

**Minutes of the Parish Council Meeting held on Thursday  
11 September 2025 at 7.30 pm in the Community Centre**

[clerk@palgrave-pc.gov.uk](mailto:clerk@palgrave-pc.gov.uk)

**Present:** Cllrs Bremner (DB), Collins (EC) Cooper (WC), Coulson (PC), Hollowday (SH), Pudney (VP), and Wheele (MW).

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

- 09.11.01 **Chair's Welcome:** Cllr Pudney welcomed everyone to the meeting which was not being recorded.
- 09.11.02 **Apologies for Absence:** Apologies, received and approved from Cllr Fausset(RF).
- 09.11.03 **Vacancies and Co-Option** of Councillors: Note there remain 3 vacancies on the Parish Council.
- 09.11.04 **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.
- 09.11.05 **Minutes:** The minutes of the meeting of 10 July were approved and signed by the Chair.
- 09.11.06 **Matters arising:** There were no matters outstanding not elsewhere on the agenda.
- 09.11.07 **Reports for Information:** No report received from County Cllr Fleming. Dist. Cllr Weller reviewed his report. He advised that if the Local Government Reform moves to 3 councils, we will be affiliated with the new proposed West region. Re the Lows land acquired by BMSDC – TW to confirm who owns the 2 fields further on from the bench field. **Action:** TW to revert
- 09.11.08 **Public Forum:** No members of the public present. Complaint received re fires down the Woodyard. BMSDC environmental health contacted several times in this regard by the complainant. Fires are for prolonged periods of time and on weekends. **Action:** TW to investigate on our behalf
- 09.11.09 **Statutory Business and General Governance:**
- a) Update re .gov.uk email addresses – all Councillors have changed to the new email format except Cllr Pudney who will do so asap. Cllr Coulson offered his help if required.
  - b) The External Auditor's report showed no actions required and no matters raised.
  - c) The following policy was adopted: Tree Risk Management Strategy Policy. The Tree Risk Assessment signed off as completed.
  - d) Cllr Coulson volunteered to perform the bi-annual internal audit. **Action:** Clerk to arrange
  - e) Clerk circulated up to date Village Maintenance Task List and Asset Risk Assessment. Various tasks were agreed. **Action:** Clerk to ensure these are actioned, to send appropriate information where required and to update documents
  - f) Consultations and updates (i) Norwich to Tilbury Pylon scheme – Development Consent Order (DCO) submitted. The Planning Inspectorate has 28 days to accept the application. If accepted a Consultation Report will be issued including all responses / feedback to date. The whole process will take about 18 months. (ii) Devolution update – SCC's vision is one single 'mega Council', the district and borough councils would like Three Unitary Councils. The Government will decide in September.
- 09.11.10 **To consider matters relating to planning for Palgrave -**
- a) The following Applications were considered: DC/25/03957: Works to Trees in a Conservation Area @ Church Farm, Church Farm Close and DC/25/03576: Extension of existing dropped kerb @ Corner Cottage, Lion Road. Both applications were approved.
  - b) The following Planning Determination received from BMSDC; Listed building consent re DC/25/02979 Refurbishment of K6 Grade II Listed red telephone box on the Manorial land opp. Church; Various Discharges of conditions relating to Grange Solar Farm listed under 'c' below.
  - c) Solar Farms update: **Grange Farm – Action:** Cllr Wheele to call PS Renewables (PSR) for meeting date confirmation as no dates offered as yet. Note this is part of the Parish Liaison Scheme so must be enforced. MW working with the photography club to record the current biodiversity before construction begins. Various conditions discharged as follows: Condition 34 - Parish Council Liaison Scheme; Condition 36 - Access Details; Condition 22 – Written scheme of investigation.  
**March Solar Farm (Aura)** – noted there is NO Parish Liaison Scheme requirement within the planning approval document. Clerk queried with BMSDC with no response to date. **Action:** TW emailed planning 11/9 on our behalf
  - d) Planning enforcement response updates: Removed hedge on Millway Lane – **Action:** TW to expedite on our behalf. St Johns's Wood – are there still caravans present? Case is still open according to TW.  
**Action:** Clerk to investigate with PC

- e) Other planning matters for information only – DC/25/03262 Works to Trees in a Conservation Area @ Corner Cottage, Lion Road approved under delegated powers and subsequent planning permission received by BMSDC.
- 09.11.11 **Finance:**
- Payments totalling £3718.42 approved , signed by VP and SH, viewable on website. £14K transferred from current account to savings account.
  - Receipts: £65 cemetery donation; £75 cemetery fees; VAT refund £2165.79, Pride in Your Place Grant £4415.00 re phone box / interpretation Board project; Precept instalment £11762.50, SCC Lows grass cutting reimbursement £76.56.
  - Bank reconciliation for the period to 31 August 2025 approved and signed by MW. Up to date accounts distributed and noted.
  - The amended bank mandate providing the Clerk’s change of email address was signed for submission. Note this will have to be repeated once all 3 signatories have changed their email addresses.
- 09.11.12 **V.E.T.S.** request for First Aid Bleed Kits. It was resolved to approve the purchase of 2 Kits for storing in each of the 2 Defibrillators in Palgrave. Cost is £100 each which includes a free training Session. Replacement parts will be required after 4 years if the kits have not been used at approx. cost £60 at today’s prices.  
**Action:** Clerk to arrange with VETS
- 09.11.13 **Palgrave School:** Clerk provided update re meeting on 1/9 with A Wheeler and SH. The land on top of the old pond is the main concern re stability, water table etc. On investigating, SCC Highways filled it in early 1960s when carrying out adjacent road works, using lopped lime trees and spoil from the roadworks. SCC works to improve the play area surface cost £38,500 in 2004 which unfortunately did not last long compared to the cost involved. Concern is that £100K could be potentially spent on unstable land. It was resolved that the PC must investigate the water table as the land owners. Due to the prolonged dry summer, this work will be ordered for the Easter holidays if possible. **Action:** PC & Clerk will investigate further and agree dig spots, trenches, etc. Clerk to the get quote for the works for Easter 2026. Clerk to update SLG  
Parking issues – RF has re-contacted the school about educating the parents via email or note home via bookbags. No teachers willing to use the PDCC car park.
- 09.11.14 **P.D.C.C:** SH confirmed grant received to improve the outside patio area, drains and paved areas. Request for larger A-board signage on The Green approved.re event advertising.
- 09.11.15 **D.D.N.P:** No updates to report.
- 09.11.16 **To consider matters and any actions required for those relating to the Community of Palgrave -**
- Highways & road related issues; (i) Works to the grass verge outside Malt House still o/s. (ii) Environment agency zoned off Crossing Road drain – awaiting update.
  - Speeding and associated matters: 20mph project – Public Consultation actioned 4/9 with responses by 26/9. Awaiting outcome. We await receipt of the design plan. ANPR camera onsite early July recorded 900 speeding offences. Letters being issued by the appropriate team. A report will follow.
  - The Green update: (i) Trees on The Green – Recommendation of works approved. Clerk to order works. Does the pond require trimming around it? **Action:** RF to respond
  - Other Open Spaces: Fallen tree on Manorial waste land (Highways land): No branches removed, only the basic trunk. The standing stump remains. Complaint lodged with Highways to request removal of all the debris and the stump.  
Priory Wood / Jobs Lane: garden waste still being disposed of. **Action:** PC and Clerk to investigate further
  - Churchyard & Cemetery: Update from meeting: Maintenance works to be approved re all gates and remaining cemetery bench. Replacement bench and plaque to be ordered. The PC resolved to approve the works to our assets with a proper maintenance schedule in place for the future. Weedkiller needs applying around the churchyard wall as very invasive Mare’s Tail growing. **Action:** Clerk to order works
  - BT Kiosk and Manorial Waste land– Clerk distributed project update and outcome of meeting 1/9. Key people involved who will help drive the project forward. Clerk approved as project manager. The PC understands this may entail additional work and travel. Discussion held re the sloping phone kiosk and if it can be righted. **Action:** Clerk and PC to investigate further. Pride in Your Place grant received. New posters designed and webpages on both PDCC and PC websites to attract volunteers.

- 09.11.17 Village Clean Up 11 October - **Action:** VP to review the list of tasks and confirm with Clerk
- 09.11.18 **Correspondence:** All relevant correspondence distributed by email.
- 09.11.19 **Motion under the Public Bodies** (admission to meetings) Act 1960 – Annual Local Government pay award noted.

**Date of next meeting** – Thursday 9 October 2025 at 7.30pm.

The meeting closed at 10.00 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

**FINANCIAL REPORT – 31 August 2025**

Current account Unity Trust Bank Account No. .... Sort code .....Statement no's 078 & 031 dd 31/8/2025

Current account statement balance	£ 6,661.78
Savings Account statement balance	£ 39,924.11
Overall Total Reconciles with Accounts Balance As Per Spreadsheet	£ 46,585.89