



palgravepc@gmail.com

MINUTES of a MEETING held on Thursday 12 November 2020 at 7.30 pm by VIDEO / AUDIO CONFERENCE

Present: Cllr Weston (Chair), Cllrs Collins, Cooper, and Sneddon.

Also in attendance: District Cllr Burn. County Cllr Fleming and 4 members of the public for some or most of the meeting, 5 prospective new Parish Councillors and the clerk, Mrs C Emeny.

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

11.12.02 Apologies – There were no apologies as all present.

11.12.03 Councillor Vacancies –

There are now 7 vacancies following the resignation of Cllrs Long and Brown since the last meeting. The Chair expressed his thanks to them both for their valuable input over the years and thanked them for their service to the Parish Council. Five (5) requests have been received by the clerk to join the Parish Council, each of whom was present and gave a brief introduction about themselves to the meeting. All 5 were then co-opted onto the Parish Council 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. They are as follows: Cathal Prendergast (known as Carl), David Bremner, Jethro Shirley-Smith, Roddy Forster and Rupert Fausset. The Clerk confirmed this leaves only 2 vacancies for which the Notice of Vacancy is currently displayed on the notice board and website. There has already been interest in the last 2 positions but we must await the expiry date of the notice period of 30 November before any further people can be co-opted to fill these vacancies. The Clerk confirmed SALC training videos are available and she will begin the process of sending the new Parish Councillors all the necessary information next week.

Action: Clerk to ensure all information distributed as appropriate re training, code of conduct, website details, resumés sent to existing PCs, DB and JF updated etc

11.12.04 Declarations of Interest and Dispensations –

The Chair briefly outlined what this entailed for the benefit of the 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.

11.12.05 Minutes of the Previous Meetings –

The minutes of the meeting of 8 October 2020 were the approved and signed by the Chair for sending to the Clerk.

11.12.06 Matters arising not covered elsewhere on agenda –

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

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

- County Cllr Fleming reviewed the report sent earlier that evening which included information about the resurrection of the Home But Not Alone Freefone Helpline, Tel: 0800 876 6926, due to the second lockdown, Suffolk Highways contact details and the Suffolk Lorry Route Review. She had received the draft TRO for The Green a few weeks earlier. Note Palgrave PC has not received that as yet. She welcomed the new Councillors to the Parish Council. There were no questions.

Action: Clerk to chase for draft TRO for The Green

- District Cllr Burn reported as follows: -

He gave a warm welcome to the new Councillors and introduced himself as the District Councillor for the Palgrave Ward and explained that Jessica Fleming was the County Councillor under the Hartismere division. He reminded everyone that he still has funds available in his Locality Budget for projects by community groups etc within his Ward. If anyone wishes to apply they should contact him direct by email at: David.Burn@midsuffolk.gov.uk.

He confirmed he is the portfolio holder for Planning at Mid Suffolk District Council and County Cllr Fleming is the portfolio holder for the Environment; both were briefly explained. The new Joint Local Plan alongside Babergh has been approved for final submission to the Planning Inspectorate and the Secretary of State.

He also confirmed that the revised CIL rates were approved this week at a District Council meeting. There were no questions.

- Members of the public – There were no questions from any members of the public present.
- Members of the public not present – the Clerk confirmed she had continued to receive several queries resulting in the motion tabled at the September meeting.

11.12.08 To consider matters relating to planning for Palgrave -

a) The following planning applications were discussed:

DC/20/04117 and DC/20/04116 – Application for Listed Building Consent **plus** application for Planning Permission re alterations to storage building and erection of 1 x storage building (following demolition of existing storage building) and erection of wall and security gate @ Bridge House, Denmark Hill. The Parish Council all voted in favour to approve the two applications on the proviso that the walls are built of flint as indicated in the plans and drawings, and that this is not amended at a later date. They will be fairly prominent so it is important that they are in keeping with the many flint walls that can be found in the village. It was also noted that the changes will improve the overall appearance at the site.

DC/20/04189 – Application for 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. This application was discussed at length. Various comments were made including increased traffic on a minor road, prominence of the 1.5 storey houses, their size, the need for bungalows. The Parish Council voted unanimously to object to the application to vary the conditions on the basis that Palgrave has an ageing population that requires bungalows to be built in the village which the application was initially for. Elderly residents need to be able to move from their existing 2-storey homes into bungalows in order to remain in the village. The prominence of the proposed changes will be very visible as you approach Palgrave from Priory Road, bearing in mind the village is on a hill so it will affect the village views. The site line downhill is very important and these will impact on that. There was also concern at potential loss of sunlight and overshadowing to the remainder 2 bungalows.

Action: Clerk to submit both responses asap

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

DC/20/04470 – tree works @ 1 Sycamore Close; DC/20/04035 Tree works @ 11 Blands Farm Close: Consent has been granted in both cases by BMSDC.

c) There were no other planning matters that require urgent attention

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

a) Updates on the responses to actions taken since the October meeting: -

(i) Crossing Road and additional Priory Road weight restriction: Priory Road would require an additional consultation which would delay progress of the overall weight restriction TRO but Highways could then combine with the Crossing Road proposal and legally advertise at the same time. Estimated cost to add Priory Road 7.5t weight limit would be in the range of £4,500 - £5,000. This is over & above what has previously been agreed for Crossing Road and includes professional services and construction costs. But it is only an estimate for the scheme and actual costs may go up or down due to any unforeseen or additional items. Due to the scheme's location an allowance for Traffic Management has been included but will be agreed once the design has been completed which may cause costs to fluctuate. Commercial buses *would have* access to both Crossing & Priory Road, however this does not give buses rights to use The Green as the prohibition for vehicular traffic (except for access) would apply. Note District Councillor Fleming confirmed she would pay for half of the proposed additional costs from her Highways budget, to include Priory Road within this TRO rather than at a later stage. The Parish Council voted unanimously to include Priory Road now in the TRO, rather than request a weight restriction on it at a later date at a much increased cost.

(ii) Lion Road & Upper Rose Lane 40mph buffers speed limits: If Upper Rose Lane fails to get a 40mph buffer zone., it will not affect the decision regarding Lion Road. They are independent of each other.

Note Highways are progressing both buffer zones at Palgrave. The final decision will be made by the Cabinet Member for Highways, Transport & Rural Affairs and Head of Transport Strategy to either formally approve or object to implement the Traffic Regulation Order (TRO).

(iii) St Johns bends signage: The Clerk emailed Highways on 30 October saying we understood the St Johns Bends additional signage had been approved a long time ago and that it was virtually 'ready to go' yet nothing has happened to date. Still awaiting their response to this email. County Cllr Fleming agreed to chase this on our behalf.

(iv) The Access Road – County Cllr Fleming confirmed she had received an update about this approximately 3 weeks ago. **Action:** Clerk to expedite a copy of that update

Action: Clerk to send Highways response to County Cllr Fleming re (iii) above, and to revert to Highways re agreement to include Priory Road and share costs with County Cllr Fleming re (i) above

b) The Clerk confirmed all 3 Speed Indicator Devices (SIDs) were operating well. Note the hedge has been cut right down at Lion Rd and the Clerk has thanked the homeowner on behalf of the Parish Council. However, the Lion Rd battery is often flat which means the SID is not always operating which needs resolving. The Volunteer at Lion Road works and therefore cannot always change it on time.

Action: Clerk to discuss with volunteers to try and resolve

Cllr Fausset confirmed he was not able to download the data from the Lion Rd SID due to the flat battery and therefore has not produced a report. He has downloaded the Denmark Hill data which showed the average speed as 33 mph, with an increase to approximately 50mph between 6 and 7 am. He also noted that the traffic flow to Diss recorded in the afternoon is nearly double that of the traffic recorded on the reverse journey. The Chair thanked him for his commitment to this project. The Clerk also confirmed that we have Highways approval to move the SID post to the preferred position on Denmark Hill. However, Highways advise they are unable to confirm when their contractors will be on site which has implications for the actual SID itself as we do not wish to see it damaged and it must be removed in order to move the post. The Clerk has replied to Highways that this is unacceptable.

Action: Clerk to copy County Cllr Fleming in on the email response received in regard to this SID post

c) There were no other Highways issues for discussion.

11.12.10 Ditches, grass, hedges and footpaths -

It was noted at a previous meeting that we would review The Lows Footpath signage. The Clerk has received several complaints about cyclists not giving way to pedestrians on this popular footpath. A brief discussion followed which confirmed that it is only a footpath approximately half way down near a wooden barrier and the proposed bench area. It is open access to all up to that point. It was agreed a subtle approach was required. Various options for signs were shown by the Clerk. It was agreed to purchase 2 signs stating 'Footpath; Cyclists please be Considerate' for erecting at each appropriate point.

Action: Clerk to purchase signage. Cost approx. £12.75 each plus vat and postage

11.12.11 Open Spaces and Village Green -

a) BMSDC require an update from us highlighting which bollards are missing on a map of The Green and it sending to the appropriate officer we have been dealing with. Cllr Shirley-Smith offered to do this as he lives on The Green. The Clerk confirmed she had a call from a sub-contractor to UK Power Networks confirming that approx. 10 trees will be trimmed back from the power lines in late December – early January. All residents around the affected area will be informed as their electricity will need to be turned off temporarily at the time, especially the resident who initiated the enquiry.

Action: Clerk to send the appropriate map to Cllr S-S so he can highlight and revert back with the required info. Clerk to then send to BMSDC

b) Priory Wood fly tipping and illegal accesses to wood – No further update after letters sent to all bordering properties late September. TPO status was queried at our last meeting. BMSDC confirmed as follows: Priory Wood is covered by an Area Tree Preservation Order (TPO 6) meaning trees are not covered individually, covering most of the wood and extending along Priory Road. Note that the section of woodland closest to Lion Road is not covered by the TPO. All trees that were present and above a certain size when the order was made (1975) are covered by the TPO. Any tree that was not present then is not covered. This means that most trees that are less than 1 foot (approx.) in diameter are unlikely to be covered by the TPO. Note there are several slow growing trees (Yew, Box)

that are small in diameter but have been there a very long time. All young sycamore, for example, would not be covered by the TPO. The Council (BMSDC) as landowner of the wood, can cut down any of the trees not covered by the TPO at any time without having to seek permission to undertake the works first. No one else is permitted to cut down trees within the wood

c) Membership of the Open Spaces Society (OSS) initiated, awaiting payment of the annual premium under finance.

11.12.12 Quiet Lanes initiative update –

Millway Lane registered all the way to Redgrave where it meets Low Water Lane. Next step is nominating someone to be the lead on this. Cllr Fausset volunteered to take on this role. He asked whether the small lanes leading off from Millway Lane can be included.

Action: Clerk to look into the additional lanes, to write to Redgrave and Wortham about this initiative and to update Cllr Fausset on all relevant information

11.12.13 Litter pick update -

Cllr Sneddon confirmed it was very successful with approx. 20 bags of rubbish collected. Thanks have been sent to all the volunteers that took part.

11.12.14 Cemetery and Churchyard –

The Clerk received a request asking if the Cemetery could be improved ahead of its 30th anniversary on 16 May 2021. The gates possibly need restoring or replacing and the posts need looking at. Note one of the posts was replaced earlier this year so this is concerning. Could we also look at the possibility of a simple bin store for the rubbish bin.

Action: The Chair is to review the gates and posts when he next passes the Cemetery. Clerk to enquire about a bin store and revert back with information at next meeting

11.12.15 Parish Infrastructure Investment Plan (PIIP) –

The following update was given by the Clerk: -

a) Lows ditch – 3 quotes requested. One advised they do not have the right size equipment for the work, another quote has been revised in line with the amended specification and clerk is still awaiting one response which she has expedited. Quote is based on the footpath being closed temporarily. The Clerk asked if anyone knew of any other possible contractor. Cllr Sneddon gave the Clerk a telephone number to make enquiries through.

Action: Clerk to request quote from new contact and try and obtain the o/s quote for next meeting

a) Bench on the Lows – The triangular piece of land has been cut back so we can inspect the area better. It needs to be assessed, staked out so we can request quotes to carry out the necessary work i.e. kill weeds, cut back, level off, weed suppressant matting etc. A work specification needs to be drawn up in order to request suitable quotes to carry out the work.

Action: Clerk to inform the Chair when she is next in Palgrave so they can go and assess the area

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

The PCSG is ready for any additional help required as a result of the 2nd lockdown.

11.12.17 Reports from PC representatives on outside bodies -

a) Diss and District Neighbourhood Plan (DDNP) update – The Chair confirmed he did not want to elaborate on the motion to leave the DDNP but asked District Cllr Burn to update the new Parish Councillors in his role as Chair of the Steering Group. He confirmed there has been a lot of activity including some additional local green spaces being considered by Palgrave's two representatives. They need to be shortlisted so the community can then have it's say online or via a paper survey. That will then help form the first draft of the plan itself. He confirmed the DDNP has been progressing in the meantime.

b) PDCC update :- The Chair confirmed there is no current representative on the PDCC. He hoped one of the new Parish Councillors will consider it and volunteer for the role at the next Meeting.

11.12.18 General Governance –

The following document was discussed: The Roles & Responsibilities of the Parish Council -the Clerk reviewed the vacant positions for filling.

Action: Document to be sent to all Councillors so they can review and volunteer if appropriate

The Standing Orders were then reviewed specifically paragraphs 7a and 26b which currently were not workable. A statement saying a majority present was not acceptable as queried at the last meeting. The

Clerk gave a review of 6 other Parish Council's requirements in term of the relevant sections and suggested that the figure of 3 appeared to be consistent with our needs. This was put to the vote and was unanimously approved as the required number in both sections.

Action: Clerk to amend immediately and publish

11.12.19 Finance

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

| | | |
|---------|---------------------|---|
| £ 45.00 | Open Spaces Society | New agreed annual membership |
| £598.43 | Caroline Emeny | Clerks remuneration |
| £ 52.18 | Caroline Emeny | Clerks expenses including wreath, inks, stamps |
| £ 95.08 | Came & Company | Additional premium to cover SIDs and war memorial |
| £936.00 | Excite Solutions | Invoice1321 re annual hedge cutting |
| £528.00 | Excite Solutions | Invoice 1320 re Grass Cutting 24/9 |
| £205.92 | Excite Solutions | Invoice 1317 re pond and 2 footpaths trimming |
| £ 55.00 | K A Buck | invoice GEN0118 re Neighbourhood Watch post |

Signing of the Schedule of Payments will be done by Cllrs Bremner & Shirley-Smith.

b) To note Cemetery income £705.00.

c) The Financial report for the period ending 31/10/2020 was presented for approval. Cllr Prendergast agreed to sign the document.

Action: Clerk to arrange remote signatures asap of above documents

11.12.20 Clerks Report –

The Clerk attended a Clerks Networking meeting on Monday which is very useful for information gathering. She has the full series of 6 Councillor Training modules available for our new PCs which she received as a result of her position at Great Glemham (GG). She suggested, as a result from feedback received from GG, that the online courses may prove to be were quite drawn out and tedious, but would encourage everyone (including existing Councillors) to work their way through the modules in their own time, which can be kept as a reference tool. Co-Option of PCs was discussed in detail - some Councils have a co-option policy in case they have too many candidates which we can easily plagiarise if necessary. In the case of too many candidates for the number of vacancies, it is up to the full council to make a decision, not one or two people. A budgeting workshop is available as a webinar if she wishes to participate at a small fee. Review of the working from home allowance should be revisited when her contract is reviewed next month – note this needs to be arranged in December before the next PC meeting. The budget needs to be reviewed next month -work not yet started on this due to the time taken with DDNP matters.

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

11.12.21 Palgrave Star – content for December edition – Clerk and Chair to agree content.

11.12.22 Matters for information -

Cllr Fausset asked about the decision to leave the DDNP. The Clerk confirmed she will be sending an email to everyone the following day in this regard.

Cllr Sneddon has the spare notice board key from Mr Long. The Clerk asked if one of the new Councillors would be prepared to hold the spare key as a reserve in case they were needed to print any documents for putting on the notice board. Cllr Forster agreed to be the reserve key holder.

Action: The Clerk to arrange to get the spare n/board key to Cllr Forster asap

11.12.23 Date of next meeting – The next meeting of the Parish Council will take place at 7.30pm on Thursday 10 December at 7.30pm via video / audio conferencing as previous. There being no other business the meeting was closed at 10.00 pm.

FINANCIAL REPORT – 31 October 2020

Current account Unity Trust Bank Account No. Sort code

Statement Number 004 dd 31/10/20

| | | |
|----------------|---|------------|
| | Bank statement balance | £54,428.59 |
| Uncleared Chqs | Chq no. 256 | -£28.50 |
| | RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET | £54,400.09 |