



palgravepc@gmail.com

MINUTES of a MEETING held on Thursday 10 December 2020 at 7.30 pm by VIDEO / AUDIO CONFERENCE

Present: Cllr Weston (Chair), Cllrs Bremner, Collins, Cooper, Fausset, Forster, Prendergast, Shirley-Smith & Sneddon.

Also in attendance: District Cllr Burn. County Cllr Fleming and 1 member of the public for some or most of the meeting, 2 prospective new Parish Councillors and the clerk, Mrs C Emeny.

12.10.01 Opening – The Chair welcomed everyone to the meeting and confirmed it was not being recorded.

12.10.02 Apologies – There were no apologies as all present.

12.10.03 Councillor Vacancies –

There are now only 2 vacancies. These have been applied for by Rebecca Dingle and Val Pudney to join the Parish Council (PC). Both gave a brief resumé of themselves to all present and were then co-opted onto the PC with immediate effect and welcomed by the Chair. Declarations of Acceptance of Office have already been received and co-signed by the Clerk due to the need to continue with remote meetings. This now fills all vacant positions on the Parish Council.

Action: Clerk to ensure all information distributed as appropriate re training, code of conduct, website details, DB and JF to be updated with their email address etc

12.10.04 Declarations of Interest and Dispensations –

The Chair briefly outlined what this entailed for the benefit of the two new Councillors. There were no declarations of pecuniary or non-pecuniary interests or dispensations. Councillors were reminded of their obligations under the Suffolk Code of Conduct, which the clerk will send to the new Councillors.

12.10.05 Minutes of the Previous Meetings –

The minutes of the meetings of both 12 & 26 November 2020 were approved and signed by the Chair for sending to the Clerk.

12.10.06 Matters arising not covered elsewhere on agenda –

There were no matters arising from the minutes of that meeting not covered elsewhere on this agenda.

12.10.07 Public Forum – the following reports were received for information:

- County Cllr Fleming welcomed the two new Councillors and reviewed her report sent earlier that evening which included information about the NHS111 expanded service. She emphasised how green bin materials were contaminating the recycling effort and urged everyone to be aware of what does and does not go into the green recycle bins. Nappies, glass and tetra pack products were the main culprits.

Action: Clerk to ensure there is recycling information on the notice board and website

There has also been a huge increase in fly tipping with twice as much reported this autumn than the previous year. There are a lot of rogue collectors so anyone contracting someone to collect waste should ensure they are legitimate before giving their consent. Details on her report and the website.

Action: Clerk to include information in the monthly Palgrave Star article

- District Cllr Burn also welcomed the two new Councillors and introduced himself as the district councillor for Palgrave Ward and Cabinet member for Planning. He explained that Cllr Fleming, as well as being our county councillor, was also a fellow Mid Suffolk district councillor and Cabinet member for the Environment. He had notified the DDNP of the result from the meeting of 26 November and noted there had not been a steering group meeting in the interim. Many emails of support had been received from the other parishes in the DDNP.
- Members of the public – There were no questions from the member of the public present.
- Members of the public not present – no questions had been submitted to the clerk.

12.10.08 To consider matters relating to planning for Palgrave -

a) The following planning application was discussed in great depth:

DC/20/05532 Notification of Works to Trees in a Conservation Area and protected by a preservation order @ Land at Pond and The Green. Note 11 trees affected – work being carried out on behalf of the owners of The Green and not UK Power Networks as stated on the agenda. The Green is such an

integral part of Palgrave so extreme caution needs to be applied in this case.

Tree 924 on the west side of the school is identified as requiring a slight reduction.

Trees 926, 927 and 928 are all identified as having ash die-back, therefore felling and stump grind. Tree 928 is identified as needing urgent work. 926 was noted as being between the power lines but not below them. Other trees are noted as requiring canopy pruning or re-pollarding back to the previous pollard points. The Sycamore on the bank of the pond is suggested as being pollarded as it is causing problems with the property behind it.

The Parish Council agreed to seek independent advice on all the works to be carried out, and to submit an objection to BMSDC stating we are seeking expert advice as this will irrevocably alter the character of The Green. All voted in favour. District Cllr Burn provided details of an independent expert for the clerk to contact. It was also suggested an independent person might be required on site when the work is being carried out to ensure the work is not overdone.

Action: Clerk to contact expert and submit objection to BMSDC and to contact David Pizzey at BMSDC

b) To note the following planning applications determined by the local planning authority:
DC/20/05182 Non material amendment to internal layout (DC/18/04281 refers) – approval given @ Badgers Drift, Priory Road

DC/20/04249 Variation of Condition 2 approved plans and documents re plot 9 – approval given but Permitted Development Rights removed as requested by us for this particular plot.

DC/20/04189 – Variation of Condition 1 re Approved plans and Documents under Reserved Matters re details for access, landscaping, appearance, layout and scale for erection of 5 dwellings and new vehicular access @ Land to the Rear of Kyloe, Priory Road -permission granted but Permitted Development Rights removed for dormers on any of the planned houses. Note no-one quite understood whether the 3 houses had been given permission to extend to 1.5 storeys high so the clerk is instructed to query this with BMSDC to clarify.

Action: Clerk to clarify with BMSDC

c) To note DC/20/05298 Application to install red light safety equipment (RLSE) on the southern approach to Palgrave Level Crossing, was approved under delegated powers by the Chair and Clerk.

d) Any other planning matters: Email expressing thanks received from 2 different households re our submitted comments re DC/ 20/04189 mentioned above @ Land to the Rear of Kyloe, Priory Rd.

12.10.09 Suffolk Highways (SH), Speeding and Road Related Issues -

a) There were no further updates available on the four Highways projects except to confirm that the signage replacement at the Lion Road bends could take up to 14 weeks from approval which the PC agreed was unsatisfactory.

Action: Clerk to write to Andrew Reid, portfolio holder for Highways, expressing our dissatisfaction with the delayed timing of getting these projects actioned and the overall feeling of general incompetence on the part of Highways. To copy County Cllr Fleming in on our complaint

b) Cllr Fausset reviewed his detailed report sent earlier to all. The data from the Lion Road SID was not up to date as it was only operating 70% of the time due to working volunteers, again, as previously reported. The Denmark Hill data still showed a significant difference in traffic volume heading into Diss than the other way as previously reported, at approx. 1000 vehicles to Diss v 400 to Palgrave. It was agreed that we should purchase 2 more batteries and to query if they can be charged on a car battery charger before purchasing any more charging units. The lack of volunteers was also discussed with a possible solution a leaflet drop in the new year. Note Cllr Pudney had valuable input but could not be clearly heard due to technology issues so clerk to request her input by email.

Action: Clerk to advertise through the Palgrave Star for more volunteers for Lion Road. To query the questions with battery chargers with the supplier before purchasing 2 more batteries for the SIDs. Clerk to clarify Cllr Pudney's input by email

c) There were no other Highways issues for discussion.

12.10.10 Ditches, grass, hedges and footpaths –

Cllr Shirley-Smith felt the new signage purchased for The Lows footpath could be a little more user friendly. Sample designs had been previously distributed to the PC. It was agreed that the PC would purchase 2 more signs of design no. 4 on the issued sheet.

Action: Clerk to purchase revised signage asap

12.10.11 Open Spaces and Village Green -

a) Cllr Shirley-Smith had reviewed the bollards on The Green. He is to update the map highlighting the missing bollards and send to the clerk for forwarding to BMSDC. Note some have been replaced.

Action: Clerk to ensure updated map received to forward to BMSDC

b) To note that welcome brochure and Common Land booklet received from the Open Spaces Society if anyone should wish to read them.

c) The clerk and Cllr Pudney reported on the ongoing problem with rubbish etc at The Spinney off The Lows footpath. Photographs had been issued prior to the meeting. There was real concern over Himalayan balsam invading the water course. Due to technical issues, Cllr Pudney's comments could not be heard. It was suggested the appropriate authority was The River Authority.

Action: Clerk to liaise with Cllr Pudney re her suggestions and to then confirm this with The Chair

d) The offer of a free Tree planting initiative from the Sicon Foundation was noted.

Action: Clerk to send Sicon's information to the agreed local farmer and landowner for them to action

12.10.12 Quiet Lanes (QLs) initiative update –

Cllr Fausset reported that designated QLs do not change the speed limit but rather that they are appropriate for walkers and cyclists. It is hoped Millway Lane will be in Wave 2 of the Suffolk process. Priory Rd to be registered from Lion Rd south to the A143. Ling Rd to be held in reserve. The cost is approximately £500 per designated lane. If we are successful in achieving Wave 2, then a village consultation needs to be held in January which will need advertising in the Palgrave Star

Action: Clerk to discuss with Cllr Fausset if Wave 2 happening and if so, appropriate message in the Palgrave Star in regard to a village consultation

12.10.13 Cemetery and Churchyard –

The Clerk sent images of the damaged gateposts and the gate itself at the Cemetery for reviewing as to what action could be taken. There was also a question about relocating the recycle bin to the left of the gates as you exit the car park and the possibility of a simple bin store for the recycle bin.

Action: The Chair to review the gates and posts and report back. Clerk to enquire re bin store

The Clerk updated everyone on the latest trailer parked this week in the cemetery car park. She also confirmed that Mr Dyer had offered to return as the Cemetery Administrator from January and this was warmly welcomed by all.

Action: Clerk to arrange Cemetery Committee meeting ahead of the next PC meeting and suitable handover to Mr Dyer and inform him accordingly

The Clerk had contacted our local volunteer about 2 recent holes in the churchyard wall and was awaiting his feedback.

Action: Clerk to expedite churchyard wall repair

12.10.14 Parish Infrastructure Investment Plan (PIIP) –

The following updates were given by the Chair and Clerk -

a) Lows ditch – they had only been able to get 2 quotes for the simplified specification as detailed by the Clerk. Concerns were raised regarding Health and Safety should anyone stumble into the proposed deeper ditch. It was agreed to ask the favoured contractor to review his quote based on the safety concerns. The spoil from the ditch is to be removed offsite provided he is registered to do so. It was unanimously agreed to approve expenditure up to £1500 to include spoil removal.

Note post meeting: The Clerk discussed the Health and Safety issues with the contractor who will revisit the site to determine the best course of action and will report back to the Clerk.

a) Bench on the Lows – The Chair reviewed the project and agreed to draw up a specification so we can obtain quotes for the work.

Action: Chair to draw up job specification. Clerk to send bench designs to all for consideration

12.10.15 Village Emergency Plan (VEP) including Palgrave Community Support Group (PCSG) –

The PCSG is still available and ready for any additional help required.

12.10.16 Reports from PC representatives on outside bodies -

a) Diss and District Neighbourhood Plan (DDNP) update – The Chair confirmed his wish to resign as a representative to the DDNP. Cllr Dingle confirmed she would take on the role and this was unanimously approved by all. Cllr Pudney agreed to be a substitute representative as encouraged by District Cllr Burn. There had been no meetings of the DDNP Steering Group since the last report.

Action: Clerk to ensure both Councillors have Dist. Cllr Burn's correct DDNP email details

b) PDCC update: - The Chair asked if anyone would take on the role of representative on the PDCC. There were no volunteers.

Action: Clerk to advise the PDCC of the above

12.10.17 General Governance –

The following policies / procedures were reviewed and unanimously approved: Powers Specifically Delegated to the Clerk/ RFO; The Roles & Responsibilities of the Parish Council.

Action: Clerk to update asap and to update bank signatories mandate adding Cllr Prendergast

12.10.18 Finance

a) The following payments were approved for paying online by bank transfer:

£ 627.27	Caroline Emeny	Clerks remuneration
£ 9.50	Caroline Emeny	Clerks expenses including wreath, inks, stamps
£2500.00	Suffolk County Council	Invoice 9242012 re 50% Priory Rd weight limit project
£ 528.00	Excite Solutions	Invoice 1362 re grass cutting
£ 36.54	The Sign Shed	SI-31161 re lows signage

The 2 Councillors to sign the Monthly Schedule of Payments re the above were agreed as Cllrs Bremner and Prendergast.

Note the Clerk confirmed she had to replace the printer that week and had purchased one from 121 Computers in Diss. This can be approved by The Chair and the Clerk under delegated powers.

b) There were no receipts to note.

c) The Financial report for the period ending 30/11/2020 was presented for approval. Cllr Bremner agreed to sign the document.

d) The budget documents had been previously sent to all for review of the budget variances ahead of agreeing the precept in January pending receipt of final BMSDC tax base. The initial budget was considered to be appropriate. The Clerk requested all PCs to review it in full, ahead of the next meeting for finalising.

e) The awarding of the annual grants under S106 was reviewed and agreed. A sum of £350 was agreed in this years budget. Additional requests had been received from Neighbourhood Watch and Headway Suffolk, but it was unanimously agreed to divide the sum between the regular recipients of Citizens Advice Bureau Diss, East Anglian Air Ambulance, Diss First Responders, and Suffolk Accident and Rescue Service i.e £87.50 each. Note we asked each charity to provide Palgrave assistance details last year and it was agreed that due to the Covid restrictions we would not request this information at this time.

Action: Clerk to initiate donations by online banking and suitable notification to each charity

Action: Clerk to arrange remote signatures asap of documents listed under a and c above

Note the Chair suspended standing order no. 3x to allow the meeting to conclude.

12.10.19 Clerks Report –

The Clerk reported as follows: Website – Updating and reviewing constantly. If anyone has any input to contribute, that would be most welcome. Attended a Benchmark event where clerks share charges for various assets – cemetery, allotments etc. It was evident that our cemetery charges are well below most other villages. SALC will collate the feedback and send to all. Perhaps a review of the cemetery charges is due when we have our scheduled cemetery meeting.

Note personnel meeting should have taken place. Clerk to ensure one is scheduled the w/c 4 January.

I attended the East Suffolk SALC area forum as much of the detail is the same wherever you are based so I didn't attend the Mid Suffolk one. It would be good if we had at least 1 councillor attend these on our behalf. Possibly rotate attendance? Still very busy and hours maxed out each month.

To receive items of correspondence for noting only – it was confirmed that all relevant emails had been passed onto the Councillors where applicable.

12.10.20 Palgrave Star – content for January edition – Clerk and Chair to agree content.

12.10.21 Matters for information -

There were no matters for information.

12.10.22 Date of next meeting – The next meeting of the Parish Council will take place at 7.30pm on Thursday 14 January 2021 at 7.30pm via video / audio conferencing as previous. There being no other business the meeting was closed at 10.07 pm.

FINANCIAL REPORT – 30 November 2020

Current account Unity Trust Bank Account No. Sort code

Statement Number 005 dd 30/11/20

	Bank statement balance	£51,912.98
Uncleared Chqs	Chq no. 256	-£28.50
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£51,884.48