

Minutes of the Annual Meeting of the Parish Council (AGM) held on Thursday 9 May 2024 at 7.30 pm in the Community Centre

Present: Cllrs Cooper, Collins, Fausset, Pudney, and Wheele.

Also in attendance: The Clerk; Chair of the DDNP and two members of the public.

- 05.09.01 **Election of Chair:** Cllr Pudney was unanimously proposed to be re-elected as Chair. The Chair signed the Declaration of Acceptance of Office.
- 05.09.02 **Welcome:** The Chair welcomed everyone to the meeting which was not being recorded.
- 05.09.03 **Apologies for Absence:** Apologies were received & accepted from Cllrs Hollowday, Prendergast & Sneddon.
- 05.09.04 **Councillor Co-Option:** Richard Goodchild was welcomed to the P.C. and signed the Declaration of Office.
- 05.09.05 **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.
- 05.09.06 **Minutes:** The minutes of the meeting of 11 April 2024 were approved and signed by the Chair.
- 05.09.07 **Matters arising:** No matters arising not on the agenda.
- 05.09.08 **Reports for Information:** No report available from County Cllr Fleming. Report from District Cllr Weller previously circulated ahead of the meeting. Neither were present.
- 05.09.09 **Public Forum:** Member of the public present in regard to the Norwich to Tilbury Pylon scheme. He was invited to speak under agenda item 05.09.11 (8).
- 05.09.10 **DDNP Update by Chair, David Burn:** Latest agenda and draft minutes previously circulated. The Chair explained the Steering Group will be dissolved and replaced by a Management Group (MG). Need a minimum of 2 representatives from Palgrave onto the new MG which will monitor and report on the performance of the DDNP. Cllr Pudney thanked David for all his time on the DDNP, as he retires shortly.
- 05.09.11 **Statutory Business and General Governance:**
1. The following appointments were unanimously agreed:
 - i. Vice Chairman - Cllr Fausset. The Vice Chair signed the Declaration of Acceptance of Office.
 - ii. Responsible Financial Officer - the Clerk, Caroline Emeny.
 - iii. Staffing Committee – The Chair (Cllr Pudney) and Cllrs Cooper and Sneddon.
 - iv. Cemetery Committee – Vice-Chair (Cllr Fausset), Cllrs Cooper and Hollowday. Phil Dyer as Cemetery Administrator and Jane McClintock as member of the public.
 - v. Diss and District Neighbourhood Plan Working Group (DDNP) – Cllr Goodchild. **Action:** Clerk to advertise in *The Palgrave Star* for 2 further representatives from the public
 - vi. Remaining roles unanimously agreed as follows: Bank signatories and internet banking authorisations remain as Cllrs Cooper and Prendergast. Cllr Pudney to be added to the bank mandate. Grass Cutting is the responsibility of Cllr Fausset together with the Clerk. Cllr Cooper is the PDCC representative if agreed by the PDCC. It was unanimously agreed to pay the £12 joining fee re the PDCC. **Action:** Clerk to action / inform re all above
 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 2024.
 3. The full report from the Internal Auditor as previously distributed was noted with no concerns.
 4. The Statement in regard to Internet Banking and the continued use thereof was approved.
 5. The Schedule of Annual Regular Payments was approved and signed by Cllrs Collins and Wheele.
 6. The Calendar of Meetings for the period June '24 – May '25 was approved subject to the PDCC agreeing availability re date for the APM.
 7. There are two (2) remaining vacancies on the Parish Council.
 8. There were two (2) consultations to consider:
 - a) Accountability within Public Bodies – no comments to be submitted in this regard.
 - b) Norwich to Tilbury Pylon Scheme – The member of the public was invited to speak at this point. The PC voted unanimously to object to the current scheme with a request to go underground past Palgrave. **Action:** Clerk to submit comments asap after review by Cllrs Pudney and Fausset

- 05.09.12 **Planning:**
- a) There were no planning applications to discuss.
 - b) There were no planning determinations received.
 - c) No update re Pace Parish Liaison Group (PLG). Cllr Wheele to query the push back areas with Pace, as highlighted in green on the map produced at the April meeting. **Action:** *Cllr Wheele to report back*
 - d) Update re 3 x planning enforcement issues raised.
 - (i) Holiday site at Millway Lane (re caravans in the wood off St John's bends) - PCN served. Responses being reviewed by MSDC. It appears the landowner did not give permission for these caravans to be on site. Next course of action (most likely to be an Enforcement Notice) by MSDC to seek removal of the caravans. Our thanks to Cllr Weller for expediting this matter on our behalf.
 - (ii) Holiday rentals at Elm Vale Cottage – no further update.
 - (iii) Dazzling lights at storage facility on Lower Rose Lane – more detailed information provided to MSDC post April meeting and awaiting their response.
 - e) No other planning matters for information only.
- 05.09.13 **Finance:**
- a) The following payments were approved for paying online by bank transfer:

£ 34.56	Zoho Corporation	Annual eshot renewal fee
£1187.98	Suffolk County Council	Inv. 9543549 re pedestrian signage
£ 679.70	Caroline Emeny	Clerks remuneration
£ 24.00	Caroline Emeny	Clerks expenses
£ 167.18	H M R C	PAYE /NICs
£ 630.00	Excite Solutions	Inv. 3044 April grass cuts
£6485.34	Suffolk County Council	Inv. 9544205 re kerb installation
£ 825.00	Nigel Fernie	inv. 0321 re cemetery water table works
£ 33.58	W Cooper	Litter pick refreshment reimbursement
£ 293.90	T Brown	Internal Audit invoice dd 7/5/24
£ 67.18	J Hummerstone	invoice dd 7/5 re cemetery grave cuts
£ 60.00	Suffolk County Council	Inv. 9544605 re speed data

The monthly schedule of payments was signed by Cllrs Pudney and Collins.
 - b) Receipts as follows: £65 monthly cemetery donation; £205 Cemetery income.
 - c) Bank reconciliation for the period to 30 April 2024 approved and signed by Cllr Cooper.
 - d) The accounts to 30 April 2024 (previously distributed) were noted.
 - e) Review purchasing of Christmas Lights for The Green – The Clerk gave an update in the absence of Cllr Prendergast. Unless a more economical source / method can be found, the PC felt the costs were too high to warrant spending £1000s of tax payers money on this and were reluctant to ask Pace to contribute. **Action:** *Cllr Prendergast to enquire re other options*
- 05.09.14 **To consider matters and any actions required for those relating to the Community of Palgrave -**
- a) Highways and road related issues;

Pedestrian signage invoice paid as above. Kerb invoice being processed as above. CIL funding contribution conversation scheduled for 13/5 with MSDC. **Action:** *Clerk to obtain lead times for both works*

Email sent 7/5 to BPC Scaffolding about loaded lorries using Priory or Crossing Road. No response yet.
 - b) Speeding: Nothing to report re SIDs. Clerk has applied for an ANPR camera to be sited at Lion Road. **Action:** *Clerk to apply for other sites as well after identifying which ones with Cllr Fausset*
- 20mph Campaign: Cllr Fausset provided update on our application. Speed Data we provided was over 5 years old so out of date. New data is required - Cost of speed limit report £750, alongside a speed survey costing approximately £400. We cannot go any further with our application until this is done. The PC voted overall to approve ordering the speed data work with 2 abstentions. **Action:** *Clerk to confirm order asap with Highways*
- Speedwatch – Clerk to include again in Palgrave Star

Speeding on A143 – Clerk has submitted request to Safety Camera Team. Site will be added to their list to obtain data using the Speed Detection Radar (SDR), which will show the extent of the speeding issues and ascertain what actions can be taken.

c) The Green - protection and maintenance thereof:

Clerk met with Frank Davey Ltd last week to review final plan and advise of any glitches / extras: White and Red Reflectors required on the bollards adjacent to Priory Road on the small green triangle. Bollard ends need preservative applied which they will do. Preservative purchased with the bollards from Clarkes of Walsham, account opened for the bollard purchase. Lead time approx. four weeks for installation.

PDCC banners will not be ready in time for Open Gardens so A3 posters will still be used.

Parking during Open Gardens – Visitors will be asked to park at the PDCC. **Action:** Clerk still to order No Parking signs as identified last month

Skip being sited outside 2 Church View 10 May. Resident has been advised re positioning and any potential damage

Pond trees: Work to be deferred until the autumn.

d) Open Spaces: The Clerk still to contact the farmer re Lows Footpath re hedges, responsibilities, obscured sign by brambles at start of the path. Chair reported silted up ditch near The Spinney – Clerk to contact farmer in this regard. **Action:** Clerk to deal with and make contact asap

Priory Wood – householder from Clarke Close has planted vegetables and fruit trees at the back of their house in the wood. Reported to MSDC for actioning.

e) Churchyard and Cemetery update: Water table work carried out last week. Cemetery committee will review at its next meeting. Long grass around graves complaints received – now dealt with and cut.

f) Street Lighting: Clerk distributed costs and savings projections ahead of the meeting. Potentially up to £900 savings per annum. The PC voted to approve the update to LED lights on the remaining 9 streetlamps. **Action:** Clerk to order and to enquire as to any guarantees re the workmanship

g) Defibrillator training update: Date agreed as 15 June. PDCC agreed a £50 contribution towards the cost of the trainer. Maximum 50 people for a 2-hour session. Heribert Westerveld is the main contact for this event. Note there will be a Coffee Morning in the PDCC to encourage people to participate.

h) Litter Pick update 14 April – nearly 20 parishioners turned up - a good turnout, PC pleased with the result, 18 bags of litter picked. Our thanks to everyone who picks up litter in the village.

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

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

Date of next meeting – Thursday 13 June 2024.

The meeting closed at 9.30 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 30 April 2024

Current account Unity Trust Bank Account No. Sort codeStatement no's 060 & 015 dd 30/4/2024

Current account statement balance	£10,910.49
Savings Account statement balance	£61,783.89
Overall Total Reconciles with Accounts Balance As Per Spreadsheet	£72,694.38