expressed our concerns to Excite Solutions about the loose cuttings left down the Lows and the Cemetery. The areas are flailed which should throw any cuttings into the hedges as per previous years. The weather has conspired against work this year and Clerk insisted to Excite that this should have been taken into account. Access to the Lows must be via the field, not the path, and the hedges cut on time, approx. October, not later.

Lows footpath and trees – Land owner would like to meet with the PC. **Action:** Clerk to suggest 2 Feb

d) Dog mess and dog bins – noted the large increase in the cost of providing these.

e) Street Lighting: **Action:** Chair to discuss with SCC asap as this will provide year on year savings on annual expenditure

01.04.14 **Correspondence** – All relevant correspondence circulated ahead of the meeting and during the last month. Possible defibrillator training funding request to be considered at the February meeting. Litter pick in March to be discussed at February meeting.

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

**Date of next meeting** – Thursday 8 February 2024.

The meeting closed at 9.55 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

### FINANCIAL REPORT – 31 December 2023

Current account Unity Trust Bank Account No. .... Sort code .....Statement no's 055 & 011 dd 31/12/23

Current account statement balance	£3,836.82
Savings Account statement balance	£64,354.64
Overall Total Reconciles With Accounts Balance As Per Spreadsheet	£68,191.46

BUDGET PREPARATION 2024/ 2025						04/01/2024	
Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actual 2022/23	RECEIPTS	2023/24 to date with projected final figures if no actuals	Budget 2023/24	Approved Budget 2024/25
£14,595	£14,770	£16,000	£17,500	Precept	£19,000	£19,000	£21,376
£1,100	£3,090	£620	£1,163	Cemetery	3620	1000	1000
£2,092	£1,708	£1,057	£2,036	VAT Removing budget as claimed every 6 months or so			
£2	£0	£88	£2,064	Miscellaneous	1076	150	150
	£2,000	£284	£1,050	BMSDC grants	250		
£0			£172	Bank Interest	1182		1000
£7,168	£12,343	£16,553	£12,468	CIL Income (not forecast for)	4955		
<b>£24,957</b>	<b>£33,911</b>	<b>£34,602</b>	<b>£36,452</b>	<b>TOTAL RECEIPTS (£21466 actuals no CIL)</b>	<b>£30,083</b>	<b>£20,150</b>	<b>£23,526</b>
Actuals 2019/20				PAYMENTS	Actuals or projected	Budget	
£7,116	£8,447	£7,892	£8,443	Clerk's Salary	£9,795	9725	10575
£5,793	£4,803	£5,128	£5,889	Grounds Maintenance i& grass & hedge cutting	£8,295	5100	8300
		£826	£2,500	Village maintenance incl cemetery digs, tree works	£953	3000	2500
£862	£992		£1,011	Street Lighting	£1,830	1200	2000
£558	£1,447	£612	£664	Clerk's and Administration expenses	£929	500	875
£522	£662	£475	£549	Insurance	£564	700	575
£476	£507	£520	£673	Subscriptions – SALC, SPS, CAS, Star	£678	750	735
£356	£150	£350	£449	Audit	£479	450	485
£330	£380	£350	£350	S.137 payments	£350	350	350
£246	£253	£309	£459	Bin Emptying	£326	326	483
£150	£55	£75	£244	Meeting Rooms	£312	200	325
£24	£25	£0	£30	Training – Councillor & clerk (clerk £150 Councillor 250)	£15	150	150
	£0	£400	£400	DDNP Contribution 21/22 financial year		400	
£0	£0	£0	£225	Other Grants	£230	250	250
£3,000	£0	£0	£661	Jubilee & projects (2K grant recd)			
		£0		New laptop for clerk	£468	550	
£111	£0	£0		Elections	£155	150	165
£904	£22,809	£2,685	£8,633	CIL Expenditure (26687-1308=25379))	£1,308		
£2,095	£1,795	£1,500	£2,153	Removing VAT element and putting into reserves			
<b>£22,543</b>	<b>£42,325</b>	<b>£21,122</b>	<b>£33,333</b>	<b>TOTAL PAYMENTS</b>	<b>£26,687</b>	<b>£23,801</b>	<b>27768</b>
RECEIPTS AND PAYMENTS SUMMARY							
Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23		2023/24	2023/24	2024/25
<b>£50,409</b>	<b>£52,823</b>	<b>£44,409</b>	<b>£57,889</b>	Balance as at 1 April	<b>£61,008</b>	<b>£61,008</b>	<b>£64,404</b>
£24,957	£33,911	£34,602	£36,452	Total Receipts	£30,083	£20,150	£23,526
£22,543	£42,325	£21,122	£33,333	Less Payments	£26,687	£23,801	£27,768
<b>£52,823</b>	<b>£44,409</b>	<b>£57,889</b>	<b>£61,008</b>	<b>TOTAL RESERVES AT YEAR END</b>	<b>£64,404</b>	<b>£57,357</b>	<b>£60,162</b>
EARMARKED FUNDS & RESERVES REPRESENTED BY (AT 31 <sup>ST</sup> MARCH)					Actuals 23/24	Budget 22/23	Budget 24/25
	£500	£10,000		Purchase of The Green as Community Asset			
	£5,000	£5,000	£5,000	Replacement Street Lighting - will use CIL	£5,000	£5,000	
	£21,633	£25,876	£39,711	Cil monies including street lighting project	£43,733	£38,431	£43,358
				Contingency fund for unexpected and elections	£3,000	£3,000	£2,000
	£17,276	£17,014	£16,297	General reserves	£9,583	£10,926	£14,804
	<b>£44,409</b>	<b>£57,890</b>	<b>£61,008</b>		<b>£61,316</b>	<b>£57,357</b>	<b>£60,162</b>
We should have at least 6 - 9 months operating costs held in reserves							
Stradbroke puts any vat receipts into reserves Reserves still low and budget needs careful monitoring							
uld be set into the budget							