



palgravepc@gmail.com

Minutes of a Meeting held on Thursday 8 April 2021 at 7.30 pm by Video / Audio Conference

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

Also in attendance: County Cllr Fleming and District Cllr Burn for some or most of the meeting, and the clerk, Mrs C Emeny. There was 1 Invited guest present from BMSDC, and no members of the public.

- 04.08.01 Opening** – The Chair welcomed everyone to the meeting. Attendees were reminded of the virtual meeting protocol.
- 04.08.02 Apologies** – Cllr Sneddon continues to experience connectivity problems and was unable to join the meeting telephonically.
- 04.08.03 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.
- 04.08.04 Minutes of the Previous Meetings** – The minutes of the meeting of 11 March 2021 were approved and signed by the Chair for sending to the Clerk.
- 04.08.05 Matters arising not covered elsewhere on agenda** – There were no outstanding matters not elsewhere on the agenda.
- 04.08.06 Public Forum**
- County Cllr Fleming reviewed her report, previously circulated. She also updated all on the 4 Highways projects – note this is minuted under item 04.08.08 for uniformity.
 - District Cllr Burn confirmed the BMSDC Joint Local Plan had been submitted to the Secretary of State for examination. This will replace the previous 1998 plan, the 2008 Core Strategy and 2012 Focussed Review, if approved. It has been difficult to apply the full range of development control policies when determining planning applications because the National Planning Policy Framework has deemed a number of them to be out of date. The examination timetable is not within our control but the hope is that we will be able to adopt the Plan by this time next year. It will then become the blueprint for how BMSDC balances the delivery of housing growth, the size of which is set by government, important infrastructure and essential employment, while safeguarding our natural and historic environment until 2037.
- BMSDC have received part of £100M National Leisure Recovery Fund grant from the Government designed to allow leisure centres to plan reopening with certainty from 12 April for individual socially-distanced use, provided Covid circumstances at that time permit. It forms part of the Government's commitment to 'building back fitter' and will be managed by Sport England. The money will be split amongst 266 local authorities in England. Our share will be £375,000, possibly across both Mid Suffolk and Babergh District councils. Mid Suffolk operates leisure centres in Stradbroke and Stowmarket.
- Members of the public – there were no members of the public present to raise any questions.
 - Members of the public not present – no questions had been raised with the clerk prior to the meeting.
- 04.08.07 Open Spaces and Village Green and the Environment**
- a) The Clerk updated everyone on the situation regarding the possible purchase of The Green. Strutt and Parker, as agents for the owners, were being very unhelpful and confirmed the owners did not and will not be quoting an asking price for The Green. BMSDC had consulted with their legal department who confirmed this was in order and that they are not obliged to provide an asking price. The owners wish us to approach them with an offer. Their agent referred us to a piece of land in Essex that was recently purchased by a Parish Council. The 6-month moratorium lasts until 2 September by which time we must make a decision. Durrants had quoted between £1K - £1.5k just to provide an official valuation.
- Action:** Clerk to discuss with Helen Bateman (BMSDC) as to the exact process in step by step detail and to enquire with other land agents to obtain a valuation. Cllr Bremner to liaise with Durrants again re same

The Chair introduced Sharon Berry (SB) from BMSDC's Public Realm department to advise and inform us on our protection plan for The Green. He gave a brief résumé of the plan to date. Many of the bollards are beginning to rot, some are missing, the corners of The Green are being eroded by traffic as well as illegal car parking in certain areas of The Green. The corners were not initially protected by the bollard scheme. SB confirmed she had paid a site visit with an engineer to review our plan, who suggested the soil be pushed back to expose the kerb at the Church Farm Close corner rather than put bollards in at that section. If it is only a small quantity of bollards, SB can possibly get the work done. SB has a new manager with different views so a discussion required in order to determine the way forward. BMSDC have powers to put the management scheme in place and stop cars coming onto The Green. In terms of funding there is potentially external CIL money available that could be bid for. Bids are required annually by May and October deadlines. SB confirmed there are many legal requirements when carrying out any work on Village Greens.

There was discussion about illegal parking on The Green: more information will be provided to the clerk for onforwarding to SB in this regard who may impose fines for any illegally parked vehicles. It was agreed for a series of steps to be carried out: a) include something in the Palgrave Star to remind all residences about parking; b) write to all residents once more; c) Councillors to engage with residents in door-to-door conversations.

Action: Clerk to get vehicle and address details to pass on to SB re illegal parking. SB to discuss with manager and revert with suggestions to move this forward. Clerk to write to all residents again explaining the protection scheme and to ask for their co-operation and include in the Star

Note tree works are being carried out 9 April on behalf of UK Power Networks. Cllrs Dingle and Shirley - Smith to be on site to ensure the correct works are carried out.

b) Cllr Shirley-Smith confirmed the agreed area near the Pond will be cut every other month, and not 're-wilded' as such as we have no expertise in this area. The Clerk advised an email received today from BMSDC offering possible help with this in terms of advice and wildflower seeds. It was agreed signage was not required as we had explained the scheme in The Palgrave Star article.

Action: Clerk to investigate further with BMSDC re (b)

04.08.08 To consider matters relating to planning for Palgrave:

a) There were no applications to consider.

b) To note the following planning determination as received by the local planning authority:

DC/21/00807: Erection of a single storey extension @ Laison House, Priory Road -planning permission received

c) Any other planning matters:

EN/21/00059, Ling Road, Palgrave, report received from BMSDC confirming retrospective planning permission is required for the new access that has been built.

The Chair and Clerk have submitted 2 responses under delegated powers to applications received this week as follows: DC/21/01981 Application for Reserved Matters re appearance, layout and landscaping at Land off Lows Lane – No comment submitted; DC/21/01591 Application for Listed Building Consent at Shangarry House, The Green – approved.

d) Update on the Joint Local Plan submission by BMSDC – this was provided by District Cllr Burn in his report under item 04.08.06.

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

a) County Cllr Fleming confirmed updates on the 4 Highways projects as follows:-

- Access Road No Entry – approved and waiting on commercial checks, then work will be ordered
- 40 mph zones – awaiting cabinet member and senior highways officer sign off, should be very soon
- Crossing & Priory Roads HGV weight limits – Draft TROs approved, publishing for consultation on 12 April to run until 4 May
- St John's Bends Warning Signage – Construction scheduled for next week, 13/ 14 April

b) SIDs update – last report was sent to our police contact who did another speed check and will follow this up with a second one. He requires data for Upper Rose Lane SID to confirm his findings. Cllr Fausset to arrange to this to enable data collection.

Action: Cllr Fausset to enable data from Upper Rose Lane SID

c) There were no other Highways matters.

- 04.08.10 Ditches, grass, hedges and footpaths** – The three buddleia bushes down The Lows need urgent lopping to 9". **Action:** Clerk to ask Lows ditch contractor if he can do this work f.o.c. or for a small fee
- 04.08.11 Cemetery and Churchyard** – Churchyard - holes in the flint wall should be repaired soon as discussed clerk / volunteer two weeks ago. **Action:** Cllr Cooper to re-confirm this if she sees him
Cemetery – Clerk gave update on proposed repairs / restoration of gate posts and gate. It was unanimously approved to order the works as per the 2 quotes received and as suggested by the original manufacturer of the gates etc. Total spend £660 & vat. Gateposts will be restored with lead bonnets added for protection from the rain. The gate will be repaired. It was acknowledged that the gate may need replacing in a few years but agreed overall that this was a suitable solution to date.
Action: Clerk to order the works to be carried out asap
- 04.08.12 Spring Litter Pick** – Cllr Forster gave a brief update on the successful litter pick. There were over 30 volunteers of which 8 were new, including 4 PDCC Trustees. Over 40 bags of rubbish were collected. The Chair thanked him and all the volunteers for this vital community effort. Residents can pick litter at any time, it does not have to be limited to the bi-annual events and anyone can form a group of volunteers. Cllr Foster still has plenty of bags he can give out. Note special yellow tags / labels can be requested from BMSDC to attach to litter bags to enable collection with their normal refuse collection.
- 04.08.13 EV Charging Point** – After discussion it was agreed this may be something to consider in future years. It was suggested that this may be something the DDNP could achieve as a joint community collective between the various parishes. District Cllr Burn to add this to the next DDNP meeting.
Action: To add to the agenda in approx. 12 months' time and DDNP to discuss
- 04.08.14 Parish Infrastructure Investment Plan (PIIP)–**
Update on the Lows Ditch project – work very nearly complete, one small section to finish at the Palgrave end before sign off. The path is much wider as a result. Many positive comments received. Chair confirmed this will need to 'topping up' every few years.
Bench on the Lows – Choice of 3 benches provided by Clerk. It was unanimously agreed to purchase a 3-seater oak bench with back rest, approx. 150 cm long. up to a value of £600 plus vat. Cllr Shirley-Smith said he may have a village contact who could make it for us.
Action: Clerk to investigate locally with village contact otherwise purchase as already sourced
The hard standing was still o/s. The ditch contractor is to review the price submitted if possible. It was agreed a local builder required to carry out the full job of the hardstanding and the Grasscrete. Several suggestions were given to the Clerk re local builders. **Action:** Clerk to request further quotes
Bird / bat boxes – The purchase of these were approved early last year but stalled due to lack of volunteers. Cllrs Shirley-Smith and Forster offered to take this project on and monitor etc.
Action: Clerk to investigate if RSPB provides free boxes or purchase locally as already approved last year
- 04.08.15 Reports from PC representatives on outside bodies -**
a) Diss and District Neighbourhood Plan (DDNP) update by Cllr Dingle – not much to report on. Contact made with all landowners re local green spaces in the DDNP.
- 04.08.16 General Governance –**
The Freedom of Information Documentation was updated as part of an annual review, noting there are no changes to the current documentation.
- 04.08.17 Finance**
a) The following payments were approved for paying online by bank transfer:
- | | | |
|----------|----------------|---------------------|
| £ 596.00 | Caroline Emeny | Clerks remuneration |
| £ 10.50 | Caroline Emeny | Clerks expenses |
| £ 390.17 | S A L C | Annual Membership |
| £ 700.00 | Nigel Fernie | Invoice re Lows |
- Cllrs Prendergast and Pudney confirmed to sign the Monthly Schedule of Payments re the above
It was noted that a partial £700 payment was made in March to N Fernie – Chair will sign the approved payment authorisation form. NB: Final payment as above will not be made until works signed off.
b) Receipts – no receipts to date but a CIL payment of £11092.87 plus the precept of £8K will be received in the bank on 12 April.
c) The Financial report /bank reconciliation for the period ending 31/3/21 was presented for approval. Cllr Bremner to sign the document.
d) The statement of significant variances for y/ending 31/3/21 (previously circulated) was approved.
e) The CIL statement for year ending 31/3/21 (previously circulated) was approved for signing by the

Chair and the Clerk.

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

04.08.18 Clerks Report –

The clerk had nothing specific to report. Preparing the year end and accounts for audit which she hopes to present at the AGM. She confirmed she reported many incidents of fly tipping to BMSDC but never received an update reply. She will check up on why no response received.

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

04.08.19 Palgrave Star – issues to include are agreed as: reporting re heavy traffic problems to Highways, wilder area on The Green, The Green protection, electric vehicle charging point.

04.08.20 Matters for information –

There were no matters for consideration.

04.08.21 Date of next meeting – The next meeting of the Parish Council will take place on Tuesday 4 May 2021 at 7.30pm which is the Annual Meeting of the Parish Council (AGM). Note this will be **preceded** by the Annual Meeting of the Parish (APM) at 6pm. Both meetings will be held remotely. Note these are a week earlier than normal and on a Tuesday evening.

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

FINANCIAL REPORT – 31 March 2021

Current account Unity Trust Bank Account No. Sort codeStatement Number 011 dd 31/3/2021

	Bank statement balance	£44,409.56
	No payments outstanding	
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£44,409.56