



palgravepc@gmail.com

DRAFT MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 12th March 2020

ACTIONS

Present: Cllrs Collins, Cooper, Cousins-Clarke, Long, Sneddon and Weston.			
In attendance: No members of the public were present.			
03.12.01	Chairman’s welcome – The Chair welcomed everyone to the meeting.		
03.12.02	Apologies for absence- a) Apologies were received and accepted from Cllr Brown, County Cllr Fleming and District Cllr Burn.		
03.12.03	Declarations of Pecuniary and local non-pecuniary Interests and dispensations a) There were no declarations of pecuniary, and local non-pecuniary interest(s). b) There were no requests for dispensations.		
03.12.04	Note there are still 4 Vacancies on the Parish Council.		
03.12.05	The minutes of the Parish Council Meeting held on 20 February 2020 were agreed and signed as a true and accurate record by the Chair.		
03.12.06	There were no matters arising from the minutes of the meeting of 20 February 2020 not covered elsewhere on the agenda.		
03.12.07	Public Forum -to receive reports for information <ul style="list-style-type: none"> • County Councillor Jessica Fleming – The monthly report was previously circulated and is available to view on the website. There is a response from Suffolk Highways which is covered in item 03.12.09. • District Councillor David Burn – No report available. • Members of the public – There were no the members of the public present. • Members of the public (not present) – There were no questions submitted prior to the meeting to the clerk. 		
03.12.08	To consider matters relating to planning for Palgrave a) There were no planning applications to consider. b) The following planning determinations were noted:		
	Ref	Location	Details
	DC/20/00156	Bridge House Barns, Ling Rd	Discharge of Condition 5 – Refuse bins and collection areas
	DC/20/00211	3 Red Brick Cottages Old Bury Road	Erection of single storey side extension (following removal of conservatory)
	DC/20/00342	2 Limes Close	Retrospective permission for erection of a single storey rear extension.
	<ul style="list-style-type: none"> • Any other planning matters that required urgent attention including proposed meeting with Jason Barber, Planning & Design Director, Studio 35. The clerk explained an email had been received regarding a planning development in Denmark Hill from Studio35 requesting a meeting with the Parish Council following a pre-planning meeting with BMSDC Planning Dept. It as agreed to request further information before a meeting is agreed and to pursue more information from BMSDC in regard to that pre meeting. Note post PC meeting – the Coronavirus situation has made it impossible to meet with the developer at this stage. 		
	Clerk to action with Studio 35 & BMSDC		

Signed Chairman

Date

03.12.09	<p>Highways, Speeding and Road Related Issues:</p> <p>a) The following was discussed from County Cllr Fleming's report and email: Local Highways Projects – including school keep clear zig-zag markings, safety at St John's House corner on Lion Road, and traffic calming on the local access road off Priory Road:</p> <ol style="list-style-type: none"> 1. A proposed Traffic Regulation Order has been issued including 'keep clear' markings on the east and west sides of the Palgrave primary school, these can be painted on as proposed or in part or not at all and there is no cost. 2. An estimate for professional services and construction costs for new warning signage on Lion Road are in the range of £3800-£4800. 3. An estimate for installing a "NO ENTRY" restriction with a new Build-out at the northern junction of Priory Road, Palgrave are: Professional Services in the range of: £6000 - £8000; Construction costs in the range of: = £4000 - £6000. Total £10,000 - £14,000 (includes design, site visits, consultation, advertising, legal process and implementation). Both scheme estimates assume that the funding mechanism would NOT incur VAT, and would require a significant (probably up to 50%) contribution from parish funds (details on the relative contributions needed from parish and my local highways budget are yet to be confirmed). <p>It was not clear from the information whether the above included the original TRO quoted cost of £10K. It was also not clear about the Lion Road extended 40mph zones that we had requested to be included in the TRO. Parish Council to re-iterate to David Chenery our request for design drawings and costing as agreed at our meeting before any TRO is put in place. The School had confirmed that they did not want 'no waiting' road markings on the west side of the school on Priory Road and this will be removed from the improvements. The school had however requested that Highways review the east side road markings which they said were in a poor state.</p> <p>b) Update on SIDs – note clerk and Cllr Long have the spare padlock keys. Discussion over a 3rd SID to be on April agenda.</p> <p>c) Up to date reporting issues collated and clerk is reviewing these alongside a new complaint to Highways about the drains in particular, including 2 broken drains on either side of the road at Cherry Cottage, Upper Rose Lane. The road verges will be cut w/c 22 June 2020. Up to date reporting Response from Network Rail re kerbs near level crossing stating that they have reviewed Crossing Road and can find no evidence of a kerb and that they had carried out remedial work post the maintenance work that caused the damage to the verges.</p>	<p>Clerk to query TRO costs etc</p> <p>Clerk to report</p>
03.12.10	<p>Ditches, grass, hedges and footpaths any matters including proposed permissive footpath to join FP11 and FP12 and about renewing the permissive path near Priory Wood. Cllr Sneddon has had initial contact with the landowner regarding the proposal. Cllr Sneddon to suggest a meeting with him to include Cllr Weston at a future date.</p> <p>The Spring grass cut will be carried out in March by the Contractors.</p>	Cllr Sneddon to arrange
03.12.11	<p>Open Spaces and Village Green</p> <p>a) Chair to review draft letter for clerk to send out to all properties surrounding The Green. To put on April agenda that we need a consultation with the residents living around The Green. The corners are going to be protected and are proposing that a bollard is put at either end of the path near Church Cottages.</p> <p>b) Update re matter of erosion of pond bank at The Green – clerk confirmed both parties are in negotiations with each other and therefore now out of our hands.</p>	Chair to review letter & clerk to send letters
03.12.12	<p>Cemetery and Churchyard – any updates or matters arising incl. repositioning of existing seat. Cllr Sneddon reported that the bench is bolted down so will need to be unbolted before it can be moved. To remain on agenda to resolve.</p>	
03.12.13	<p>Defibrillator update – request for 1 x additional hard standing slab so feet do not get wet when doing the checks. Chair to action.</p>	Chair
03.12.14	<p>Palgrave Spring Litter Pick Sunday 15 March – Zoho campaign and chaser emailed. All in hand.</p>	

Signed Chairman

Date

	The Palgrave Allstar parents are helping with the refreshments. It was agreed to make a donation of £30 to them next month in lieu of the income they will be losing as a result of the free refreshments being offered post litter clear up.	Clerk – April chq																								
03.12.15	Parish Infrastructure Investment Plan (PIIP)– To review spending plans / projects as follows:- <i>Bird and bat boxes</i> – clerk to enquire with IMcC re what type of bird boxes would be most suitable and where to locate them. Owl boxes might also be a consideration. It was also suggested we get the school on board on this mini project. Suggested locations Millway Lane, the Cemetery, Jobs Lane and Lows Footpath. Clerk to liaise. <i>Lows Footpath improvements</i> – Clerk to chase IMcC re specification for the improved drainage and any contacts he may have to quote for the work. <i>Benches down the Lows and Jobs Lane</i> – The Chair showed some images of rustic looking benches for consideration. He will make more enquiries before purchase is agreed. Clerk did liaise re who the landowners are for both sites in order to site the benches etc.	Clerk Clerk																								
03.12.16	Village Emergency Plan – Cllr Cousins-Clarke updated all on the proposed survey to be printed with The Palgrave Star. Print run approved as quoted – 4-page A5 flyer £51 & vat. Note there is also an online version which we need to circulate through Zoho, NW and website. Note post meeting – due to the Coronavirus crisis the above actions have changed forcing an immediate village response team.	Clerk/ Cllr Cousins - Clarke																								
03.12.17	Neighbourhood Watch –Highways approval received 12 March.NW co-ordinator to draft purchase order and copy clerk in for payment purposes.	Clerk/ NW																								
03.12.18	75 th Anniversary of VE Day Weekend of 8/5/2010 – Chq prepared for £150 as agreed donation last month. Note post meeting – due to the Coronavirus crisis all celebrations have been cancelled.																									
03.12.19	Reports from PC representatives on outside bodies: a) Diss and District Neighbourhood Plan – no meeting since our last meeting. Next meeting is on Monday with Cllr Cousins-Clarke attending. It was suggested we ask the consultant to come to a meeting in Palgrave to update residents on what is happening. Cllr Cousins-Clarke to action and report back re Diss meeting on 5 March re attendance etc. Clerk to check DDNP website for links to documents to update our site with. Cllr Weston will run a DDNP stall at the summer fete – clerk to ask PDCC for a table. It was agreed to defer the request for £1000 as a contribution until further information received. b) PDCC – nothing to report.	Cllr Cousins-Clarke Clerk Clerk																								
03.12.20	General Governance-The following policies were reviewed and updated follows; Register of Assets signed by the Chair; Risk Assessment signed by the Chair; Risk Assessment – Financial; clerk confirmed Review of Insurance cover to include the new SIDs; Financial Regulations – it was agreed to pend this awaiting new bank mandate and procedures; Financial Support Grants and Awards amended in light of the additions and deletions agreed last month. It was agreed that o/s policies could be reviewed at the next meeting due to time constraints. Cllr Sneddon does not have a file with containing any policies – clerk to arrange.	Clerk Clerk																								
03.12.21	Finance – a)The following payments were approved: <table border="1" data-bbox="252 1675 1385 1951"> <thead> <tr> <th>Amount</th> <th>Payee</th> <th>Details</th> <th>Cheque No</th> </tr> </thead> <tbody> <tr> <td>£668.90</td> <td>Caroline Emeny</td> <td>Clerks remuneration incl. holiday pay</td> <td>000245</td> </tr> <tr> <td>£28.07</td> <td>Caroline Emeny</td> <td>Clerks expenses</td> <td>000245</td> </tr> <tr> <td>£32.60</td> <td>H M R C</td> <td>PAYE</td> <td>000246</td> </tr> <tr> <td>£1000.00</td> <td>Diss & District Neighbourhood Plan</td> <td>DDNP Contribution (refundable if not used) Since cancelled until more info received</td> <td>000253</td> </tr> <tr> <td>£82.50</td> <td>Citizens Advice Bureau</td> <td>Annual donation as per February minutes</td> <td>000247</td> </tr> </tbody> </table>	Amount	Payee	Details	Cheque No	£668.90	Caroline Emeny	Clerks remuneration incl. holiday pay	000245	£28.07	Caroline Emeny	Clerks expenses	000245	£32.60	H M R C	PAYE	000246	£1000.00	Diss & District Neighbourhood Plan	DDNP Contribution (refundable if not used) Since cancelled until more info received	000253	£82.50	Citizens Advice Bureau	Annual donation as per February minutes	000247	
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Signed Chairman

Date

	£82.50	East Anglian Air Ambulance	Annual donation as per February minutes	000248																
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	£82.50	Suffolk Accident Rescue Service	Annual donation as per February minutes	000250																
	£150.00	Palgrave & District Comm. Centre	PC Contribution to VE Weekend as per Feb minutes Since cancelled as VE Day cancelled	000251																
	£861.52 & vat	Suffolk County Council	Street Lights costs 1/4/19-31/3/20	000252																
	<p>b) There were no receipts to note.</p> <p>c) The Financial report including the bank reconciliation for the period ending 29/02/20 was approved and signed by Cllr Cousins-Clarke.</p> <p>d) The Budget variances were reviewed and approved as being in line with the budget. There is no overall extra expenditure showing in the accounts.</p> <p>e) It was agreed to appoint the same internal auditor as last year. Clerk to arrange.</p> <p>f) The clerk updated everyone on future e-banking options. It is a 2-stage process as follows:</p> <ol style="list-style-type: none"> 1. The clerk has to be added to the bank mandate as a signature as the first step. Document already received and prepped for this. It was unanimously proposed and approved by all to move to online banking and to add the clerk in order to facilitate this as the end goal. Clerk to send to the Chair plus 1 other signatory to digitally sign the document which is then submitted by her. 2. Once additional signatory in operation, the online banking mandate can be completed. It will provide a 2-authorisation process for making online payments and is widely used by many councils. 				Clerk Clerk to email															
03.12.22	<p>Clerk's Report – Attended a clerks networking event on Monday. Have signed up for a website accessibility pilot course next week with your approval as we have a deadline of 23 Sept 2020 to be fully compliant. Am learning all the time and will have to meet with David Whitehouse soon in this regard. Lots to be getting on with and many hours clocked up. Note post meeting – all further training session cancelled in the short term due to the current coronavirus situation.</p> <p>To note the following correspondence previously circulated for information:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Detail</th> <th>Actions, if Any</th> </tr> </thead> <tbody> <tr> <td></td> <td>Various Community Action, Rural Bulletin & SALC newsletters</td> <td></td> </tr> <tr> <td>8/3</td> <td>Mid Suffolk Area Forum, Claydon Tuesday 17 March 7pm</td> <td>To note</td> </tr> <tr> <td>8/3</td> <td>Email re PCSOs in the Community</td> <td>To note</td> </tr> <tr> <td>8/3</td> <td>School Transport Opt-In for Sept 2020 school year</td> <td>To note</td> </tr> </tbody> </table>				Date	Detail	Actions, if Any		Various Community Action, Rural Bulletin & SALC newsletters		8/3	Mid Suffolk Area Forum, Claydon Tuesday 17 March 7pm	To note	8/3	Email re PCSOs in the Community	To note	8/3	School Transport Opt-In for Sept 2020 school year	To note	
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03.12.23	Palgrave Star – content agree for April issue.				Clerk															
03.12.24	There were no urgent matters for information.																			
03.12.25	<p>Date of next meeting is scheduled for Thursday 9 April, 7.30 pm. As the Community Centre is currently closed, venue and confirmation of meeting actually taking place will be confirmed once guidance has been received from the Suffolk Association of Local Councils.</p> <p>The meeting closed at 9.30 pm.</p>																			

FINANCIAL REPORT – 20 February 2020

Current account Natwest Account No. Sort Code Statement Number 56 dd 28/02/20

	Bank statement balance	£55,285.29
including Precept	- Payments (cheques not cleared)	
	no cheques outstanding	
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£55,975.63