



palgravepc@gmail.com

MINUTES of a Meeting held on Thursday 14 January 2021 at 7.30 pm by Video / Audio Conference

Present: Cllr Weston (Chair), Cllrs Bremner, Collins, Cooper, Dingle, Fausset, Forster, Prendergast, Pudney, Shirley-Smith & Sneddon.

Also in attendance: District Cllr Burn, County Cllr Fleming and 2 members of the public for some or most of the meeting, and the clerk, Mrs C Emeny.

01.14.01 Opening – The Chair welcomed everyone to the meeting, confirming it was not being recorded.

01.14.02 Apologies – There were no apologies as all present.

01.14.03 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.

01.14.04 Minutes of the Previous Meetings –

The minutes of the meeting of 10 December 2020 were approved and signed by the Chair for sending to the Clerk.

01.14.05 Matters arising not covered elsewhere on agenda –

There was only one matter arising being a possible defibrillator shelter / solution to bird excrement which the clerk will continue to investigate. Any others o/s matters are covered on the agenda.

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

- County Cllr Fleming's report was issued to all earlier that day. She stressed how stretched the county was with flooding issues over the recent weeks and reminded all of the Post-16 Travel consultation opening on 16 February, detailed on her report.
- District Cllr Burn reminded everyone about his Locality Budget which can make grants to local projects. He must receive any applications by mid-February with the money being spent by 31 March, although this *may* be extended in the current circumstances. The brown bin service is temporarily suspended due to staff illnesses. All BSMDC vehicles will eventually change from diesel to hydro treated vegetable oil as part of their commitment to reduce the carbon output.
- Opportunity for members of the public to raise any concerns about the Quiet lanes Project. It is minuted that there were no concerns raised. We have therefore complied with the requirement for a public meeting as well as the need to advertise and individually leaflet the appropriate areas.
- Members of the public – There were one question from a member of the public present regarding the erosion of the pond bank on The Green and the urgency of approving the work to the related tree.
- Members of the public not present – no questions had been submitted to the clerk.

01.14.07 To consider matters relating to planning for Palgrave –

a) The following planning applications were discussed:

DC/20/04370: Use of land for the siting of a double mobile home as permanent residence @ Plot 6, The Woodyard, Upper Rose Lane – the Parish council voted unanimously to reject this application on the following grounds: (i) outside of the village boundary (ii) not a site identified for development on the emerging DDNP (iii) not identified as being suitable for development in the BMSDC Local Plan (iv) fill in residences have previously been disallowed between Palgrave and Diss thereby maintaining Palgrave's identity and uniqueness (v) will create a precedent if allowed. It was noted there have been several enforcement issues at this site over the years with no planning application ever received by the PC for any of the current caravans on site.

DC/20/05532 Notification of Works to Trees in a Conservation Area and protected by a preservation order @ Land at Pond and The Green. Note 11 trees affected – work being carried out on behalf of the owners of The Green- to reconsider this application in light of the report received from an independent expert. It was agreed to set up a task and finish working party to meet with the various people in regard to this application in order to achieve the best possible outcome for the trees identified on the

application. The Clerk will submit an additional comment to that effect but noting that the tree causing the bank erosion at the pond is approved as urgent. The working party consists of Cllrs Fausset, Dingle and Shirley-Smith and have the authority to manage the works to the trees on behalf of the PC. The Clerk to reconfirm the contact details to them in order to proceed.

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

DC/20/05298 Installation of Red Light Safety Equipment (RLSE) – approval given @ Land on south side of Palgrave Level Crossing

DC/20/04117 & 04116 –Alterations to storage building and erection of 1 x storage building (following demolition of existing storage building) and erection of wall and security gate – listed building consent and planning permission granted in both instances subject to various actions on both counts @ Bridge House, Denmark Hill

c) There were no other planning matters that required attention.

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

a) An update was issued to all earlier that week re the four Highways projects. The Chair noted their lack of action was disappointing. County Cllr Fleming confirmed she will be addressing the issue with Andrew Reid, portfolio holder for Highways. It was noted there are many damaged road signs throughout the county. Only essential signage will be replaced; low priority non-mandatory signs are generally not replaced at County expense, although councillors LHBs may be used for this purpose. County Cllr Fleming suggested we compile a list of all the damaged signs in and around the village.

b) SIDs update and any other information - The Clerk confirmed we have another SID volunteer but he will be on hold until it is safe for him to participate. Upper Rose Lane team working well. It was agreed to purchase 2 more SID batteries as well as one other battery charger.

Action: Clerk to purchase as above. Delivery to the Chair as previous.

c) There were no other Highways issues for discussion.

01.14.09 Ditches, grass, hedges and footpaths –

There were no immediate concerns for discussion.

01.14.10 Open Spaces and Village Green -

a) Cllr Shirley-Smith has identified the missing bollards on The Green. The Chair is to send him an up-to-date map so he can pinpoint appropriately, and if necessary, the physical map. The Clerk to then be updated with this information.

Action: Clerk to ensure updated map received to forward to BMSDC

b) The Clerk has reported 3 incidents of fly tipping in our open spaces including the rubbish at The Spinney. A local resident issued the clerk with an update this week and is dealing with the latter on our behalf, talking to the landowner and the Waveney Trust about clearing the 2 separate lots of rubbish near this area. It was also noted there was a litter issue around St Johns on Lion Road with 3 bags of rubbish recently dumped near the roadside.

Action: Clerk to contact St Johns requesting their staff be aware of discarded litter near their work

c) Cllr Dingle reported she had put in an application to the Woodland Trust for 50 trees but needs to contact local landowners for any uptake and also the PDCC.

Action: Clerk to Clerk to add note to Palgrave Star about this initiative and give her co-ordinator details for the Suffolk Tree Warden Network

01.14.11 Quiet Lanes (QLs) initiative update –

As confirmed in the Public Forum above, we have now complied with all the requirements. Cllr Fausset will progress it to the next stage. He suggested, and it was approved, that Ling Rd be withdrawn from the application as it does not comply with all the requirements. Priory Road has had a preliminary validation by SCC. Millway Lane will be deferred to Wave 2 of the project alongside Wortham as they overlap.

01.14.12 Cemetery and Churchyard –

The Chair updated everyone on the points discussed at the earlier Cemetery Committee meeting. Cllr Pudney agreed to join the Cemetery Committee with immediate effect so filling the requirement for another PC. The Terms of Reference are being amended and will be presented at the next meeting for approval. The Committee will oversee general repairs required in order to maintain the cemetery in an acceptable condition. It was confirmed the new bench was in situ in the cemetery and will be added to both the asset register and our insurance.

The latest 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*

01.14.13 Parish Infrastructure Investment Plan (PIIP) –

Update on the Lows Ditch project – the Clerk confirmed all Health and Safety concerns had been addressed, budget approved, Public Realm contacted in case this was legally required, and that work should commence Monday 8 February, weather permitting. The first task will be to scrape back each side of the footpath to regain its original full width. Men at Work Signage will go up the week before. Information will be published in the Palgrave Star informing all parishioners. The footpath will *not* be closed while work is carried out.

Action: *The Chair to ensure Cllr Bremner has the additional new green sign to put up asap*

Bench on the Lows – The Chair still to draw up job specification in order to obtain quotes. Suggested benches had been distributed but the Chair felt they were inadequate - they need to be very sturdy so they would be impossible to move once in situ (like big blocks of wood). Clerk to review again.

Action: *Chair to draw up job specification. Clerk to investigate sturdier bench design for consideration*

01.14.14 The Palgrave Community Support Group (PCSG) –

The PCSG is still on call and all volunteers on hand for any assistance required.

01.14.15 Reports from PC representatives on outside bodies -

a) Diss and District Neighbourhood Plan (DDNP) update – Cllr Dingle attended the latest meeting as our new representative. She stressed the importance of feedback on the ‘Important Views’ around Palgrave and urged all PCs to respond about this. Sufficient justification is required as to why the views are to be included in the DDNP. This task needs completing by her by end January. It was noted by the Clerk that there is an allowance of £400 in the budget under Finance which is allocated to the DDNP.

Action: *Cllr Dingle to resend link to all PCs for urgent feedback within the next week*

01.14.16 General Governance –

It is minuted that Cllr Pudney is now on the Cemetery Committee and it’s revised Terms of Reference will be presented for approval at the next meeting.

01.14.17 Finance

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

£ 881.76	Caroline Emeny	Clerks remuneration and holiday pay
£ 37.50	Caroline Emeny	Clerks expenses including travel
£ 36.54	The Sign Shed	SHED716019 re Lows signage
£ 34.60	H M R C	PAYE / NIC

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

b) Receipts noted as Cemetery income of £200.

c) The Financial report for the period ending 31/12/2020 was presented for approval. Cllr Dingle agreed to sign the document.

d) The budget variances were reviewed in the most up to date financial document sent out before the meeting. The precept was voted on and unanimously approved as initially discussed last month at £16,000. Note the agreed budget document will be available on the website with the minutes.

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

Action: *Clerk to ensure Precept form is signed by the Chair and Clerk and submitted asap*

01.14.18 Clerks Report –

The Clerk reported it remains very busy with hours fully utilised each month. Monthly Clerk networking events continuing into 2021 which are always a good opportunity to discuss any particular issues with other clerks and SALC. Nothing further to report.

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

01.14.19 Palgrave Star – content for February edition noted throughout the meeting for Clerk to draft.

01.14.20 Matters for information -

Cllr Sneddon asked if we could purchase another dog bin to be sited near the centre of the village. Cllr Pudney confirmed she has a spare grey bin in her shed but is uncertain what classification it can be used for.

Action: *Clerk to liaise with Cllr Pudney for confirmation and all PCs to consider the need for an additional dog bin and suitable location for next meeting*

Pursuant to the Public Bodies (admission to meetings) Act 1960 the meeting was then closed to the public and press to consider staffing matters

01.14.21 Personnel Committee update - The Chair updated everyone on the meeting that took place last week, the minutes of which are now available on the website.

01.14.22 Date of next meeting – The next meeting of the Parish Council will take place at 7.30pm on Thursday 11 February 2021 at 7.30pm via video / audio conferencing as previous.
There being no other business the meeting was closed at 9.40 pm.

FINANCIAL REPORT – 31 December 2020

Current account Unity Trust Bank Account No. Sort code

Statement Number 005 dd 30/11/20

	Bank statement balance	£48,203.76
Uncleared Chqs	Chq no. 256	-£28.50
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£48,175.26