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Minutes of a Meeting held on Thursday 11 March 2021 at 7.30 pm by Video / Audio Conference

Present: Cllrs Bremner, Collins, Cooper, Dingle, Fausset, Forster, Prendergast, and Shirley-Smith.

Also in attendance: County Cllr Fleming and District Cllr Burn for some or most of the meeting, and the clerk, Mrs C Emeny. There were 3 members of the school board present, and 3 members of the public.

03.11.01 Opening – The Chair and Vice-Chair were not present. An acting Chair was appointed in Cllr Fausset who welcomed everyone to the meeting. Attendees were reminded of the virtual meeting protocol.

03.11.02 Apologies – Cllr Pudney and Weston (Chair) had sent in their apologies which were unanimously approved. Cllr Sneddon had technical difficulties and was unable to join the meeting telephonically despite repeated attempts.

03.11.03 Declarations of Interest and Dispensations – There were no declarations of pecuniary or non-pecuniary interest declared. Councillors were reminded of their obligations under the Suffolk Code of Conduct.

03.11.04 Minutes of the Previous Meetings – The minutes of the meeting of 11 February 2021 were approved and signed by the Acting Chair for sending to the Clerk.

03.11.05 Matters arising not covered elsewhere on agenda – There were no outstanding matters not elsewhere on the agenda.

03.11.06 Public Forum

- County Cllr Fleming reviewed her report, previously circulated.
- District Cllr Burn had nothing new to report.
- Members of the public – the partial 'wilding' of some of The Green near the pond was raised. As this is an agenda item, comments in relation to that are minuted under that reference.
- Members of the public not present – a question had been raised with the clerk about the provision of an additional bus stop near the new estate on Lion Road. The clerk had responded directly to the parishioner in this regard.

03.11.07 Open Spaces and Village Green

a) We have officially been notified by BMSDC that The Green, which is registered as a Community Asset, is for sale by the owners. We have a Right to Bid for it. The clerk has been in discussions with BMSDC pending tonight's meeting and it was agreed that the best course of action was to confirm our possible interest and thereby trigger the 6-month moratorium which effectively gives the PC six months to a) make a decision and b) raise funds if they wish to put in a bid. Cllr Fausset welcomed the attendees from the Tillian Organisation and asked for their comments. The overall feeling was that The Green was better in our control than an absentee owner, acknowledging there will be costs involved with any potential ownership. It was also agreed that the PC and the School should work together on this. A motion was then put to vote to find out what it is worth on the open market before making any further decisions. This was unanimously approved. The Clerk confirmed the tree works as per the recent planning application should be completed in April. The school were thanked for their input and attendance.

Action: Cllr Bremner to make enquiries with local agents Durrants for a valuation

b) A brief update on the protection of The Green project was given by Cllr Shirley-Smith. He acknowledged it was an emotive subject for residents with varying views. One resident had said they had never been contacted by the PC in this regard. The Clerk confirmed she had hand-delivered letters to each house on The Green in March 2020, detailing concerns about the general wear and tear and had requested direct feedback, from which very few responses were received. Our contact at Public Realm at BMSDC was unavailable for tonight's meeting but has been invited to the April meeting to explain to all our Councillors exactly what they are / are not responsible for, what powers they have, if any, and to review the bollard scheme. It was agreed this item be pending until April for further discussion.

Action: Clerk to ensure S Berry from Public Realm attends the April meeting

c) Possible 're-wilding' of some of the Green near the Pond as raised in the Public Forum. This had previously been approved by the PC in early 2020 but had since stalled due to the pandemic with no clearly defined area given to the Clerk to carry this forward. JMcC confirmed she had produced a draft area south of the pond with paths through to the Jubilee Bench and will send this to the Clerk and Cllr Shirley-Smith who will liaise with the grass contractors to ensure it is adhered to. The plan is to let the grass grow a bit longer every other month or so to encourage insects, bees, butterflies etc.

Action: Clerk to liaise with JMcC and Cllr S-S and purchase / produce simple signage confirming the grass is intentionally being left to grow longer

03.11.08 To consider matters relating to planning for Palgrave:

a) The following planning applications were discussed:

DC/21/00807: Erection of a single storey extension @Laison House, Priory Road – the Parish Council voted to unanimously approve this application.

DC/20/05763: Use of land for the siting of 4 'Off-Grid' Holiday Units, erection of replacement stores / housekeeping building, installation of PV panels, upgrading of existing access and track, new low-impact parking area and foul drainage @ Land at Ling Road. It was noted this is a designated green space in the DDNP which would offer an element of protection in the future, but as the DDNP is not finalised, this is not yet the case. Many different concerns were raised by Councillors and members of the public present and through various emails to the Clerk, including the use of The Ling, ecological aspects, the dangerous siting of the proposed entrance, light pollution, lack of manager onsite to police holidaymakers etc.

The Parish Council voted unanimously to object to this application.

Action: Clerk to lodge the necessary responses to both applications

b) To note the following planning applications determined by the local planning authority:

DC/21/00187: Discharge of condition 9 Construction Management @ Land to the rear of Kyloe, Priory Rd, planning permission granted.

DC/20/05810: Variation of condition 2 to allow Plot 1 to include a sunroom @ Land to the East of Priory Rd. planning permission granted.

DC/21/00282: Erection of agricultural barn and field shelter @ Elm Vale Cottage, Denmark Hill, planning permission granted.

c) Any other planning matters:

DC/21/01101: Erection of 2 units (café / restaurant / hot food / takeaway drive through) with associated works @ Land at a140/a143 Junction Bridge, Scole By-Pass, Stuston IP21 4AL. The PC is not a consultee on this application but can still lodge a comment as an adjoining parish. District Cllr Burn, on behalf of the DDNP, offered to put in a response on behalf of all parishes by the DDNP. He stated that the land acquired stretches as far as the tree line, approx. 100 metres from the current application. The access is on land owned by Scole Parish Council. Multiple concerns were raised including light pollution, litter (which has become a real concern from the garage / M&S development across the road), and the urbanisation of a rural situation. It was unanimously agreed to submit an objection to this application.

Action: Clerk to liaise with Cllr Fausset re a suitable response to this application

Update re EN/21/00059 enforcement regarding the new vehicle access created on Ling Rd. The Clerk confirmed that despite District Cllr Burn intervening, no further update had been received from the enforcement officer.

Action: District Cllr Burn will expedite this yet again on our behalf

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

a) There were no further updates available on the 4 Highways projects due to the 14-week lead time.

b) SIDs update – Cllr Fausset reviewed his report from the data download, précised as follows:

Denmark Hill - average speed unchanged at approx. 33mph in both directions. Still a marked difference between traffic volume in each direction. Northbound/downhill 429 vehicles/day; Southbound/uphill 138 v/d.

Lion Road - average speed very similar in both directions, approx. 34.5mph. 20% of traffic is >40mph

Eastbound vs about 18% Westbound. 119 vehicles in a week exceeded 50mph Eastbound vs 40

Westbound, mainly rush hour (especially 8-9am). As with Denmark Hill, the SID recorded very different

traffic volumes in each direction: around 460 v/d Westbound out of Palgrave vs 840 v/d Eastbound into Palgrave. This is consistent with the higher Northbound volumes found on Denmark Hill, suggesting higher traffic levels from BSE heading into West Diss/Roydon, while some traffic avoids Palgrave in the opposite direction, perhaps to avoid right turns. Volumes Eastbound on Lion Road are higher pm, which is consistent with this hypothesis.

It was agreed to send the report to our police contact for any further ad hoc speed monitoring by them.

Action: Clerk to send report to all including the police

c) Concerns over large lorries driving through the village had been raised by Cllr Pudney. The weight restrictions on Priory Road and Crossing Road should make a marked difference to this when they come into force. All residents are encouraged to report any HGVs direct to Suffolk Highways, full details of how to do this are on the home page of our website or can be found here:

<https://www.suffolk.gov.uk/roads-and-transport/lorry-management/report-a-heavy-goods-vehicle-incident/>

Flooding remained an issue – the Clerk read out a response received that week from the Flood Management Team.

03.11.10 Ditches, grass, hedges and footpaths – There were no updates to note.

03.11.11 Quiet Lanes (QLS) initiative update – Cllr Fausset confirmed all criteria met and awaiting outcome of the public consultation.

03.11.12 Cemetery and Churchyard – The clerk gave an update on the quotes and advice received to date regarding the cemetery gateposts and gates. Further emails to be sent in this regard by the Clerk. The holes in the churchyard wall are still o/s due to the bad weather.

Action: The Clerk to ensure churchyard wall repairs are carried out when the weather permits

03.11.13 Spring Litter Pick – Cllr Forster confirmed all going ahead with more than 30 volunteers. Extra equipment was being sent out from BMSDC. The abandoned trolleys near The Spinney were discussed. It was suggested that the supermarkets may have a duty of care to remove any stray shopping trolleys. Expanded areas of the village were being included in this litter pick, more outlying lanes which was seen as a positive move to tackle the litter problem.

Action: Clerk to ensure Risk Assessment is prepped ahead of the litter pick and sent to Cllr Forster

03.11.14 Parish Infrastructure Investment Plan (PIIP)–

Update on the Lows Ditch project – work has been started, the path widened and ditch made deeper as per the specification. The Chair had been down to review the work earlier in the week.

Bench on the Lows – The Chair had produced a basic specification to prepare the small area of land for the laying of Grassblock as suggested at last months meeting. Note Grassblock is approx. £34 / m2.

The current contractor had provided a quote to prepare the land. PCs felt this was a lot of money and further quotes are to be sought. Cllr Shirley-Smith to help the clerk in this regard.

A final three bench option to be presented at the next meeting by the Clerk.

Action: Clerk to liaise with Cllr S-S re above and have 3 final bench choices for the next meeting

03.11.15 The Palgrave Community Support Group (PCSG) – The PCSG is still on call with volunteers available.

03.11.16 Reports from PC representatives on outside bodies -

a) Diss and District Neighbourhood Plan (DDNP) update by Cllr Dingle – It is approx. 8 weeks until the final plan is released. Wider public knowledge of it was helped by the article in The Star. Land owners of nominated green spaces and heritage assets need to be contacted which is proving difficult.

Action: Clerk to suggest to Cllr Dingle as to who may be able to help her with contact details

b) PDCC – Their AGM is next week. No Councillor volunteered to be our representative on the PDCC committee.

03.11.17 General Governance –

The Personnel Committee Terms of Reference were approved and adopted. The following documents were reviewed and agreed; updated Register of Assets and the Statement of Internal Control were both approved for signing by the Chair; The Risk Assessment – Assets and Risk Assessment – Financial were both approved.

03.11.18 Finance

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

£ 760.94	Caroline Emeny	Clerks remuneration and holiday pay
£ 42.50	Caroline Emeny	Clerks expenses incl. ink cartridges
£ 23.34	H M R C	PAYE / NIC
£ 1190.70	Suffolk County Council	Street light invoice 9502606 for 1/4/20 – 31/3/21

The 2 Councillors to sign the Monthly Schedule of Payments re the above were agreed as Cllrs Cooper and Shirley-Smith.

- b) Receipts – cemetery income £75, VAT refund £1062.44
- c) The Financial report /bank reconciliation for the period ending 28/02/21 was presented for approval. Cllr Cooper to sign the document.
- d) The Budget variances were noted as per the accounts spreadsheet previously circulated.
- e) The internal auditor was approved as Trevor Brown, the same auditor we have used for several years. Price remains unchanged at £150. The Clerk explained the difference between an internal and external auditor, noting we will have an external audit this year due to the CIL money received in the current financial year.

Action: Clerk to arrange remote signatures asap of documents listed under a, c and above

03.11.19 Clerks Report –

The clerk had nothing specific to report. A survey response to how sport facilities in the wake of the pandemic have been affected is still o/s – the Clerk to resend to all for input so this survey can be completed. Still attending the monthly Clerk networking events whilst in lockdown with another next week.

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

03.11.20 Palgrave Star – issues to include are agreed as: thanks to the school, planning applications, reporting problems to Highways, wilder area on The Green, recycling, electric vehicle charging point at PDCC, and enjoyment of our green spaces.

03.11.21 Matters for information –

There were no matters for consideration.

03.11.22 Date of next meeting – The next meeting of the Parish Council will take place at 7.30pm on Thursday 8 April 2021 at 7.30pm via video / audio conferencing as previous. A date for the Annual Meeting of the Parish (APM) and the Annual Meeting of the Parish Council (PC- AGM) was agreed as Tuesday 4 May. The first meeting (the APM) will start at 6pm. The latter meeting (the PC AGM) will start at 7.30pm to allow a decent break between the two meetings. Note the Clerk cannot make Thursday 6 May due to her 2nd vaccination booked that evening. It was agreed to bring these meetings forward by one (1) week to enable them to be held virtually. The current rules mean virtual PC meetings can only be held up to and including the 6 May 2021. They must be physical meetings from 7 May onwards. The rules may change between now and May but it was felt a decision needed to be made now in this regard.

There being no other business the meeting was closed at 10.00 pm.

FINANCIAL REPORT – 28 February 2021

Current account Unity Trust Bank Account No. Sort codeStatement Number 009 dd 28/02/2021

	Bank statement balance	£47,145.04
	No payments outstanding	
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£47,145.04