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MINUTES of a MEETING held on Thursday 10 Sept 2020 at 7.30 pm by AUDIO CONFERENCE

Present: Cllr Brown, Cllr Collins, Cllr Cooper, Cllr Long, Cllr Sneddon and Cllr Weston.

Also in attendance: County Cllr Fleming for some of the meeting, District Cllr Burn for most of the meeting and 3 members of the public.

The meeting started at 7.38pm due to the clerk experiencing connection problems.

09.10.01 Opening – The Chair welcomed everyone to the meeting and confirmed he will record the meeting.

09.10.02 Apologies - There were no apologies as all members present.

09.10.03 Declarations of Interest and Dispensations –

There were no declarations of pecuniary or non-pecuniary interests or dispensations. Councillors were reminded of their obligations under the Suffolk Code of Conduct.

09.10.04 Councillor Vacancies –

It was noted there are now 5 vacancies on the parish council following the resignation of Cllr Cousins-Clarke last month.

09.10.05 Minutes of the Previous Meetings –

The minutes of the meeting of 9 July 2020 were approved and signed by the Chair via the doc-sign facility.

09.10.06 Matters arising not covered elsewhere on agenda –

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

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

- County Cllr Fleming reviewed the report sent to all earlier that day. A full copy of the report is available on our website alongside the draft minutes.
- District Cllr Burn reported on two pandemic-related schemes that had ended at the end of August: the Government's small business support grant scheme is now closed: 1278 grants had been distributed to Mid Suffolk businesses amounting to £13M. Owing to a fall in demand, now that Covid restrictions have been eased, MSDC is pausing the *Home But Not Alone* telephone support line but is aware that it may have to be resumed if there is a second wave and restrictions are re-imposed. His Locality Award scheme is still open for applications for community projects; note applications close at the end of the year. He also briefly described the proposed changes to the planning system contained in the recent Government White Paper *Planning for the Future* and urged councillors to respond; the closing date is 29 October.
- Members of the public – Ms Cousins-Clarke stated she was still the approved representative for the DDNP and asked if she could speak under that agenda item. This was approved. There were no other questions or comments from those in virtual attendance.
- Members of the public concerns received in advance by the clerk from those not present- The clerk received many complaints over the summer about several raves and parties that took place in and around Palgrave. Social distancing was a major concern and the noise generated by the events which went on into the early hours of the morning. Suffolk Police and our local Neighbourhood Watch were involved.

09.10.08 To consider matters relating to planning for Palgrave

- a) There were no planning applications to determine.
- b) The following determinations were noted by the local planning authority:
DC/20/02683 – Planning permission granted for Variation of Condition 2 approved plans /drawings re Plot 9 to include sunroom @ Land to the East Of, Priory Road
DC/20/02413 – Planning permission refused for Conservatory @ Sarum, Lion Rd
- c) Any other planning matters that require urgent attention:

There was a last minute application to fell a tree @ Corner Cottage under DC/20/03869.

Action: *The clerk and Chair will deal with under delegated powers*

The Parish Council received detailed planning information from the developer re Bridge House sheds and entrance for comments. The plans were discussed and it was unanimously agreed to feedback that as long as their proposals are in keeping with the current buildings, the Parish Council will not have any objections. We accept their requirement to enhance security at the site and are sympathetic to their need to avoid further degradation of the buildings. **Action:** *Clerk to report back to developer*

An enforcement query was lodged and acknowledged 15/7 regarding the visibility splay at the Container Storage Yard, Lower Rose Lane re DC/20/02350.

Action: *District Cllr Burn will expedite the query*

d) The Government White Paper was briefly discussed on proposals for reform of the Planning System. It was agreed to leave it to individual Councillors to respond directly.

09.10.09 Suffolk Highways (SH), Speeding and Road Related Issues

a) The following update was minuted regarding the 4 Highways projects. Cheque for £17200 cleared through the bank; Traffic Regulation order received re prohibition of entry re Access Road;

b) School Entrance Marking Regulation Order received 27/8 prevent stopping outside the school on the Access Road. This was in line with the existing markings on this stretch of road.

c) The Clerk provided an update on the Speed Indicator Devices and the volunteer rota. All 3 machines are now operational and the clerk would like to minute her thanks to Mr D Hammond for his assistance in setting them up. Note there has been increased police speed check activity noticed in the village. Cllr Long queried if some additional spare batteries could be purchased for the SIDs so that he and his colleague could possibly change the battery when it has run out instead of waiting for the other volunteers. It was discussed in some detail and concluded that Cllr Long should email the Chair and the clerk in more detail about this. **Action:** *Cllr Long to email*

Note the clerk has sent speed data from Occold to the Chair.

d) Any other Highways issues for discussion including flooding- the clerk has reported various flooding issues to Suffolk Highways. i) a resident of Goulds Close bungalows has been flooded ii) continued flooding at corner of Lion Rd /Priory Rd and iii) flooding at 2 Church Terrace front garden and pavement. SCC have been in contact several times over these issues including phone calls to the Clerk so she feels we are getting somewhere with the problem being dealt with. Latest response from SCC confirmed that Palgrave is actively on the radar and there will be some activity to clean and survey the systems over the next few weeks. If there are more serious problems in the drains the timescale for long term repairs can be quite long. They are planning to attend with cleansing/jetting/CCTV survey crew on Tues 29 & Wed 30 September for the Corner Cottage / Lion Rd / Priory Rd (north) flooding issue. Given the additional flooding reported, they have added in another date, hopefully 6th October to add in Gould's Close as well. Following the drainage additions in 2017, the location was flagged to the cyclic team to consider for the enhanced cleansing regime. That's 6 monthly regular intervals rather than the standard yearly or 2 yearly. However, looking at the records they were still on the standard routine. That may or may not be a major causation factor, we will know more when the engineer and the cleansing/survey crew have investigated properly. But SCC think it will be wise to increase the frequency and following a restructure in March this year that area of work is now within her own remit and she therefore has far more control over all elements of drainage. Note there is more flooding at Burlington Close and Clarkes Close (the clerk has already reported 1 issue at Burlington Close).

Action: *Clerk to report the additional flood spot at Burlington Close and also on the right-hand side near Clarkes Close where flooding is entering the manhole cover*

09.10.10 Ditches, grass, hedges and footpaths

Noted that the grass areas were cut 8/7 and 14/8. Cllr Brown was consulted on each occasion. The weedkiller task around the churchyard wall, the pond area trim and the 2 footpaths (Lows Lane and Job Lane) were also done as requested. The hedge along the Lows footpath is now getting quite overgrown. It is difficult to get past in some places especially if the person is at a lower level i.e. electric buggies, wheelchairs and so on. **Action:** *Clerk to discuss with the contractor when on site in a few weeks' time*

09.10.11 Open Spaces and Village Green

a) Still no update from BMSDC re The Green due to reassigned work with the current restrictions. Note BMSDC want us to highlight the location of the missing bollards on a map and send it to them.

Action: Clerk to ensure this is dealt with eventually by BMSDC and to see if spare bollards have been located in their warehouse. Clerk to request from the working party the location of the missing bollards
Clerk also sent 6 photos of cars parked along the school side of the Green to BMSDC for possible letters to residents 9/9 regarding illegal parking. **Action:** Clerk to expedite with BMSDC
Note an email had been sent from the co-owners of The Green giving UK Power Networks permission to trim the trees where necessary where they are coming into conflict with the power lines.

b) Priory Wood fly tipping and illegal accesses to wood –Clerk reported we are still awaiting a site visit from Public Realm dept at BMSDC, who asked us if we would like to take over ownership of Priory Wood. **Action:** Clerk to expedite again and respond that we do not wish to take up the ownership offer.
In regard to the alleged erection of an unauthorised gateway at the rear of Plot 16 Lion Rd into Priory Wood, BMSDC responded that there is no planning condition on DC4195/16 removing permitted development (PD) rights for walls/gates/fences (Schedule 2 Class A of GPDO). Therefore, whilst such gateways are not shown on the approved plans for DC 4195/15, there is nothing to prevent owners installing gateways under normal PD rights. BMSDC would therefore not take any action in that regard.

Similarly, a wall constructed in front of Plot 17 on the road boundary would be allowed under the same PD rights, providing it doesn't exceed 2m in height. A proper response will be sent from BMSDC following the site visit in due course.

c) A request to consider family friendly benches with tables on The Green was discussed. There are several benches on The Green, but admittedly none with tables. The Parish Council agreed to keep it under review as this is a solitary request at this stage. There will be an ongoing cost to the PC if more seating was installed with cleaning and maintenance required. It was felt that not all the benches were currently used. However, if more requests are received, it will be re-considered.

d) Request to join the Open Spaces Society by Cllr Long was discussed. **Action:** Clerk to investigate for the next meeting and to enquire whether a PC can be a member. Put on next agenda

09.10.12 Cemetery and Churchyard –

War Memorial – Clerk received an insurance quote from Perfitts in Diss for £ 13200 as rebuild value.

Action: Clerk to ensure insurance cover adequate and add to asset register asap

Cemetery Bench being ordered by parishioner who has requested if we can pay to have it installed. It was agreed we would cover the cost of this. **Action:** Clerk to liaise in this regard with parishioner and our handyman to ensure all goes smoothly. Agreed Clerk can give the go ahead if under a certain price under delegated powers

09.10.13 Parish Infrastructure Investment Plan (PIIP)–

The following update was given by the Clerk: -

a) Lows ditch – Have revised the specification, and spoken with 2 local companies who are willing to quote. A couple of bits to tweak before emailing them the details. Hope to have something definite for the next meeting. Will also ask for a review of the existing quote. It was noted that we can request to close the footpath for the work to be carried out which should reduce the cost incurred. District Cllr Burn confirmed we can send that request to BMSDC by email: pro.west@suffolk.gov.uk

b) Bench on the Lows – replied to Jeffrey Bowles and have asked for a quote from Excite Solutions to carry out the work. Barry and the clerk meeting on site on 24/9 to review.

c) Made initial enquiry with a local company re tourist board type project on the Manorial Waste. Note we already have Highways permission to site it if the project goes ahead. New footpath map complete by Ian McClintock.

d) Bird boxes –have put request for volunteers in the Palgrave Star and waiting any responses

e) Bench on Jobs Lane and linking of footpaths -still o/s for Marion once situation eased

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

Update from Ms Cousins-Clarke as follows: - The Response group are on standby in case we go into a local lockdown because of Banham poultry cases as workers are bussed in from Diss, Norwich and Gt Yarmouth.

09.10.15 Neighbourhood Watch –

See invoice to pay under Finance for the last NW sign. As the Millway Lane sign is now going to be installed on private land, an official expensive (£100) steel post is not required. The PC agreed to pay for the cost of a handyman to cement the post into the ground.

The NW rep was very proactive about the recent raves that took place in the summer with a visit from the Police and subsequent correspondence as well.

09.10.16 To consider Autumn Litter pick –

Cllr Brown said a date had been agreed as Sunday 25 October from 10 am onwards, with volunteers to meet outside the Community Centre. Cllr Brown confirmed he had volunteers lined up for refreshments etc.

Action: Clerk to advertise in the Palgrave Star. Clerk to ensure Cllr Brown has checked with the PDCC re the opening of the centre for the litter pick due to the current restrictions

09.10.17 Reports from PC representatives on outside bodies

a) Diss and District Neighbourhood Plan (DDNP) update – Cllr Weston was unable to attend the last meeting. Ms Cousins-Clarke attended as one of the approved representatives on the steering group and reported as follows: The steering group is working with the consultants on the Issues and Options consultation and its members have been tasked with trying to obtain more responses to the survey. There have been approx. 93 Palgrave responses to date with some of the other villages having a better response rate. The results are still being analysed so are not yet available. The survey responses will help to inform the drafting of the Plan. There is a further meeting of the DDNP next week and the group will look to communicate as much as they can to parishioners after that meeting. They are endeavouring to get the best possible result from the survey for all the villages involved. It was agreed an article was needed for the Palgrave Star.

Action: Clerk to liaise with Ms Cousins-Clarke about suitable content

(i) Receipt of Notice of Motion no. 001 to withdraw from the DDNP or to consider joining with alternative neighbouring villages was then read out by Cllr Long as detailed in full herewith:

“ The development of the Diss and District Neighbourhood Plan has been marked by : (1) at the outset an unrealistic road proposal affecting Palgrave ,(2) subsequent to this a period of apparent inertia lasting 2 to 3 years existed ,and (3) recently there was a failure of the consultants to respect a pre-existing decision of Palgrave Parish Council, duly minuted, about the form of any future development in this village.

Therefore, in view of this unsatisfactory state of affairs Palgrave Parish Council withdraws from the DDNP with immediate effect.

If the value of Neighbourhood Plans can be established, i.e. they will be fully taken into account and adhered to by the Local Planning Authority, then discussions be opened with other parishes in Suffolk neighbouring this village, eg Wortham and Burgate, to ascertain whether there is any wish to create a joint Neighbourhood Plan with them.”

The Motion was seconded by Cllr Brown.

The motion was then debated. The Chair stated that he did not believe it was the right decision for Palgrave to leave the DDNP. He believed that if doing so was the parish council’s wish it should be put to the community to decide just as joining the DDNP in the first place had been. He thought that a village meeting would have to be held to discuss the proposed withdrawal in more detail. He reviewed the past three years’ activity, acknowledging the previous unrealistic aims of the steering group in its early days, the so-called ‘period of apparent inertia’ and the new impetus with real progress now being made.

He asked Ms Cousins-Clarke for her views. She was surprised that the motion had been brought now because there would be more opportunities for residents’ involvement in devising the plan’s content. She pointed out that Palgrave was clearly within the Diss catchment area, that inevitably there would be growth within the area and the DDNP would be a means of managing that growth. The Chair then asked District Cllr Burn for his comments, which echoed those aired by the Chair. He explained that the principal aim of a neighbourhood plan (NP) is to protect the area from inappropriate development in unwanted places, adding that nothing is yet set in stone – the plan itself is still being devised and drafted. He acknowledged that the aims of the original thinking on the plan had been too ambitious and beyond the scope of a NP. He acknowledged that the first year had been productive but was then followed by a relatively short period (less than a year) of what might have been perceived as inertia but in fact throughout that time a lot of work had been going on ‘behind the scenes’ to get the plan back on a more realisable track. Consultants had been engaged in the early part of this year and they were now hard at work drafting the plan itself.

Each Councillor then aired their view. Cllr Cooper asked if there was an end in sight. Cllr Burn explained

that the draft document will be put to a further public consultation before being submitted for examination by a government planning inspector. If it passes examination it will then be subject to a referendum at which it must meet the approval of at least 51% of the electorate before it is finally adopted as part of Mid Suffolk's development plan, when it will then be used in deciding planning applications. The aim is to complete the process to submission next year but the time the examination will take is not under the steering group's control.

Note: The Chair suspended Standing Order 3X in order to allow the meeting to continue beyond the stated 2.5 hours.

Cllr Collins asked the same question as Cllr Cooper adding that we are not much further forward. The Chair responded that the DDNP is a lot further forward and that the evidence clearly shows that. Cllr Brown commented that 3 years had gone by and nothing had happened. Cllr Long stated that he did not believe there was any obligation to hold a village meeting if we withdraw from the DDNP. He added that Burgate and Wortham are in a similar position to Palgrave. Cllr Sneddon was dissatisfied by some of the questions asked in the survey mentioned earlier and the way the survey was handled. The Chair then asked each Councillor to vote, which the Clerk recorded as follows: 4 voted in favour. 1 vote not recorded due to a connection problem, and 1 vote against.

(ii) The Clerk confirmed there had been an offer to the DDNP of assistance with walking & cycling networks.

b) PDCC update provided prior to the meeting that the gate to the playing field is now open from 8am to dusk.

09.10.18 General Governance –

The following policies were reviewed and approved: Protocol for Public Participation in Council Meetings; Data Protection Policy;

09.10.19 Finance

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

£645.73	Caroline Emeny	Clerks remuneration incl some holiday pay
£82.60	Caroline Emeny	Clerks expenses incl travel, postage, hi-viz vests
£30.00	S A L C	Website accessibility online training
£144.00	Community Action Suffolk	Website Accessibility Audit, scan and fix service
£528.00	Excite Solutions	Invoices re Grass Cutting 8/7 inv 1277
£2572.64	TWM Traffic Control Systems	Speed Indicator Device & data recorder inv 5253
£31.14	Normanton Screenprint	Invoice 12058 for final NW sign

b) Vat refund of £645.71 received 5/8/20

c) The Financial report for the period ending 4/9/2020 was presented for approval. Cllr Brown agreed to sign the document. **Action:** Clerk to arrange remote signature asap

d) Online Banking update given by the clerk as follows: Change of bank account complete to Unity Trust Bank. The procedure went very smoothly. New e-banking protocols need to be adhered to which include a Schedule of annual regular payments which was approved and will be reviewed annually. There is also a Schedule of the monthly payments approved in (a) above which requires signing by 2 Councillors.

09.10.20 Clerks Report as follows –

Website review complete and Accessibility statement published. Attended Website Accessibility webinar and Clerks Network meeting in July, notes as follows:– Monthly meetings should STILL be taking place remotely for PCs. The temporary period is extended to next May regarding the non-requirement at present to physically put information on the notice board. Note PCs CANNOT vote if they are not in virtual attendance.

The guidance re play areas is just that – Guidance – not mandatory. If we have a code of conduct complaint it must be listed on the next agenda. There is now online training for Councillors – 6 modules in total, so ideal to use as a refresher for any Councillors who are a bit rusty. Also attended SALC AGM via Zoom which was very brief and lasted only 1 hour.

On other matters the Clerk received a call on the weekend about a missing manhole cover on the unauthorised footpath across the field through the kissing gates behind the playing field. Contacted the tenant farmer who said he would have a look but it wasn't his responsibility. Called Anglia Water to report it (job reference 57895897). A workman on site Monday afternoon located it. The manhole cover had been prised up and thrown into the open hole. Anglia Water will sort it out. We assume this was

done by youths?

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.

Notification of the SALC Mid Suffolk Area Forum 17 September at 7pm by video conference

Suffolk Minerals & Waste Local Plan

Quiet Lanes Suffolk – request for expressions of interest?

09.10.21 Palgrave Star – content for next article – Clerk and Chair to agree content.

09.10.22 Matters for information

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

Pursuant to the Public Bodies Admission to Meetings Act (1960) the meeting was closed to:

09.22 23 The NALC National Salary Award for Local Council Clerks (April 2020) was approved by all as distributed by NALC with the suggested amendments.

09.10.24 Date of next meeting – The next meeting of the Parish Council will take place at 7.30pm on Thursday 8 October.

The meeting closed at 22.20 hours.

FINANCIAL REPORT – 1 September 2020

Current account Natwest Account No. Sort code

Statement Number 63 dd 01/09/20 Closing statement

	Bank statement balance	£46,938.98
Uncleared Chqs	Chq no. 256	-£28.50
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£46,910.48