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MINUTES of a MEETING held on Wednesday 10 June 2020 at 7pm by AUDIO CONFERENCE

Present: Cllr Brown, Cllr Collins, Cllr Cooper, Cllr Cousins-Clarke, Cllr Long, and Cllr Weston.

Also in attendance: County Councillor Fleming and 1 member of the public for some of the meeting.

Note the SID report was brought forward for discussion for matters of convenience with the data volunteer but for the sake of uniformity, it is minuted under its original agenda running order.

06.10.01 Opening – The Chair welcomed everyone to the meeting. He confirmed the meeting was going to be recorded. *A full transcript is available from the clerk.*

06.10.02 Apologies

a) Apologies for absence were received from Cllr Sneddon and District Councillor Burn, both due to feeling unwell.

b) Council consented to accept the apologies as submitted.

06.10.03 Declarations of Interest and Dispensations - There were no declarations of pecuniary or non-pecuniary interests and no requests for dispensations.

06.10.04 Councillor Vacancies and Elections - It was noted there are still 4 vacancies on the parish council.

06.10.05 Minutes of the Previous Meetings - The minutes of the meeting of 29 April 2020 were approved and signed.

06.10.06 Matters arising not covered elsewhere on agenda - Apthorpes Bench was cleaned today by Cllr Cooper and is looking good. Apart from a slight split on one of the rear struts, it is in good order and should last for some time to come. It is approx. 50 years old. To review it in another year. The bus shelter was also spring cleaned at the same time.

Footpath actions still to be followed up once lockdown eased by Cllr Sneddon.

Defibrillator slab – Chair to put in situ on Thursday 11 June.

Map location for bench down The Lows – Chair and Clerk to do Thursday 11 June.

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

- Report distributed earlier to all from County Councillor Fleming as published on our website. She is supporting our Highways project by funding 50% from her budget.
- District Councillor David Burn – no report received.
- Members of the public – there were no questions raised from the member of the public present.
- Members of the public – no questions received in advance by the clerk from those not present

06.10.08 To consider matters relating to planning for Palgrave

a) DC/20/01921– Planning Application for erection of First floor rear extension and conservatory (following demolition of existing), internal alterations to layout with window adjustments and roof lights @ Laburnham Cottage, Ling Road – The Parish Council approved the application unanimously.

b) The following determinations were noted by the local planning authority:

DC/20/01424 – Planning Permission has been granted – Erection of single storey rear extension @ 5 Denmark Court

DC/19/05536 – Approval and Discharge of Condition 7 re the Storage/Presentation of Refuse Bins, and Condition 9 re Construction Management @ Land Rear of Kyloe, Priory Road

c) Any other planning matters that require urgent attention – there was no update available re the proposed Denmark Hill site previously minuted despite several chasing messages left by the clerk. Note DC/20/01971 application for listed building consent for reinstatement of timber windows @ The Paddocks, The Green was approved prior to the meeting due to deadlines by the clerk and Chair under delegated powers.

06.10.09 Suffolk Highways, Speeding and Road Related Issues

a) An updated costing covering all 4 projects was received today from Highways and circulated to all. County Cllr Fleming confirmed the works can be treated as Councillor funded projects and she will fund 50% of the overall costs. The Parish Council discussed each project in turn for viability and safety for all residents including the costs involved to the parish. It is minuted for the record that the PC acknowledges the very high cost of this overall project and has given it serious consideration. Each Councillor voted unanimously to approve each aspect of the proposals. The details are as follows: -
Lion Road Bends - £5280 approximately
No Access Road - £15400 approximately
40 mph Extended Buffer Zones - £7920 - £8910 approximately
7.5 T Weight Restriction Crossing Road - £7150 – £8250 approximately
Overall approximated costs £35740 - £37840.
Cost to Palgrave PC at 50% is therefore approximately £18K - £19K.

Action: Clerk to confirm go ahead with Highways asap and ask for implementation timescale / plan

b) The data volunteer from the SID team was present to discuss the data report previously circulated to all. He focused the data on pre-lockdown weeks to obtain a more 'sense of normal' and summarised the details as follows:-

- Reports can be drawn from a specific time of day if required
- The Lion Road speeds are far greater than the Rose Lane data recorded
- Twice as many vehicles use Lion Road than Rose Lane indicating just how much traffic turns onto Priory Road towards Diss
- A vehicle exceeds 40mph every 5 minutes
- Cannot detect whether vehicles **do** actually slow down as a result

The Chair recalled that the average speed was 38mph when data was recorded a few years ago. Note we need to monitor the hedge on Lion Road that it doesn't interfere with the SID.

Action: Clerk to obtain speed reports from other villages for comparison. Find data mentioned above

The Rota was working well despite reduced number of volunteers due to the lockdown

The purchase of an additional SID was discussed. It was unanimously voted to approve the purchase of another 'Slow Down' SID with data recorder from the same supplier. Lead time 3 -4 weeks. Basic price confirmed at £1714.57, data recorder £275, additional battery charger £63.50, spare battery £74.30. Two additional mounting brackets required in order to reverse the existing sites at £17.50 each., delivery £90. Overall cost £2252.37 plus vat. The Chair thanked the SID volunteer for all his hard work and for confirming he is happy to carry on with the data recording. The Chair concluded acknowledging the SIDs project was a real success story for the village.

Action: Clerk to order additional SID asap with data recorder and extra brackets

c) Any other Highways issues for discussion – Cllr Sneddon cleared the drain on Priory Road this week that had become completely blocked again. Drainage is a constant problem in the village but Highways are reluctant to take any action as reported last month.

06.10.10 Ditches, grass, hedges and footpaths

Highways due to cut Jobs Lane and The Lows Footpaths in a few weeks' time. Acknowledged that the 'trim' we ordered was only that, not a full cut. The Clerk has requested the contractor pencil in an early trim of Jobs Lane and Lows Lane early May 2021 weather and PC approval permitting. The clerk reported a new footpath map including all the permissive paths is being drawn up by a volunteer to replace the existing one. It should also be useful for the DDNP.

06.10.11 Open Spaces and Village Green

a) No update yet from BMSDC re The Green due to reassigned work with the current restrictions.

Action: Clerk to ensure this is dealt with eventually by BMSDC

Note request about how trees on The Green are maintained by a resident of the same and about encroaching onto power lines. BMSDC advise the trees are not their responsibility but that of the land owners and **do not** fall within their management agreement. **Action:** Clerk to contact UK Power Networks and solicitors acting for the estate of The Green to enquire re tree management

b) No other views submitted by anyone. Clerk has been in contact with the administrator for the DDNP as part of this process.

- c) Priory Wood - fly tipping and illegal accesses to wood is being investigated by BMSDC. An officer will make a site visit in due course. Note we have now received several complaints about this misuse. It was noted there are now 3 illegal accesses from Clarkes Close and 1 from the new Lion Road development with more bound to follow.
- d) It was noted that there is frequent activity regarding siting of cars for sale on the Manorial Waste where the bus shelter is. Previously there had been a motorbike parked up for sale. One car parked there then leads to other people thinking they can do the same and becomes unsightly and a problem. Note this is Highways land. There is possible obstruction to the bus shelter by the parked vehicles. **Action:** Clerk to investigate the rules regarding parked cars for sale & report back

06.10.12 Cemetery and Churchyard – The Clerk confirmed a request had been received to place an additional memorial bench in the cemetery for the late Graziano Lembo. Clerk is awaiting more information from the family. This will be sited on the empty plinth.

The trailer that was parked in the car park for 4 weeks in December was seen again in the car park 2-4 June, was there for a few days before disappearing again. It is thought there is hare coursing taking place in the surrounding fields at night. Matter has been reported to the Police and BMSDC by the clerk but as the trailer has been removed, no further action at this stage. Note registration of the Range Rover involved plus the bald tyres on the trailer have been notified to the police. It was agreed to purchase a fairly substantial sign stating No Overnight Parking by order of Palgrave Parish Council. The Chair will install it once received.

Action: All to remain vigilant about such activity and report it. Clerk to order sign asap

War Memorial in the Churchyard – Notification has been received that this is now Grade II listed.

Questions arose as follows 1) Should it be added to our asset register. 2) What are the cost implications of its future upkeep as the PC is responsible for the Churchyard maintenance.

Action: Clerk to investigate with insurers and War Memorial department

06.10.13 Defibrillator – Additional slab laid 11/6 post meeting. Clerk to inform volunteers.

06.10.14 Parish Infrastructure Investment Plan (PIIP) – Review of projects to date:-

Piping of the Lows – Hopeful of a proper specification soon so additional quotes can be sought.

Bird boxes – Investigative work done and awaiting easing of restrictions to purchase and install with volunteer help.

Benches down The Lows and Jobs Lane – exact location to be pinpointed on The Lows for the clerk to progress. **Note post meeting** this was carried out 11/6 by Chair and Clerk.

Action: Chair to seek formal agreement from landowner . Cllr Sneddon to seek permission re Jobs Lane together with previous action points re footpaths

Village Information / Tourist Board on Manorial Waste – A licence has been received from Highways to site the proposed board on this piece of land. **Action:** Clerk will update volunteer & agree actions

06.10.15 Village Emergency Plan (VEP) including Palgrave Community Support Group (PCSG) – update from Cllr Cousins-Clarke as follows:- much of the ongoing support is prescription collections. The group has a Whats App group in order to co-ordinate these trips. The PCSG is continuing to work well. The Chair re-iterated his thanks for all the work the team has done in supporting the Community. Note additional masks and gloves purchased from the grant income. Total £2000 now received for Covid-19 support.

06.10.16 Neighbourhood Watch – purchase order has been made for the signs excluding Millway Land as awaiting permission from BT for this location. Invoice will be sent direct to the Clerk for payment.

06.10.17 Reports from PC representatives on outside bodies

a) Diss and District Neighbourhood Plan update – Report sent to all as issued by the DDNP administrator which is available on our website. The report provides a general update on progress with the Neighbourhood Plan and requests that the Parish Council provide feedback on key elements prior to consultation during July with the community. Note help is still required if any Palgrave resident would like to get involved. **Action:** Clerk to ensure PC provides the feedback requested

b) PDCC update – The centre is still closed but some internal maintenance has been carried out during the shutdown. Nothing further to report.

06.10.18 General Governance – The following policies were sent to all prior to the meeting for review and subsequent approval. They were all unanimously approved:- Updated Financial Regulations in line with

2019 version; Subject Access Request; Filming Videoing etc at Meetings, Consent Form; Privacy Notice for staff and Councillors; General Privacy Notice.

The Chair signed the Statement of Internal Control.

The Clerk explained sections 2.2 and 4.3 from the Internal Auditors Report for future reference.

06.10.19 Finance

a) The following payments were approved:

Chq no. 000264	£781.56	Caroline Emeny	Clerks remuneration incl HMRC refund
Chq no. 000264	£225.37	Caroline Emeny	Clerks expenses incl PCSG PPE & antivirus
Chq no. 000265	£1137.16	Excite Solutions	Inv's 1178 & 1179 re Grass Cutting and additions
Chq no. 000266	£567.16	Came & Company	Annual Insurance renewal.
Chq no. 000267	£150.00	Trevor Brown	Internal audit fee

The following payment will be processed this month by Direct debit:

£35.00 Information & Commissioners Office Data Protection Fee

b) The following receipts were noted: £485 Cemetery Income; £1250 BMSDC Covid Grant.

c) The Financial report for the period ending 31/5/2020 was approved and signed by the Chair.

d) The clerk updated everyone on further e-banking option. A report had been circulated prior to the meeting for consideration. It was unanimously voted on and agreed to change the Parish Council's bankers from Nat West to The Co-Operative Bank. They offer a free online 2-authorisation process as reported on by the clerk. She has experience of their system with her other parish council, is easy to operate and offers good security.

Action: Clerk to begin the process of opening a Co-Op account with online banking

06.10.20 Clerks Report as follows – Clerk continues to receive many emails as a result of Coronavirus. Trying not to overload Councillors with the information but maintaining weekly report updates on our website. The website review is nearing completion. Still a few gallery images to add alternative text to for the accessibility regulations. Still to investigate the required Accessibility Statement.

To note the following correspondence previously circulated for information:

Variety of emails regarding the current Coronavirus epidemic and the support available including regular updates from SALC, CAS and the Covid-19 Collaborative Board.

Letter also received from the Lord Lieutenant of Suffolk sending copies of the two speeches recently made by the Queen to the public in relation to a) VE day and b) Coronavirus situation.

06.10.21 Palgrave Star – content for next article – Highways, Priory Wood, Additional SID.

06.10.22 Matters for information

There were no urgent matters brought by the Chairman, Councillors or Clerk

06.10.23 Date of next meeting – The next meeting of the Parish Council will take place by remote conferencing at 7.30pm on Thursday 9th July. No meeting is scheduled for August. Meetings will recommence in September on the 2nd Thursday of the month as previously scheduled.

The meeting closed at 20.45 hours.

FINANCIAL REPORT – 01 June 2020

Current account Natwest Account No. Sort code

Statement Number 59 dd 01/06/20

	Bank statement balance	£68,071.35
Uncleared Chqs	Chq no. 247	£82.50
	Chq no.249	£82.50
	Chq no. 256	£28.50
	Sub Total uncleared cheques	£193.50
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£67,877.85