

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

palgravepc@gmail.com

Present: Cllrs Collins (EC), Cooper (WC, Fausset (RF) (late arrival), Prendergast (CP) and Pudney (VP).

Also in attendance: The Clerk; District Cllr Weller (TW), 2 members of the public.

- 03.13.01 **Welcome:** The Chair welcomed everyone to the meeting. It was not being recorded.
- 03.13.02 **Apologies for Absence:** Apologies accepted and approved from Cllrs Hollowday (SH) and Wheele (MW). Late arrival apologies received from Cllr. Fausset.
- 03.13.03 **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.
- 03.13.04 **Minutes:** The minutes of the meeting of 6 February 2025 were approved and signed by the Chair.
- 03.13.05 **Matters arising:** There were no matters arising not on the agenda.
- 03.13.06 **Reports for Information:** Apologies received from County Cllr Fleming. Report circulated. Dist Cllr. Weller reviewed his report, to be circulated post meeting. He raised concerns about Devolution - District and County Councils will disappear meaning Parish Councils will have less local representation. The County and District Cllr roles will be replaced by one person who will also have to cover a much larger area than present. There are 3 public events regarding the additional proposed solar farms in the area. They are at Brome & Oakley, Occold, and Gislingham. Information and links are on his report.
- 03.13.07 **Public Forum:** There were no concerns from members of the public present. Clerk advised of repeated calls from a concerned resident about speeding vehicles through the village.
- 03.13.08 **Statutory Business and General Governance:**
- a) To nominate a DDNP representative; Cllr Bremner (DB) will attend where possible. Next meeting 7pm Monday 7 April by Zoom. July meeting is in person which DB cannot attend meaning another Cllr will stand in for that meeting, to be agreed at June meeting. **Action:** Clerk to update DB with previous reports and Zoom links etc
 - b) Vacancies / Resignations: Note this agenda item was dealt with immediately after the Chair's welcome but is left in the agenda sequence for ease. Cllrs Sneddon and Hopkins have resigned. Two members of the public were co-opted onto the Parish Council, leaving just 2 vacancies. David Bremner (DB) and Joe Robinson (JR) signed their Declarations of Office and gave a brief résumé of themselves.
 - c) The updated PIIP (previously circulated) was reviewed and approved. Copies will be available on 22 March.
 - d) The following policies were reviewed, approved en bloc and signed where appropriate: Anti-Harassment and Bullying; Standing Orders; Risk Assessments (financial and assets); Asset Register; General Reserves; Data Protection; Complaints Procedure; Document & Electronic Data Retention; Grant Awarding; Internet Banking. The bi-annual internal control audit will be done by Cllr Prendergast. **Action:** Clerk to make suitable arrangements asap
 - e) Trevor Brown was approved as the Internal Auditor for financial y/ending 31 March 2025. Fee £300 plus mileage, same as 2024.
 - f) Consultations: Norwich to Tilbury objection submitted. Update on Joint local Plan, given by TW. Suffolk Devolution update circulated ahead of the meeting. Consultation questions noted. All Cllrs encouraged to respond. More info. can be read at: <https://www.suffolk.gov.uk/council-and-democracy/devolution>
- 03.13.09 **To consider matters relating to planning for Palgrave -**
- a) There were no planning applications to consider.
 - b) The following planning determinations were approved by BMSDC:
DC/24/05378 & 05377 - Erection of a single storey lean to extension and erection of a 3 bay cart lodge @ Garnet House, The Green. APPROVED
DC/25/00396 - Works to Trees subject to Tree Preservation Order MS170/A1 - @ 1 Burlington Close. APPROVED
DC/24/02876 and DC/24/02863 both relate to the Retention of 2 holiday lets @ Elm Vale Cottage, Denmark Hill – Planning permission has been refused in both instances.
 - c) Solar Farms updates: Grange Farm no update. Marsh Farm– footpath update for information only received and distributed to all. No further updates to consider as yet.
 - d) Planning enforcement: Update given re EN/23/00593 Caravans in Wood opposite St Johns. Clerk expedited this week; confirmed the enforcement order still not served. TW to chase on our behalf.
EN/25/00094 near The Woodyard identified on google maps for submission to BMSDC.

- e) Other planning matters for information: DC/25/00713 re works to trees in a conservation area @The Swan, The Green, approved under delegated powers by the Clerk and Chair, and subsequently approved by BMSDC.
- 03.13.10 **Finance:**
- a) Payments totalling £970.90 approved and signed by Cllrs Cooper and Collins. Can be viewed on website under Finance.
 - b) Receipts: £65 cemetery donation; £297.92 Uk Power Network wayleave agreement; £800 Locality Grant re VETS; £300 DWP Law re claim for Green damage; £2645.56 VAT refund; £360 still o/s re Pride in Your Place grant. (TW to expedite on our behalf).
 - c) Bank reconciliations for the periods to 28 February 2025 approved. Signed by Cllr Pudney.
 - d) The accounts / budget information to 28 February 2025 (previously distributed) noted.
- 03.13.11 **Palgrave School:** Update given on School Liaison Group (SLG) meeting. It was agreed no building of any type can be installed on the play area as it contravenes the regulations governing Village Greens. An urgent letter to be send to the school in regard to the discussions held for immediate action ahead of the Village Halls event 22/3. The PC actively support the school playground project with the exception of a building, and want to work with them to gain public support for their plans. There should be no cost to the PC for the play area improvements.
Action: CP to draft points for editing and sending by Clerk
Draft parking questionnaire to be reviewed by RF for final agreement and distribution. A further parking meeting date still to be agreed with the PDCC – Clerk to expedite.
- 03.13.12 **P.D.C.C.:** SH agreed to take on role as PC representative. Clerk gave brief update from SH in her absence. No issues to report.
- 03.13.13 **Palgrave V.E.T.S** – Clerk confirmed £800 Locality Grant received on their behalf. Monies will come in and out of the PC account on VETS behalf.
- 03.13.14 **BT Kiosk:** Now officially decommissioned with all equipment removed. Cheque for £1.00 as payment applicable. Noted that Pride of Place funding can only be applied for in the new financial year. To refresh again in The Star.
- 03.13.15 **St John’s House / Trent Healthcare:** Confirmation received that it will be a medical facility specialising in neurological conditions. There will be various planning applications covering surgical units, operating theatres, and wards. All PC’s can attend an open visit prior to the facility opening to the public. Clerk will arrange.
- 03.13.16 **To consider matters and any actions required for those relating to the Community of Palgrave -**
- a) Highways & road related issues; Grass verge outside of Malt House reviewed by Highways and deemed to be acceptable with no risk to pedestrians, noting it is not an official footpath. It was agreed to have it re-seeded and levelled where appropriate, in the Easter holidays if possible, and zoned off with warning tape.
Action: CP to arrange at approved cost of £90 and liaise with DB re tape and stakes that can be used
Blocked drain outside Oak Tree Cottage, Crossing Road. Report ref 490542, smell getting worse. **Action:** Clerk to chase again
Drain outside the school on the access road blocked again – **Action:** Clerk to report
 - b) Speeding: Speedwatch on hold. **Action:** Clerk to thank all volunteers
20mph campaign - Clerk to chase again for update from Highways.
ANPR camera – date received for our first location to host an ANPR camera. Details withheld from the public for obvious reasons. RF arranging removal and replacement of our SID at the appropriate time.
 - c) The Green and pond updates -
 - i. Drainage out of the pond to Lows Lane – not yet done, should be anyday. Clerk to enquire.
 - ii. Open Reach damage – £300 received in settlement of work to repair the damage. Additional signage installed. Noted that vans are now parking on Millway Lane
 - iii. Skip request outside Church Terrace. Clerk updated all on the situation. Should be in the summer.
 - iv. Access Road tree canopies – 3 quotes reviewed. Resolved to accept Garnham Trees quote of £800 for work to be carried out asap. Epicormic growth to be retained and trimmed as previous
 - d) Other Open Spaces: Hedge cut at Millway Lane. Extensive work carried out including trees. RF to send the details to TW to take up on our behalf.
 - e) Churchyard & Cemetery: Chair gave update re earlier meeting. Details available on the draft minutes.
- 03.13.17 **Community Litter Pick** Saturday 29 March 10 -12 noon from the church. E-shot sent out earlier in the week. More volunteers needed. To push at 22 March event in PDCC.
- 03.13.18 **Village Halls Day 22 March:** Initial rota agreed as follows: VP/ CP and Clerk 10-12noon; DB 12-2pm; RP 2-4pm. Clerk to bring relevant info and flyers we want to promote.
- 03.13.19 **Correspondence** –All relevant correspondence distributed
- 03.13.20 **Motion under the Public Bodies** (admission to meetings) Act 1960 – Nothing to note.

Date of next meeting – Thursday 10 April 2025 at 7.30pm.

The meeting closed at 2150 hours.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 28 Feb 2025

Current account Unity Trust Bank Account No. Sort codeStatement no's 072 & 025 dd 28/2/2025

Current account statement balance	£ 5,377.15
Savings Account statement balance	£ 44,389.21
Overall Total Reconciles with Accounts Balance As Per Spreadsheet	£ 49,766.36