

**Draft Minutes of the Parish Council Meeting held on Thursday
9 April 2026 at 7.30 pm in the Community Centre**

clerk@palgrave-pc.gov.uk

Present: Cllrs Charman (KC), Collins (EC), Cooper (WC), Coulson (PC), Fausset (RF), Hollowday (SH), and Pudney (VP).

Also in attendance: The Clerk. District Cllr Weller for some of the meeting. No members of the public.

04.09.01 **Chair's Welcome:** The Chair welcomed everyone to the meeting which was not being recorded.

04.09.02 **Apologies for Absence:** All present, no apologies required.

04.09.03 **Vacancies and Co-Option** of Councillors: There are currently 4 vacancies on the Parish Council.

04.09.04 **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.

04.09.05 **Minutes:** The minutes of the meeting of 12 March 2026 were approved and signed by the Chair.

04.09.06 **Matters arising:** There were no outstanding matters arising

04.09.07 **Reports for Information:** No report from County Cllr Fleming (JF). District Cllr Weller (TW) reviewed his report which will be circulated post meeting.

04.09.08 **Public Forum:** No members of the public present and no issues to report.

04.09.09 **Statutory Business and General Governance:**

a) The following policies were reviewed and approved: The bi-annual internal control audit was carried out by PC. The Internal Control Statement for the year ending 31 March 2026 was approved and signed by the Chair and the Clerk.

b) Community Governance Review (CGR): Update post meeting as follows: Due to elections the consultation will be extended until Friday 19 June, with posters set to be provided post-May election. Details and the online response form can be found on BMSDC's [community governance website](#).

c) The following consultations and updates were discussed: (i) Update re Norwich to Tilbury Pylon Scheme – Applicant's proposed provision for the compulsory acquisition of additional land is now open for comments. Note this does not affect Palgrave. Clerk has re-registered and submitted comments stating our objections to the plans around Palgrave. (ii) Devolution and LGR updates – the Government has approved the 3 Unitary Council model; we await the final 3 boundaries to be decided by the Government. A provisional map shows that we will come under East Suffolk but this could change.

04.09.10 **To consider matters relating to planning for Palgrave -**

a) The following Planning Application was considered; DC/26/00789: Erection of a single storey side extension @ Plemont, Lows Lane. The PC voted to submit a 'No Comment' to this application.

b) The following Planning Determinations were received; DC/26/00492 Fell and remove two Oak Trees subject to a TPO @ 4 Burlington Close: Consent by BMSDC was granted.

DC/26/00035 Erection of extension to existing porch @ Willow House, Draycott Rise: Planning permission was refused by BMSDC.

c) Solar Farms update: **Grange Farm** – no update as next meeting is 16 April. Clerk & PLG Chair met with the project managers / Liberty Global to discuss the Community Benefit. We expressed our desire to get it agreed and finalised before end April. PC has questions to take to the next meeting re Millway Lane land.

d) Planning enforcement issues: No updates.

e) No other planning matters for information.

04.09.11 **Finance:**

a) Payments totalling £2578.63 approved, signed by VP and SH, viewable on website.

b) Receipts to note; £65 regular cemetery donation; £75 Cemetery Fees; £1126.43 VAT refund; Precept remittance for £12040 received - will be in our bank in a few days, £1000.91 total interest received in this financial year.

c) Bank reconciliation to 31 March 2026 approved and signed by RF. Up to date full accounts with Budget vs Actual Spend detail, circulated and noted.

d) The annual CIL statement was approved and signed by the Chair and the Clerk.

e) The in-house Accounting Statement for y/ending 31 March 2026 was approved and signed by the Chair.

- 04.09.12 **Palgrave School** – No update to report. PC still awaiting written advice from a Greenkeeper re the play area. There have been no meetings of the Liaison Group this year.
- 04.09.13 **P.D.C.C:** still awaiting final drain works. Approval given for signage to publicise their events on The Green. Update provided on future events hosted by the PDCC.
- 04.09.14 **D.D.N.P:** Minutes of the online meeting of 25 March circulated. Decision made by the group not to start a Neighbourhood Plan review until the new councils in both Norfolk and Suffolk are in place under the LGR reform. It was agreed this would be a waste of time and resources. The next meeting is in person at Diss Town Council offices on Monday 6 July – **Action:** *KC to attend on our behalf, Clerk will provide full details nearer the time*
- 04.09.15 **V.E.T.S:** Clerk provided update as follows – BT originally pledged to support the line costs for the emergency VETS system for 3 years. They have withdrawn this support, meaning we only received 1 free year of phone line support. HW has looked into the cost for other provision but it is proving more expensive than the £100 plus vat we currently have to pay. The current bill covers the line provision until 15 Nov 2026. The PC agreed to pay the outstanding invoice. Clerk to query with HW how many times the VETS line has been used since its set up. Defib combined with basic first aid training to be hosted by the PDCC at no hire cost on a Friday afternoon in the autumn. **Action:** *Clerk to finalise dates with HW, trainer and PDCC, and to query VETS calls to date with HW*
- 04.09.16 **To consider matters and any actions required for those relating to the Community of Palgrave -**
- a) Highways & road related issues; (i) Planned road closures on behalf of UK Power Networks in July as follows - Crossing Road 6 – 24 July, The Green Access Road 27 July – 14 August, 2-way traffic lights on Upper Rose Lane 27 July – 7 August. Note these are planned dates and may alter slightly. Crossing Road flooding all dried up. Work carried out once again by volunteers to clear blocked drains. The PC appreciate all the work done by them.
 - b) Speeding and associated matters: 20mph project: Final official approval received, meeting to be arranged with RF and Highways to review final plans again to ensure there are no unexpected additions which will add to the cost. Once ordered, a 14-week lead time is the expected delivery / installation date. Lorrywatch – Clerk, RF and KC to sign up to the scheme. **Action:** *Clerk to progress asap*
 - c) The Green: Nothing to report.
 - d) Other Open Spaces: Complaint received re a permissive footpath along the River Waveney regarding a dangerous ditch crossing. Photos and suggestions produced for discussion. TW is meeting the River Waveney Trust next week and will discuss with them. If no outcome, then clerk to query with PROW. Grass cutting- The Lows footpath will be cut next week. The 3 main areas of cutting: Crossover with old and new grass contractor which resulted in 2 cuts in a short space of time. No notice was given despite this being an important part of the new contract. **Action:** *RF to contact the new provider to explain the situation in detail and agree a way forward*
The Spinney - Himalayan Balsam needs removing from the waterways as it's causing blockages. **Action:** *Clerk to contact relevant farmers once again*
The Lows Footpath ditch – Clerk met with David Mortlock about the ditch blockages. He agreed to monitor it on a rainy day to check the flow of the ditch. He also agreed to check the culvert where it crosses from left to right for any blockages and remedy if necessary. He removed all the buddleia along the left hand side of the path.
 - e) Priory Wood: Still awaiting response from both parties as minuted last month.
 - f) Cemetery and Churchyard – Cemetery compost bin needs a complete rework. The contents are too dry as there are no openings to allow water inside. Needs replacing with a better system. Suggestion of a pallet compost bin as an alternative. **Action:** *Clerk to contact Rackhams to enquire about 4 pallets for this purpose*
Cost increase of grave grass cutting given full approval. Recent hole in Churchyard wall repaired by volunteer. The PC extend their gratitude to him.
 - g) Recent railway crossing fatality – no further information known, expect an inquest on the tragedy.
- 04.09.17 **Out of the Box -** 3 Volunteers plus the Clerk worked on 1 April to remove the glass from the box and apply paint stripper. Door removed, PC took away the old wood for disposal. The Clerk would like her thanks minuted to those volunteers as it would not have happened without them. Currently investigating sandblasting of the box but costs for this have not been included in the original estimate that our grant application was based on. PC enquiring further with a company at Beccles, Clerk enquiring with a company in Oakley. Some savings could be made from the original costs if we have the kiosk sandblasted but we will still be approx. £1500 short of the amount needed. TW to look into any resources he can help with. Sandblasting would create a better and more durable finish to the kiosk and take away a huge workload that we would once again need volunteers for. **Action:** *PC and Clerk to make further enquiries. TW to revert with any ideas for more funding support*

- 04.09.18 **Litter Pick Saturday 18 April 10 – 12 noon** – Various actions agreed as follows: Clerk will do another e-shot, and Facebook shout out. VP to promote on Next Door. Clerk will retrieve the equipment from the playing field shed. Clerk is borrowing litter bag hoops from Laxfield. WC will bake sausage rolls, Clerk to collect on Saturday a.m. Clerk will purchase milk and additional snacks for volunteers. **Action: All Councillors to note the above**
- 04.09.19 **Correspondence:** All correspondence distributed, no further actions.
- 04.09.20 **Motion under the Public Bodies** (admission to meetings) Act 1960 – Nothing to report.

Date of next meeting – Thursday 14 May at 7.30pm. Note the following: The Annual Meeting of the Parish (APM) will take place in the lounge this year at 7pm. Additional seating has been arranged with the PDCC for members of the public wishing to attend. The Annual Meeting of the Parish Council (AGM) will follow at 7.30pm or asap thereafter.

The meeting closed at 21.22 hours.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 31 March 2026

Current account Unity Trust Bank Account No. Sort codeStatement no's 085 & 038 dd 31/3/2026

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|---|-------------|
| Current account statement balance | £ 3,511.80 |
| Savings Account statement balance | £ 43,169.59 |
| Overall Total Reconciles with Accounts Balance As Per Spreadsheet | £ 46,681.39 |