



palgravepc@gmail.com

MINUTES of a MEETING held on Wednesday 29 April 2020 at 7pm by AUDIO CONFERENCE

Present: Cllr Brown, Cllr Collins, Cllr Cooper, Cllr Cousins-Clarke, Cllr Long, and Cllr Weston. Note Cllr Long joined the meeting at 7.30 pm.

Also in attendance: District Cllr Burn & County Councillor Fleming for some of the meeting; 1 member of the public.

04.29.01 Opening – The Chair welcomed everyone to the meeting. He confirmed the meeting was going to be recorded. This is allowed in accordance with the changes in legislation to accommodate remote meetings. The public and councillors are permitted to film, record, photograph or use social media to report on the proceedings of the meeting. *A full transcript is available from the clerk.*

04.29.02 Apologies

- a) Apologies for absence were received from Cllr Sneddon.
- b) Council consented to accept the apologies as submitted.

04.29.03 Declarations of Interest and Dispensations - Cllr Long previously declared an interest in agenda item 04.29.08 (a) and was not present whilst this was discussed. There were no other declarations of pecuniary or non-pecuniary interests and no requests for dispensations.

04.29.04 Councillor Vacancies and Elections - It was noted there are still 4 vacancies on the parish council. An email was received this week about possible delays to the Electoral Review. It may be delayed from 2021 to 2025 but not yet confirmed.

04.29.05 Minutes of the Previous Meetings - The minutes of the meeting of 12 March 2020 were approved and signed.

04.29.06 Matters arising not covered elsewhere on agenda - Apthorpes Bench still to be cleaned by Chair; footpath actions still to be followed up once lockdown eased by Cllr Sneddon.

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

- Report distributed earlier to all from County Councillor Fleming as published on our website. She added she is still chasing Highways on our behalf.
- District Councillor David Burn confirmed he is working from home. He confirmed his Locality Grant is open for 20/21 financial year, minimum award £250, no maximum subject to his own constraints. The Covid-19 Grant has a ceiling of £2500 from which we have already successfully received £750. Garden Waste Collections might be reinstated soon.
- 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

04.29.08 To consider matters relating to planning for Palgrave

a) [DC/20/01506](#) – Planning Application for erection of 2.4m and 2m high fence and gate and garden room / home office to front elevation @Sarum, Lion Road. It was agreed that, following comments received from Councillors and noting that no objections had been submitted from neighbours, the Parish Council would object to the application for the following reasons:-

Design and Impact on the visual appearance of an area including material and colour – design inappropriate to the street scene, too much of the same colour (black), texture and design thereby not in keeping with the vernacular of the village. Note there was one abstention from voting.

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

DC/20/00747 – BMSDC does not wish to object - Works to Trees in a Conservation @ 6 Church Farm Close

DC/20/00753 - BMSDC does not wish to object - Works to Trees in a Conservation @ Hemplands, Lion Road

DC/20/00969 – planning permission approved - Non Material Amendment to DC/19/01926 - Change cladding on side elevation to white render and cladding on front elevation to horizontal @ Sarum, Lion Road

c) The Priory Road developer had contacted the clerk. He confirmed all verges and roads will be put back to the state they found them in when they are nearing completion of the sites, probably Spring /Summer when heavy vehicles and deliveries to site are fewer. They also intend to continue the road cleaning for as long as necessary.

No further update was available re proposed Denmark Hill site previously minuted as meetings are unable to take place due to the lockdown.

04.29.09 Suffolk Highways, Speeding and Road Related Issues

a) There were no updates on the outcomes of the Highways meeting despite the clerk and County Cllr Fleming chasing for answers. They will both continue to pursue this matter.

b) SID Rota working well despite lockdown. Reduced number of teams as follows: - 2 on Denmark Hill, 3 on Lion Rd / Upper Rose Lane. Councillors confirmed they are effective as definite speed reduction where they are operating and speed increase when they are not operating.

Action: Clerk to obtain speed data for next meeting and add additional SID to the agenda

c) Any other Highways issues for discussion including up to date reporting issues - clerk reported drain on cnr Priory Rd /Lion Rd to her Highways contact. This was deemed needing further work when investigated May '19. Despite several emails back and forth it has been put on a 'non urgent' list. We have complained this makes no sense as it conflicts with the original report as requiring further work.

04.29.10 Ditches, grass, hedges and footpaths

Highways cut the grass areas in the village cut last week - top of Crossing Rd, Rose Lane and in front of the church on Lion road. Note the grass was left a little long but otherwise good. Verges due to be cut by w/c 22 June. Jobs Lane and The Lows Footpaths are in danger of being overgrown before SCC make the first cuts of 2020.

Action: Clerk to seek permission to trim from SCC and then seek price for this. Go ahead if under £100

Note the wildlife area around the pond is still outstanding - this was raised again by a parishioner as to when it will be agreed and created. Clerk confirmed to parishioner it will be considered after lockdown.

04.30.11 Open Spaces and Village Green

a) Letters distributed to all households surrounding The Green end March. Four responses received to date including the School. Holding emails have been sent to each respondent.

Action: Clerk to send all responses to BMSDC officer for her to action

b) List of open spaces for DDNP required as part of the DDNP. Substantial list already started by Cllr Long which the clerk will enter online. *Action: All Councillors urged to consider any outstanding views or vistas that could be impaired to be included in the list and to advise the clerk*

04.29.12 Cemetery and Churchyard – Cllr Sneddon confirmed the existing cemetery seat is bolted to the plinth. *Action: Chair to look at moving it to the other plinth*

Churchyard – Note 3 Buckstone saplings planted in west corner of the churchyard to attract yellow Brimstone butterflies as a result of a Butterfly Conservationist from Eye seeing a pair in the churchyard. The PCC and grass cutters have been informed.

04.29.13 Defibrillator – *Action: Chair to lay one additional slab for volunteers*

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

Piping of the Lows – Original sketch received by clerk. We hope to get a full specification once the A14 improvements draw to a close as a local engineer is working on that project. We can then request other quotations.

Bird boxes – Investigative work done. Separate document Putting Up Nest Boxes for Birds distributed to all. Once lockdown lifted, we should be able to proceed providing we have some volunteers to site them.

Benches down The Lows and Jobs Lane - further choices sourced by clerk and distributed to all for consideration once lockdown eased.

Action: Chair to identify the exact Lows bench location and send image to Clerk in order to seek formal agreement from the landowner

Cllr Sneddon to seek permission re Jobs Lane together with previous action points re footpaths

04.29.15 Village Emergency Plan (VEP) including Palgrave Community Support Group (PCSG) – update from Cllr Cousins-Clarke as follows:- 50 responses to the VEP survey offering various skills covering different emergency scenarios. The PCSG has identified 86 vulnerable parishioners in the village and has about 20 volunteers within the Group. Masks and gloves will be distributed to all volunteers this weekend. The team delivered The Star as many of the usual volunteers are self-isolating. She is not aware of anyone in the village with Covid-19. The Chair expressed his thanks and gratitude to the whole team for the work they are doing in the Community.

04.29.16 Neighbourhood Watch – no update due to the lockdown.

04.29.17 Reports from PC representatives on outside bodies

a) Diss and District Neighbourhood Plan update – Cllr Cousins-Clarke confirmed work is now progressing well with the new consultant on board. The identification of Green Spaces is vital to the plan as minuted in 04.29.11 (b) above. A cycling / walking group has been formed for input on those aspects. A new website currently being set up. The 2018 identified vision and themes is being reviewed. It was considered very aspirational. £1800 is being returned as not utilised from the grant received in the last financial year. District Cllr Burn stressed the importance of engaging with the parishes involved. More helpers were required from each village.

b) PDCC update – Cllr Cousins-Clarke confirmed both the PDCC and its entrance gates are currently closed due to lockdown. The field is being used widely by residents for exercising. The Palgrave Star still being published as a vital link for many elderly residents. The Recycle Bins are not currently being regularly emptied at the PDCC.

Q: How can the PDCC operate without a Chair and Vice-Chair?

A: The Standing Orders allow for an individual committee member to Chair an individual meeting and this is working well

04.29.18 General Governance – The following policies were updated for review and approved: Standing Orders; Both Freedom of Information Documents. The Financial Regulations will be reviewed once online banking investigations are complete and a way forward agreed.

The Accounting Statement for the year ending 31 March 2020 was approved.

Part 2 of the AGAR - Certificate of Exemption- was approved and signed by the Chair.

Section 1 of the AGAR -Annual Governance Statement – was approved and signed by the Chair.

Section 2 of the AGAR - Accounting Statements 2019/20 - was approved and signed by the Chair.

The CIL statement for year ending 31 March 2020 was approved and signed by the Chair.

The Clerk confirmed the internal audit will be carried out remotely this year.

04.29.19 Finance

a) The following payments were made since the last meeting:

Chq no. 000254	£852.80	Caroline Emeny	Clerks remuneration
Chq no. 000254	£ 37.56	Caroline Emeny	Clerks expenses
Chq no. 000255	£131.88	H.M.R.C.	PAYE
Chq no. 000256	£ 28.50	Sharon Cousins-Clarke	Litter pick refreshments
Chq no. 000257	£ 30.00	P.D.C.C.	Donation to Palgrave Allstars
Chq no. 000258	£ 55.00	P.D.C.C.	Room Hire Jan – March
Chq no. 000259	£377.19	S.A.L.C.	Annual subscription

b) The following payments were approved:

Chq no. 000260	£568.83	Caroline Emeny	Clerks remuneration
Chq no. 000260	£160.24	Caroline Emeny	Clerks expenses includes facemasks and gloves
Chq no. 000261	£ 6.40	H.M.R.C.	PAYE
Chq no. 000262	£528.00	Excite Solutions	Grass Cutting March
Chq no. 000263	£304.06	BMSDC	Dog Bin emptying

c) The following receipts were noted: £130 Cemetery Income; £750 BMSDC Covid Grant; £8544.91 CIL money; £7385.00 Precept.

d) The Financial report for the period ending 31/3/2020 was approved and signed by the Chair.

e) The clerk updated everyone on NatWest e-banking and provided a brief report on responses received from other clerks. **Action:** Clerk to further investigate all options and report back

Note Cllr Long asked if we are in breach of our Standing Orders in regard to the £750 received through the Covid-19 grant, some of which has been spent. The Clerk confirmed an email had been distributed via SALC quoting ‘*that pragmatic solutions needed in order to provide support during the current crisis would override any technical breach of a council’s Financial Regulations or Standing Orders*’. The Chair confirmed he was aware of the activity and would ensure all necessary regulations are adhered to.

04.29.20 Clerks Report as follows – Various reports of fly tipping received back in mid March at the cemetery gate and at the entrance to the village on Lion Road, on Eastbound side near the pylon and additional items dumped at other points on Lion Road West. Another report of fly tipping late last week near the new development off Lion Road. Additional fly tipping in and around Priory Wood.

Action: Cllr Long to provide more information to the clerk re Priory Wood so she can report to BMSDC. The website is currently being reviewed and updated by the Clerk. The previous volunteer no longer provides any website support. Have to be compliant with the accessibility regulations by September. Part of that compliance will be an Accessibility Statement which the clerk still has to investigate. Some significant changes have been made. Clerk asked all present to review and feedback any comments. Working Hours are still running over and it was suggested this be monitored for possible review.

The following items of correspondence were noted:

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

18 March – BMSDC Scoping Report consultation email -open 18/3 – 24/4

14 April – BMSDC communication re Civil Parking Enforcement

04.29.21 Palgrave Star – content for next article already submitted by Clerk. She will continue to draft suitable articles during the lockdown.

04.29.22 Matters for information

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

04.29.23 Date of next meeting – It was agreed **not to** finalise the Meetings Calendar for the 2020 / 2021 year until normal meetings could resume. Meetings will be ad hoc as required for the foreseeable future.

The next meeting of the Parish Council is currently scheduled to take place by remote conferencing on Wednesday 10 June at 7pm. This is subject to change if restrictions are eased.

The meeting closed at 21.00 hours.

FINANCIAL REPORT – 08 April 2020

Current account Natwest Account No. Sort code

Statement Number 57 dd 31/3/20

	Bank statement balance	£53,070.90
	No receipts	
Uncleared Chqs	Chq no. 247	-£82.50
	Chq no.248	-£82.50
	Chq no. 249	-£82.50
	Sub Total uncleared cheques	£247.50
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£52,823.40