

**Draft Minutes of a Meeting of the Parish Council held on  
Thursday 11 April 2024 at 7.30 pm in the Community Centre**

**Present:** Cllrs Cooper, Collins, Fausset, Hollowday, Prendergast, Pudney, Sneddon, and Wheele.

**Also in attendance:** The Clerk; Dist Cllr Weller; County Cllr Fleming and five members of the public present for some of the meeting.

- 04.11.01 **Welcome:** The Chair welcomed everyone to the meeting. The meeting was not being recorded.
- 04.11.02 **Apologies for Absence:** All present.
- 04.11.03 **Declarations / Resignations:**  
1. There were no Pecuniary or Non-Pecuniary Interests declared and no requests for dispensations.  
2. Councillors were reminded of their obligations under the new Code of Conduct.
- 03.14.04 **Minutes:** The minutes of the meeting of 14 March 2024 were approved with one amendment under item 03.14.10a Clerks expenses should read £24 not £424. The minutes were amended and signed by the Chair.
- 03.14.05 **Matters arising:** No matters arising not on the agenda.
- 03.14.06 **Reports for Information:** Reports, previously distributed, from both County Cllr Fleming and District Cllr Weller. Both Councillors reviewed their reports and took questions where appropriate.
- 04.11.07 **Public Forum:** No comments from the public who were present in regard to the Motion agenda item 11.
- 04.11.08 **Statutory Business and General Governance:**  
a) The following was approved and signed by the Chair: Annual CIL statement to 31 March 2024.  
b) Vacancies : Note there are now 3 vacancies , all of which can be co-opted.  
c) Consultations: Update of Greater Norwich Local Plan (GNLP) noted as detailed by the Clerk.  
*\*\* Note the New Consultation on the Norwich to Tilbury Grid upgrade will be on the May agenda. \*\**
- 04.11.09 **Planning:**  
a) The following planning applications was discussed:  
DC/24/01290: Use of land for siting 8 x holiday homes @ St Johns House, Lion Road. The Parish Council resolved not to comment on this application except to highlight the danger of the bends at the point of entry / exit to St John’s House as detailed in our response to DC/24/00518 last month.  
b) The following planning determinations received:  
DC/24/01132: Works to Trees in a Conservation area @ Paddockside, 1 The Paddocks, The Green. No objection raised by MSDC.  
c) Update re Pace Parish Liaison Group (PLG): No work will commence until well into 2025 at the earliest. Cllr Wheele to query the push back areas with Pace, as highlighted in green on the map produced at the meeting. Meetings of the PLG will be approx. every 3 months at this stage.  
d) Update re 3 x planning enforcement issues raised. (i) Letter sent to the landowner by MSDC re caravans in the wood off St John’s bends. Still awaiting an update from MSDC as this is nearly 6 months old and the site is deteriorating each month. An MSDC site visit was conducted in November. Cllr Weller to expedite on our behalf. (ii) Holiday rentals at Elm Vale Cottage – no further update over and above what was reported last month. (iii) Enforcement query raised re lights at storage facility on Lower Rose Lane – official receipt of an enforcement query received. Clerk to revert with more information as requested by MSDC.  
e) No other planning matters for information only.
- 04.11.10 **Finance:**  
a) The following payments were approved for paying online by bank transfer:  

£ 662.50	Caroline Emeny	Clerks remuneration
£ 24.00	Caroline Emeny	Clerks expenses
£ 159.80	H M R C	PAYE
£ 2028.87	Suffolk County Council	Steet lighting inv. 9542856
£ 54.00	P D C C	Meeting room hire 1 <sup>st</sup> qtr ‘24
£ 407.03	S A L C	Membership inv 28692
£ 153.60	S A L C	Training inv 28205

The monthly schedule of payments was signed by Cllrs Wheele and Fausett.

- b) Receipts as follows: £65 monthly cemetery donation; £10,688 being 1<sup>st</sup> half of Precept from MSDC
- c) Bank reconciliation for the period to 31 March 2024 approved and signed by Cllr Sneddon.
- d) The accounts to 31 March 2024 (previously distributed) were noted with the actuals vs budget final figures. The accounting statement to 31 March 2024 was approved and signed by the Chair.
- e) Review purchasing of Christmas Lights for The Green – Cllr Prendergast detailed the proposed scheme to all members. Electric LED lights that would be run from volunteers’ homes via underground cables. Unanimously approved pending final costs. *Action: Cllr Prendergast to get up to date costs asap*

04.11.11 **Note Item 11 was brought forward and discussed after item 7 but is maintained in this position for the minutes: Motion no. 004 / 2024 Brought by Cllr Fausset:** To discuss the recent petition “to reduce the speed limit in Palgrave to 20 mph” which gained 361 signatures. To discuss and vote on the motion: Palgrave Parish council requests from SCC a 20mph speed limit through Palgrave Green, and works towards this end. The 5 members of the public were present in this regard and were asked for their input. Cllr Fausset detailed the background leading up to the motion, listed the Highways criteria that had to be met to request a 20mph zone, and the public engagement which had taken place. Cllr Fausset proposed, seconded by Cllr Wheele, Voted unanimously AIF. The motion was carried.

*Action: Clerk to compile letter from meeting notes to Suffolk County Council Speed Management asap*

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

- a) Highways and road related issues;  
Kerbs and pedestrian signage – Price of £1187.97 as detailed last month approved. Explanation of cost increases received from Highways. Order placed for 1 pedestrian sign at junction Priory Road / Lion Road. Revised price of £5404 & vat received for a kerb to be installed as previously detailed outside Malt House. Work unanimously approved by the PC. **Action:** *Clerk to order asap and enquire about CIL funding for this project.*

Possible traffic violation reported by Cllr Sneddon of a scaffolding company using Priory Road on a daily basis with a fully loaded lorry that may take it over the 7.5T limit. Clerk to write to the company asap. Dist. Cllr Weller to investigate if they are in breach of their operating hours as this is noted at between 6.30 – 7am each morning on Priory Road.

- b) Speeding: District Cllr Weller confirmed there is a scheme where PCs can borrow an ANPR speed monitor for one week to be used at one of our already approved locations. All vehicles caught speeding will receive a warning letter from the authorities. He will forward the details to the Clerk so she can make contact to get onto the scheme.
- c) The Green - protection and maintenance thereof: Revised quote received from Frank Davey Ltd. Other company would not submit a quote. Price of £3850 plus vat unanimously approved by the PC. **Action:** *Clerk to order works and to request the work to be done as a matter of urgency*

Request from the PDCC to put banners instead of posters around The Green for upcoming events with the promise to remove these asap after the event is over. Unanimously approved.

Parking during Garage Sales and Open Gardens– **Action:** *No Parking signs on stakes to be made up by the Clerk and put on the tracks leading off Priory Road and the Manorial Waste opposite the Church. PDCC to be notified of such signs to encourage visitors to park at the PDCC*

Lime Tree Cottage is sold s.t.c. It has no official parking space as the land outside the small fence is all part of The Green, as is the land outside of Little Holland. The PC appreciates that the owners of Little Holland have cut the small patch of grass between the house and the track for several years now, but the land is part of The Green as clearly shown on the Land Registry map. If necessary, the PC will include this small patch in the cutting programme. Enquiries as to purchasing ‘a Right to Park’ carried forward to next meeting.

The School: The Clerk provided an update on all outstanding matters.

Cllr Fausset gave an update on the grass cutting plan for The Green for 2024. Timings may change due to weather conditions. He proposed the whole Green is left for approx. 6 weeks except for clearly cut paths for pedestrian access (paths to be 2-person width). Timings will depend on the flowering season and the weather. ‘No Mow May’ could effectively take place now through to end May, or have an imminent cut and then a gap for 6 weeks to end June. He will discuss with our contractor. This is to try and save some £ expense on our cutting costs which are escalating each year.

Pond trees: Work should be carried out late April.

- d) Open Spaces: The Clerk still to contact the farmer re Lows Footpath. Footpath FP4 from Lion Road towards Millway Lane is a danger to walkers because of the large ruts left by a tractor along the path.  
**Action:** Clerk to report it asap
- e) Churchyard and Cemetery update: Water table work being carried out early May to establish if the northern section can be used for additional graves. Cemetery tree work should be quoted for by late April.
- f) Litter Pick update 14 April – Agreed the necessary actions for the day. Cllr Pudney in charge. Cllrs Cooper and Hollowday in charge of refreshments. Cllr Fausset to deliver new hi-viz to the Chair. All other equipment still in box behind garage at previous Chair’s home. Ensure PDCC is opened by JL.
- g) Street Lighting: Clerk has requested updated quote. C/forward to May meeting.
- h) Bus Shelter – Updated quotation received, slight increase on previous cost, and approved by PC.  
**Action:** Clerk to order the work.
- i) Update re Defibrillator: PDCC agreed a no charge for this event. PC expressed their thanks. St John’s have not been able to advise a date for training. Clerk has enquired with Community Heartbeat (CH) and is awaiting a response. Two possible dates in June proposed by the PDCC alongside a Coffee Morning. **Action:** Clerk to chase for response from CH

03.14.12 **Correspondence** – All relevant correspondence circulated ahead of the meeting and during the last month.

04.11.13 **Motion under the Public Bodies** (admission to meetings) Act 1960 – Nothing to note.

**Date of next meeting** – Thursday 9 May 2024. All reminded that the Annual Meeting of the Parish is 19 April, 7pm in the PDCC hall.

The meeting closed at 9.30 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

**FINANCIAL REPORT – 31 March 2024**

Current account Unity Trust Bank Account No. .... Sort code .....Statement no’s 059 & 014 dd 31/3/2024

Current account statement balance	£4,714.83
Savings Account statement balance	£61,783.89
Overall Total Reconciles With Accounts Balance As Per Spreadsheet	£66,498.72