



[palgravepc@gmail.com](mailto:palgravepc@gmail.com)

## MINUTES of a MEETING held on Thursday 8 October 2020 at 7.30 pm by VIDEO / AUDIO CONFERENCE

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

**Also in attendance:** County Cllr Fleming for some of the meeting, District Cllr Burn for most of the meeting, 11 members of the public for some or most of the meeting, and the clerk, Mrs C Emeny.

The meeting started at 7.33pm due to connection delays.

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

**10.08.02 Apologies** – Apologies were received and accepted from Cllr Brown.

**10.08.03 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.

**10.08.04 Councillor Vacancies** –

There are still 5 vacancies on the parish council.

**10.08.05 Minutes of the Previous Meetings** –

The clerk confirmed that the Roles & Responsibilities of the Parish Council document under agenda item 09.10.18 was still outstanding and should be deleted from the list of approved documents on the minutes. The minutes of the meeting of 10 September 2020 were then approved and signed by the Chair via the doc-sign facility.

**10.08.06 Matters arising not covered elsewhere on agenda** –

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

**10.08.07 Public Forum** – the following reports were received for information:

- County Cllr Fleming reviewed the report sent to all earlier that evening which included the latest COVID updates, the Quiet Lanes initiative, electric charging points and 2021 school year applications. A full copy of the report is available on our website alongside the draft minutes. Cllr Weston proposed that Millway Lane was the obvious road in Palgrave to qualify under the programme, running the entire route to Redgrave. The deadline is 30 November - it was agreed to add this to the November agenda for further discussion  
*Action: Clerk to add to November agenda and complete online expression of interest in interim*
- District Cllr Burn reported as follows: -  
The Suffolk Advice and Support Service Helpline (SASS) T: 0800 068 3131 available 9-5 pm Monday – Friday for free confidential professional advice about mortgages, debt, housing, unemployment, benefits etc. Available throughout Suffolk. There has been a 75% increase in Suffolk residents claiming universal credit with £104K furloughed from work resulting in a large increase in the demand for foodbanks etc.  
He updated everyone on the latest BMSDC land supply figure confirming the figure had increased from a 5.66 year land supply to a very healthy 7.6 year land supply according to the current formulae. He warned that the Government White Paper on planning policy reforms includes a proposal to change the way the calculation is made which could have a detrimental affect on BMSDC and could quickly erode that figure.
- Members of the public – The Chair invited those members of the public wishing to speak to do so. Four members of the public spoke briefly about their concerns regarding the motion passed at the previous meeting. Points included: lack of response from specific Councillors who voted for the motion; irresponsible voting on a topic not fully understood by all Councillors; the implications for the whole of the DDNP; no discussion put forward as to the benefits of leaving; it was a democratic decision to join the DDNP and should be a democratic decision to leave; decision needs to be explained and justified to the whole village; the for and against arguments could be explained in

the Palgrave Star setting out the views of each side which would ensure everyone in Palgrave receives it; the timescales so far for a multifaceted project like the DDNP are not unrealistic. The Chair confirmed he would comment under agenda item 16a. He confirmed that the public do not have a right of reply in the public forum although he understood their concerns.

- There were no concerns received in advance by the clerk from Members of the public not present.

#### **10.08.08 To consider matters relating to planning for Palgrave -**

a) The following planning applications was discussed:

DC/20/04249 – Application for planning permission without Compliance of Condition : Removal or variation of conditions relating to approved DC/17/03178 dd 31/12/18: DC/20/01404; DC/20/02683 – Condition 2, plot 9 - approved plans and documents re addition of an extension to reconfigure internal layout to accommodate bedroom 2 and addition of porch @ Land to the East of Priory Road. The plans are currently for a 2 bedroomed bungalow but the proposed plans will result in a very large property on Plot 9, and the Parish Council expressed concerns that under Permitted Development (PD) Rights, any future owner could extend the property even further. The Parish Council all voted in favour to support the application on the proviso that any future extensions will have to apply for full planning permission and will not be allowed under normal PD Rights.

**Action:** Clerk to submit comments asap

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

DC/20/03869 – BMSDC does not wish to object to the Notification for works to trees in a Conservation Area @ Corner Cottage, Lion Road.

c) Any other planning matters that require urgent attention: District Cllr Burn was asked for an update on the Enforcement query DC/20/02350 regarding the visibility splay at the Container Storage Yard, Lower Rose Lane. A significant amount of the hedge has been removed which may be an attempt by the owners to comply with the visibility splay. Awaiting an update from the officer concerned.

**Action:** Clerk to expedite response again

#### **10.08.09 Suffolk Highways (SH), Speeding and Road Related Issues -**

a) An update received on 7 October was sent to all for information, summarised as follows: -

(i) Crossing Road 7.5t weight restriction: Informal consultation completed with a good level of support including the Police, who have asked for consideration to be given to introduce the same restriction on Priory Road. A question from the Passenger Transport Team enquired whether buses will be exempt to the restriction, which could lead to cost implications for school runs and public bus routes should they be diverted on to Crossing Road during road closures or traffic collisions. Highways have had a discussion with their Safety, Speed and Traffic Management Team regarding this issue and they have instructed to exclude buses from this restriction.

The Parish Council deliberated the information and voted to include a 7.5t weight restriction on Priory Road as well, which is also unsuitable for heavy vehicles. Questions were raised that if we are to include this now in the Traffic Regulation Order (TRO), will it end up costing us more money. It had been previously debated with only 1 request to date from a member of the public to have a weight restriction. The Parish Council is generally in favour of including Priory Road but must know the cost implications before agreeing to adding it to the list of projects. Concerns were raised about commercial coaches e.g. National Express having permission to travel across The Green. County Cllr Fleming thought they were excluded from the restriction.

**Action:** Clerk to query the cost implications and timescales if Priory Road is added at this stage and to clarify whether commercial coaches are included in the restriction

(ii) Lion Road & Upper Rose Lane 40mph buffers speed limits: Informal consultation completed with good level of support from residents and the Parish Council. However an objection has been received from Norfolk Constabulary who are overseeing consultations on Suffolk Constabulary's behalf. The rationale for the objection is that neither of the proposals meet any of their criteria, being relatively safe roads in both proposed locations with no reported injury collisions for over 10 years. On the Upper Rose Lane proposal, if the 40mph buffer zone was allowed, when leaving Diss (travelling west) you would drive from a 30mph limit into a National Speed Limit into a 40mph limit into a further 30mph limit all within approximately 0.5 miles which in their view is nonsensical and would only lead to confusing the drivers as to what speed limit they were currently in. Highways reply to their comments

were that the Safety, Speed and Traffic management team were content with progressing the 2 buffers at Palgrave.

The Parish Council agreed to move forward with the request for the 40mph buffers. Concerns were raised that if one end fails, i.e. Upper Rose Lane because of the concerns of the Norfolk Constabulary, does it mean that the Lion Road end will automatically fail as well, or could this still be passed?

**Action:** Clerk to seek clarification on the above question

(iii) St Johns bends signage: This was not mentioned in the update. The Clerk asked if the additional signage had been installed. A Parish Councillor confirmed nothing has been done to date. County Cllr Fleming agreed to chase this on our behalf.

**Action:** Clerk to expedite as well as a matter of urgency

b) The Clerk advised that all 3 Speed Indicator Devices were operating well. The Chair expressed his thanks to all the volunteers and to our data collector for his additional time and effort. The purchase of an additional battery was still outstanding which Cllr Long is to email the clerk about.

**Action:** Cllr Long to email

c) Any other Highways issues for discussion including flooding - the clerk is awaiting a reply from the Flood management team as there have been engineers on site for 2 days last week and an additional day booked in for this week. Cllr Long spoke with the workmen last week who think they have found the problem as there were broken bits of brick and tiles inside the drains but we await the full report.

#### **10.08.10 Ditches, grass, hedges and footpaths -**

The Clerk confirmed the hedges were being cut in accordance with the annual contract this week including the cemetery.

#### **10.08.11 Open Spaces and Village Green -**

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

**Action:** Clerk to ask if spare bollards have been located in the warehouse

**Action:** Clerk to request the working party to highlight the locations of the missing bollards

b) Priory Wood fly tipping and illegal accesses to wood – Clerk confirmed update received 28/9 confirming that BMSDC have sent letters to all residents bordering Priory Wood i.e. Clarkes Close and some of the Lion Road properties. BMSDC also confirmed that the Arboricultural officer has arranged for some works to reduce a Horse Chestnut tree in Priory Wood to a monolith, and that they will be removing a number of trees that will cause problems in the future due to the Lion Road development's fenceline at the edge of the wood. Cllr Long stated that he thought some of the trees in the wood are covered by Tree Preservation Orders (TPOs).

**Action:** Clerk to enquire as to what trees are covered by TPOs and respond to Cllr Long

c) Further information regarding the Open Spaces Society (OSS) was provided as follows by the clerk: Many Parish Councils are members of the OSS. Membership is £45 per annum. Whilst they can offer guidance, if a matter is controversial, they would always suggest using the legal profession for expert advice. The Parish Council voted unanimously to join the OSS.

**Action:** Clerk to instigate joining the OSS asap

#### **10.08.12 Cemetery and Churchyard –**

The Clerk confirmed Reverend Manning has requested for her husband to be buried in Palgrave cemetery and for a plot to be reserved alongside his for her future use. The Parish Council approved the request; the family did reside in Palgrave at some point regardless of the obvious links via the church.

#### **10.08.13 Parish Infrastructure Investment Plan (PIIP) –**

The following update was given by the Clerk: -

a) Lows ditch – Specification revised and 3 quotes requested which the clerk is awaiting receipt of.

**Action:** Clerk will expedite for the next meeting

b) Bench on the Lows – clerk did a video to clarify the exact location as the contractor could not meet at the last minute. Suggestion is to roughly cut the area so the lay of the land can be determined and a section then mapped out in order to move this project forward.

**Action:** To check if area cut and then agree who is to pace / map the area out in order to get a proper quote for required work – clerk to liaise with Councillors in this regard

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

Update received confirming the Response group are on standby in case of increased need again. Note post meeting that an article will be put in the Palgrave Star by the lead co-ordinator.

**10.08.15 Neighbourhood Watch –**

All signage now complete. No further update.

**10.08.16 Reports from PC representatives on outside bodies -**

a) Diss and District Neighbourhood Plan (DDNP) update – Cllr Weston confirmed he was unable to give a full update at present on the motion voted for at last month’s Parish Council meeting. He attended the last DDNP meeting and appraised them of the situation. He confirmed that as a Parish Council he and the clerk are having to undertake a lot of background work re the consequences of that decision. Cllr Long stated we should look to do our own Neighbourhood Plan or join a neighbouring village. The Chair responded that we cannot do anything until we know the consequences of the motion. County Cllr Fleming added that the DDNP has received Government funding on the assumption that Palgrave was part of the process. She added it was highly unlikely that more funding would be available to Palgrave to then go it alone. The Chair apologised to all members of the public present that he was not able to provide any further updates at this stage due to the complexity of the matter.

b) PDCC update :- The Chair confirmed the Parish Council (PC) is conscious that there is no longer a representative on the PDCC and that with such a small number of Councillors, it is currently very difficult to provide a representative. He confirmed the PC will nominate someone as soon as it is physically possible.

**10.08.17 General Governance –**

The following policies were reviewed and approved: Document & Electronic Data Retention Policy and the Dispensation Policy; The Roles & Responsibilities of the Parish Council will be updated showing a vacancy for the PDCC as reported in 16b above. The Clerk explained that the current approved Standing Orders have 2 glaring errors which she apologised for, items 7a and 26b being the relevant sections. She confirmed that these specific sections of our Standing Orders are not currently workable as they do not allow for a minimal PC as we currently have and therefore thought needs to be given as to what number is to be inserted in both sections. Various wording was discussed and unanimously agreed by all, that if permissible, the wording will be altered to read “a majority of Councillors in office” under both sections which would negate the need for any future amendments.

**Action:** Clerk to check with SALC whether the above wording is permissible and to update all next month

**10.08.18 Finance**

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

£576.80	Caroline Emeny	Clerks remuneration
£ 56.49	Caroline Emeny	Clerks expenses including travel & laptop repair
£ 60.00	Community Action Suffolk	Website annual renewal fee inv 551921
£528.00	Excite Solutions	Invoices re Grass Cutting 14/8 invoice 1278

Signing of the Schedule of Payments will be done by Cllrs Weston and Cooper.

b) Cemetery income £375.00; 2<sup>nd</sup> half of BMSDC precept received £7385.00 and CIL income £3798.01

c) The Financial report for the period ending 30/9/2020 was presented for approval. Cllr Cooper agreed to sign the document.

**Action:** Clerk to arrange remote signature asap

**10.08.19 Clerks Report –**

The Clerk reported it remains as busy as ever and she is endeavouring to keep up to date. A lot of time has been taken up with the ramifications of the motion voted on last month.

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

**10.08.20 Palgrave Star –** content for November edition – Clerk and Chair to agree content.

**10.08.21 Matters for information -**

The question of Remembrance Sunday was raised and whether there would be a Councillor present.

Cllr Sneddon agreed to represent the PC on this occasion. The Clerk is to purchase a wreath asap for the service.

**Action:** Clerk to arrange purchase of wreath & delivery to Cllr Sneddon for the service

The Chair thanked all the members of the public for their attendance.

**10.08.22 Date of next meeting** – The next meeting of the Parish Council will take place at 7.30pm on Thursday 12 November at 7.30pm via video / audio conferencing as previous. There being no other business the meeting was closed at 9.11 pm.

### FINANCIAL REPORT – 30 September 2020

Current account Unity Trust Bank Account No. .... Sort code .....

Statement Number 003 dd 30/09/20

	Bank statement balance	£50,803.01
Uncleared Chqs	Chq no. 256	-£28.50
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£50,774.51