

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

palgravepc@gmail.com

Present: Cllrs Cooper (WC), Fausset (RF), Hollowday (SH), Pudney (VP), and Wheele (MW).

Also in attendance: The Clerk; 2 members of the public for all or some of the meeting.

- 05.08.01 **Election of Chair:** Cllr Pudney was unanimously proposed to be re-elected as Chair, and signed the Declaration of Acceptance of Office.
- 05.08.02 **Chair's Welcome:** Cllr Pudney welcomed everyone to the meeting which was not being recorded.
- 05.08.03 **Apologies for Absence:** Apologies received and approved from Cllrs Bremner, Prendergast and Collins.
- 05.08.04 **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.
- 05.08.05 **Minutes:** The minutes of the meeting of 10 April 2025 were approved and signed by the Chair.
- 05.08.06 **Matters arising:** There were no matters outstanding not elsewhere on the agenda.
- 05.08.07 **Reports for Information:** No report and apologies from County Cllr Fleming. Apologies from Dist Cllr. Weller.
- 05.08.08 **Public Forum:** Members of the public were present in support of the 20mph scheme costs.
- 05.08.09 **Statutory Business and General Governance:**
1. The following appointments were approved:
 - 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 Prendergast.
 - 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 Bremner.
 - vi. P D C C - Cllr Hollowday.
 - vii. Solar and Pylon Liaison Group: Cllrs Wheele and Pudney.
 - viii. Remaining roles unanimously agreed as follows: Bank signatories and internet banking authorisations remain unchanged. Grass Cutting is the responsibility of Cllr Fausset together with the Clerk.
 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 2025. An amended Receipts and Payments summary was approved and signed by the Chair.
 3. The full report from the Internal Auditor as previously distributed was noted with no concerns.
 4. The continued use of internet banking was unanimously approved.
 5. The Schedule of Annual Regular Payments was approved.
 6. The Calendar of Meetings for the period June '25 – May '26 was approved subject to the PDCC agreeing availability for all dates.
 7. There are two (2) remaining vacancies on the Parish Council.
 8. Clerk confirmed the PC must change to .gov.uk website domain and email addresses within this financial year. The cost, approx. £313, will come from reserves. It was agreed to change asap within the clerks allotted hours.
 9. There were no updates of note on any of the major consultations.
- 05.08.10 **To consider matters relating to planning for Palgrave -**
- a) There were no planning applications to consider.
 - b) There were no planning determinations to note from BMSDC.
 - c) Solar Farms updates: No official updates on either project. Note the planning decision document for Aura is not yet published – BMSDC are still working on it in regard to the terms and conditions attached to the approval. Clerk distributed draft Pre-Development Task List covering the 2 solar farms and the Pylon sites. MP liaising with Phil Dyer (PD) re the photography group. The PC working party consisting of VP, CP, MW, DB, and RF, need to rework the Task list to ensure it meets our needs. Note RF already has a lot of information to be included. Data will be held on google drive via the Clerk. **Action:** RF to make the initial amendments to the document and circulate. Clerk to put out request to borrow a drone in The Star
 Planning enforcement: No official update re EN/23/00593 Caravans in Wood opposite St Johns. We understand the residents have left the site which has been left strewn with litter. The caravan has been dumped at the side of East Cottage. Clerk has requested assistance from both BMSDC and the landowner to clean up the site and remove the caravan.
 - d) There were no other planning matters for information.

- 05.08.11 **Finance:**
 a) Payments totalling £2730.70 approved and signed by Cllrs Pudney and Hollowday. Can be viewed on the website under Finance.
 b) Receipts: £65 cemetery donation; £410 cemetery fees; £11762.50 first half of precept.
 c) Bank reconciliation for the period to 30 April 2025 approved and signed by Cllr Fausset.
- 05.08.12 **Palgrave School: Play area:** WC gave update re 3 May meeting of the SLG: School governors meeting tonight to determine which play company will be awarded the contract. May need to submit the planning application, costing up to £2K, ahead of the grant process because of possible legalities in grant applications. The PC resolved the school need to award the contract, then update the PC for approval before going any further. Parking: RF has updated the school head in regard to the parking project. Permits have been issued for 2 cars but not yet being used - School to advise a start date so the PDCC can be updated. Circulation of the questionnaire is outstanding. **Action:** RF to finalise questionnaire
- 05.08.13 **P.D.C.C:** SH advised Lounge area completely refurbished. Team now focussing on the June fete.
- 05.08.14 **D D N P:** No update as meetings generally quarterly.
- 05.08.15 **Flooding update:** Blocked drain on Crossing Road is now in the hands of the Environment Agency.
- 05.08.16 **To consider matters and any actions required for those relating to the Community of Palgrave -**
 a) Highways & road related issues; (i) Works to the grass verge outside Malt House delayed due to the dry weather. CP monitoring on our behalf. (ii) The PC resolved to approve the payment of £7531.50 being Highways Professional Fees and a further £6950 - £8500 for the approximate build costs associated with the 20mph speed limit within the village. **Action:** Clerk to instruct Highways (iii) New road surfacing is a lot quieter. Road markings at Corner Cottage (junction Lion and Priory Roads) have not been replaced. **Action:** Clerk to expedite
 b) Speeding and associated matters: no further updates.
 c) The Green and pond updates: (i) Drain work completed. Payment approved under item 05.08.11a. Will need to monitor the soil fill as it may settle and need topping up in a few months. **Action:** PD will monitor. The Green was cut this week. No Mow May will be instigated a little later towards end May to end June. Paths need mowing – **Action:** RF to arrange
 Trees at the pond – note when they were felled access could not be made from the pond. Consequently, the willow tree is sprouting offshoots and needs removing asap together with the other felled tree. PD to attempt to sever the trees from the bank ensuring he does not compromise his own safety. Manpower needed to move the trees once they are freed from the bank. **Action:** PD to update us so we can arrange to haul the trees out of the pond onto the bank, chop up and remove from site. Clerk to update the pond risk assessment
 d) Other Open Spaces: (i) BT Kiosk – ours is a Grade II listed K6 kiosk. Clerk has emailed BMSDC heritage team as to what, if anything, can be done in terms of its appearance. Bottom panel of the door has been kicked in. Kiosk is in a very poor state - needs cleaning, repainting, door easing and repairing if possible before anything can be installed in it. Clerk has spoken to both interested parties about getting together and amalgamating ideas, but general repairs and cleaning are the first priorities once we have a response from BMSDC, which could take up to 21 days.
 e) Churchyard & Cemetery: Cemetery consecration in tomorrow, 9 May at 10am. Various attendees.
- 05.08.17 **Motion under the Public Bodies** (admission to meetings) Act 1960 – Nothing to report.

Date of next meeting – Thursday 12 June 2025 at 7.30pm.

The meeting closed at 2100 hours.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 30 April 2025

Current account Unity Trust Bank Account No. Sort codeStatement no's 073 & 026 dd 31/3/2025

Current account statement balance	£ 15,219.43
Savings Account statement balance	£ 44,668.68
Overall Total Reconciles with Accounts Balance As Per Spreadsheet	£ 59,888.11