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Minutes of a Meeting held on Thursday 9 December 2021 at 7.30 pm in the Community Centre

Present: Cllrs Collins, Cooper, Dingle, Forster, Pudney, Prendergast, Shirley-Smith, Sneddon and Weston;

Also in attendance: The clerk; County Cllr Fleming and District Cllr Burn attended some of the meeting.

There were no members of the public physically present, and no persons of the public in attendance remotely.

12.09.01 Chair's Welcome - The Chair welcomed everyone to the meeting.

12.09.02 Apologies - Apologies were received and accepted from Cllrs Bremner and Fausset.

12.09.03 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 and the Nolan principles.

12.09.04 Minutes of the Previous Meeting - The minutes of the meeting of 11 November 2021 were approved and signed by the Chair.

12.09.05 Matters arising not covered elsewhere on agenda – The following outstanding matters were noted as follows:-

Minute item 11.11.15: Water pump on The Green: The Clerk contacted Stuston but theirs was renovated by a volunteer working party so they are unable to offer any help in this regard. The pump on The Green has been switched off for approx. 2 years so possibly enquire with Anglia Water.

Action: Cllr Dingle to approach specific parishioners who may have more background on the pump and advise us on its history. Clerk to include a mention in the Palgrave Star for volunteers to come forward to assist with refurbishing it.

Councillors physical presence at meetings was discussed. This is still mandatory at present. It was agreed to add our vote to NALC to press for a change in the law. **Action:** Clerk to do.

12.09.06 Reports for Information - to receive reports for information only:

- County Councillor Fleming reviewed her report, previously circulated, which is available on our website under Minutes.
- District Councillor Burn confirmed he did not have much to report due to the time of year.
- The monthly report from the PDCC is included at the end of these minutes for information.

12.09.07 Public Forum –

- There were no members of the public present.
- No questions had been received from members of the public not present.

12.09.08 Statutory Business and General Governance –

The following policies were reviewed and approved: Subject Access Request; Filming videoing etc at Meetings; Consent Form; General Privacy Policy.

12.09.09 Planning Matters relating to Planning -

a) The following planning applications were discussed:

DC/21/05996: Application for outline planning permission @ Land adjacent to Netherfields, Crossing Road – the Parish Council voted to neither object nor approve this application but to comment on the following aspects; neighbouring properties have objected; concerns about the proximity of the drive to Blands Farm Close; the proposed scale of the house even though it is only indicative at this point; the lack of control by the applicant over the neighbouring hedges and trees in order to comply with the visibility splay requirements; drainage concerns into Blands Farm Close in an area that is persistently flooding.
DC/21/06369: Application for works to trees in a Conservation area @ Land adjacent to 2 The Paddocks, The Green – the Parish Council voted to approve this application.

b) To note any planning determinations received from the local planning authority:

DC/21/04920: Erection of a double garage @ Crest A Lea, Lion Road- planning permission approved.

DC/21/05781: Erection of garage and two storey rear and single storey front extension @ Rosebank, Millway Lane – planning permission approved.

c) Any other planning matters for information only; It was asked what is happening to the planning enforcement no. EN/21/00059 (REPORTER - PC) - land next to Oak Tree, Ling Road and the unauthorised access. The Clerk confirmed she had expedited this with planning but no further update had been received. **Action:** Clerk to confirm the enforcement details to Dist Cllr Burn for further information.

12.09.10 Finance -

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

£ 596.00	Caroline Emeny	Clerks remuneration
£ 45.60	Caroline Emeny	Clerks expenses
£ 22.98	121 Computers Ltd	Laptop WIFI repair and dongle
£ 80.09	P Palmer	Replacement of laptop hard drive
£ 963.60	Excite Solutions	Invoice 1769 re annual hedge cutting
£ 144.00	Excite Solutions	Invoice 1767 re pond are trim
£ 576.00	Excite Solutions	Invoice 1768 re cemetery west side cut back

Cllrs Shirley-Smith and Forster signed the Monthly Schedule of Payments re the above payments.

b) There were no accounts paid in-between meetings.

c) The following receipt was noted: £130.00 Cemetery income.

d) The Financial report / bank reconciliation for the period ending 30 November 2021 was presented for approval and signed by Cllr Cooper.

e) The clerk produced an update on the CIL monies held in our account. It was agreed to allocate £10K from the CIL monies for the purchase of the Village Green. Cllr Prendergast suggested low-level LED footpath lighting along the Lows as a benefit to all who use the footpath.

Action: Clerk to send all PCs an up-to-date PIIP document identifying current and past projects including the low level lighting information received re above.

f) The draft budget was circulated to all for consideration. **Action:** All Councillors to consider for discussion and approval at the January meeting and to agree the precept figure at that meeting.

g) To review and approve the annual charitable donations – the Clerk confirmed the usual annual donations. **Action:** It was agreed to defer making a decision about these until the January meeting.

12.09.11 PACE Solar Farm -

The Clerk confirmed a response had been sent to Pace on 1 December and a reply was awaited. She had received further suggestions as to suitable footpaths that we may wish to ask them to consider as part of the community benefit a solar farm could bring to the village. These ideas will be consolidated for further discussion with Pace.

12.09.12 To consider matters and any actions required for those relating to the Community of Palgrave -

a) Highways, speeding and road related issues - The Clerk confirmed she had expedited the missing 40mph repeater signs with Highways as part of the extended buffer zones project. No update had been received in regard to the weight restrictions on Crossing and Priory Roads.

Action: County Cllr Fleming will expedite the weight restrictions on our behalf.

We have lost some of our SID volunteers on Lion Road due to work commitments so more volunteers required (to include in the Palgrave Star). The Clerk has received the home owner's written permission for the 4th SID post on Crossing Rd and will send off the application asap.

b) DDNP – Dist Cllr Burn to investigate whether the PC have the authority to remove any green spaces from the DDNP. There is another focus consultation taking place due to an allocation removed from Scole and further new policies to be reviewed and included in the DDNP. This will take place in the New Year.

c) Palgrave Village Green – the Clerk is to expedite the purchase with our solicitors. Cllr Shirley-Smith enquired about the replacement bollards project. It was confirmed this is awaiting the purchase completion for ease of progressing if we are the legal owners of The Green.

Action: Clerk to include the bollard project in the February agenda.

d) Other Open Spaces including footpaths, ditches, grass cutting and hedges – The Clerk confirmed she and the Chair had walked Jobs Lane and Lows Lane with Excite Solutions to determine what needing doing to improve both these paths both overhead and underfoot.

Action: To be discussed further at the January meeting.

e) Cemetery and Churchyard – it was confirmed an extensive cut back had been carried out at the cemetery which should ensure no further remedial work is required for a number of years.

f) Queens Platinum Jubilee – Cllr Cooper confirmed she and JMcC had met and a few ideas had been discussed. One idea is a new wooded area on the land that PACE has pushed back from Millway Lane as a valuable village resource to celebrate next year, possibly ask villagers to sponsor a tree? A dance / BBQ might take place but possibly only on the Sunday due to a lack of volunteers.

Action: Clerk to send the template she has for the long weekend to Cllr Cooper and JMcC. To include a request for more volunteers to join the working party in the Palgrave Star.

12.09.13 Health and Wellbeing Services in N Suffolk /S Norfolk – Cllr Bremner has met with the contact but we are uncertain of the outcome pending Cllr Bremner’s update.

12.09.14 Norfolk Wildlife Trust and the Claylands Project - Cllr Pudney briefly outlined the project. It was concluded that this is not for PC involvement, but individual volunteering to get involved.

12.09.15 Correspondence - The clerk confirmed that all relevant correspondence has been previously circulated for information and that no resultant actions were pending.

12.09.16 Palgrave Star – Clerk to pull together and confer with the Chair as to the next content.

Pursuant to the Public Bodies Admission to Meetings Act (1960) the meeting was closed to:

12.09.17 To receive update from the Chair re the Clerk’s personnel meeting last week – the Chair updated everyone on the meeting that took place on 1 December, confirming everything is satisfactory. The Clerk’s salary will rise in accordance with the expected 1 SCP point as an annual increment. It was noted that the annual cost of living increase which dates back to 1 April 2021 is still being negotiated and will be backdated once approved by NALC.

Date of next meeting – The next meeting of the Parish Council will take place at 7.30 pm on Thursday 13 January 2021 in the lounge of the PDCC.

The meeting closed at 10.00 pm.

FINANCIAL REPORT – 30 November 2021

Current account Unity Trust Bank Account No. Sort codeStatement no. 021 dd 30/11/21

	Bank statement balance	£63,822.01
	No payments outstanding	
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£63,822.01

December PDCC Report to Palgrave Parish Council (summarised)

- We welcomed Sian Bunbury as a new Trustee to the PDCC committee.
- Events : The PDCC’s annual firework display was cancelled on health and safety grounds – its promotion on social media meant unprecedented numbers were expected to attend due to the lack of local events and not enough volunteers to steward the event safely. Quiz Night held on 27th November; fully booked and well received by attendees. The PDCC is holding a coffee morning in January as the first stage of our community engagement project to gauge the views and opinions of local residents as to the Community Centre’s offer and our long-term future plans.
- Sports: Palgrave Wanderers football teams (Saturday & Sunday Leagues) played several matches and won some! The “Palgrave All Stars” children’s sports activities have stopped until January due to poor weather conditions and the COVID outbreak at schools.
- Improvements: We had to treat the playing field with a biological nematode control because of a bad infestation of Leatherjacket which attracted flocks of crows etc to the field to feed. The sheer numbers meant that the grass was likely to be irreparably damaged unless it was dealt with asap. This was undertaken but very costly at almost £5,000. The PDCC Trustees are keen to improve the Centre’s offer; it is the only dedicated community facility in the village. We have sent a specification to 4 companies for the toilet refurbishment. In addition the water supply pipe to the Centre doesn’t comply with modern standards and needs replacing. It traverses the field and is barely a few inches below ground level in places. We are able to fund some of these works ourselves, but it should be noted that the PDCC are a small charity, dependent upon membership fees and fund-raising events for our income. We will apply for funding in the New Year to enable the Community Centre to continue providing the village with a venue and activities into the future. The rewilding of the edge of the playing field is complete which was funded through Cllr Burn’s Locality Grant and made possible by volunteers.
- We would like to thank Cllr Sneddon who has now taken over the distribution of the Palgrave Star to the village “deliverers”. The PDCC Trustee Committee would like to wish a Merry Christmas and a happy and healthy 2022 to the Palgrave Parish Councillors and the Parish Clerk, Cllr Fleming and Cllr Burn. Sharon Cousins-Clarke - PDCC Chairperson