

**Minutes of the Meeting of the Parish Council held on
Thursday 13 April 2023 at 7.30 pm in the Community Centre**

Present: Cllrs Cooper, Fausset, Prendergast, Pudney and Weston.

Also in attendance: The Clerk; District Cllr Burn, three members of the public.

- 04.13.01 **Welcome:** The Chair welcomed everyone to the meeting. The meeting was not being recorded.
- 04.13.02 **Apologies for Absence:** Apologies received and approved from Cllrs Collins, Dingle and Sneddon.
- 04.13.03 **Declarations:** Cllr Prendergast declared a non-pecuniary interest in agenda item 10e. There were no Declared interests nor requests for dispensation. Councillors were reminded of their obligations under the new Code of Conduct.
- 04.13.04 **Minutes:** The minutes of the meeting of 9 March 2023 (as previously circulated) were approved and signed by the Chair.
- 04.13.05 **Matters arising:** There were no matters arising from those minutes not elsewhere on the agenda.
- 04.13.06 **Reports for Information:**
- County Cllr Fleming: Apologies as unable to attend and no report.
 - District Councillor Burn: No Report. This is his last meeting attended in an official capacity. The Chair thanked him for all his support over the last twelve years, noting his valuable input and insight will be sorely missed.
- 04.13.07 **Public Forum:** Two members of the public present raised concerns about planning application DC/23/00968 re The Nook discussed last month. They were encouraged to contact BMSDC with any concerns. Forge Close parking issues were received by the Clerk. There would appear to be plenty of parking for the number of houses on the Close i.e 4 spaces, 5 garages and more space at the far right end. We cannot control who parks there. SCC will not consider making any more spaces because of the cost involved due to underground services as minuted 09.08.11a and accompanying Highways report 8 Sep 22. The PC is powerless to prevent people parking and suggest neighbours get together to discuss the issue.
- 04.13.08 **Statutory Business and General Governance:**
1. The following documents were reviewed, approved and signed by the Chair for the year end: The Internal Control Statement and Annual CIL statement.
 2. Consultations / Surveys to consider – BMSDC Joint Local Plan Modifications Consultation was reviewed with no comments to be submitted.
 3. Notice of Uncontested Election put on the Notice Board and website. Councillors reminded they must all submit an expense form by 1st June, even if it is a Nil Return. **Action:** Clerk to expedite
- 04.13.09 **Planning:**
- a) The following planning applications were discussed:
DC/23/01365 – Notification of works to Trees to reduce height of 1 x Wallichiana Pine by approx. 4-5mt and reduce side lateral branches by approx. 2-3mt @ Malt House, The Green. The PC approved the application.
 - b) Planning Determinations received from BMSDC:
DC/23/00825 - Discharge of Conditions Application for DC/20/01971 - Condition 3 (Schedule of Works) @ The Paddocks, The Green
 - c) No updates to report re the Pace and Aura Power solar farms. The Chair advised there are two further documents on the Pace application portal being a set of photos and a statement from Heritage.
Action: Chair to formulate a list of points for discussion and approval at the next meeting that we believe BMSDC should further consider when reviewing the application
 - d) Any other planning matters for information only – The Orme House applications discussed on 16 Feb 2023 have both been withdrawn. A further complaint received re DC/23/00968 The Nook dealt with by the Clerk. At the time of debating that application there were no complaints by neighbours listed on the portal not had any come direct to the PC. Parishioners are urged to contact us if they have planning concerns.

Agenda item 11k was brought forward for discussion but remains minuted as listed on the agenda.

04.13.10 **Finance:**

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

£ 731.00	Caroline Emeny	Clerks renumeration March
£ 65.20	Caroline Emeny	Clerks expenses
£ 17.80	HMR C	PAYE / NIC
£ 548.99	121 Computers Ltd	Inv 43414 new laptop & Microsoft package
£ 397.68	S A L C	Inv 26938 annual membership
£2195.74	Suffolk County Council	Inv 9529225 re street lights 22/23 year
£ 20.94	P Dyer	Cemetery admin / expenses
£7000.00	Approved transfer from the Current Account to the Savings Account as agreed.	

The monthly schedule of payments was signed by Cllrs Cooper and Fausset.

- b) The following receipts were noted: £1050 cemetery; Bank Interest £172.18; CIL £207.98; First half Precept £9500. Note not all receipts are in March, some are recorded in the new financial year.
- c) Bank reconciliations for the period to 31 March 2023 were approved and signed by Cllr Pudney.
- d) The Accounting Statement for the year ending 31 March 2023 was approved. Final figures of Budget Vs Actuals were noted. Clerk confirmed all AGAR documents finalised for the internal audit on 22 April.
- e) A grant request from the Palgrave Arts Festival of £200 was approved.

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

a) Highways, speeding and road related issues

School traffic –County Cllr Fleming still to arrange a meeting with the PDCC.

Kerb installation near Malt House: SCC instructed on 15 March to go ahead. Still awaiting final costing approx. £2-£2.5K. Confirmed PPC will pay for it; we will try and obtain grants post elections. Need to ensure we have someone on site when the work is due to start as previously discussed.

Action: o/s Clerk to seek funding in the new financial year from County and District Councillor budgets

Pedestrian signage - Priory Rd agreed - confirmed we only require one sign near the junction with Lion Rd. Highways disagreeing with over our request for a sign near Millway Lane/Priory Rd with multiple emails as recorded by the Clerk. **Action:** Clerk to revert **insisting** on this signage noting that about two people walk this area every 5 minutes throughout the day

Road verges – BT Open Reach parking on Priory Road before Millway Lane causing a great deal of damage. Farm vehicles eroding the verges along Millway Lane. It was agreed there was little we can do in this respect other than engage with the farmers to express our concerns.

Action: Clerk to contact BT in regard to Priory Road / The Green damage

b) Speeding, Speed Indicator Devices – Cllr Fausset still dealing with the data download issue with the Lion Road SID. **Action:** New rota to be drafted and sent to all volunteers asap. Cllr Fausset to fix data issue. Clerk to ask Speedwatch officer if they will carry out a speed check opposite the Woodyard on Rose Lane

c) DDNP – South Norfolk Council have agreed to refurbish the Diss swimming pool / leisure centre at a cost of approx. £2M despite this not being in the DDNP. The new leisure centre at the old Feather factory site currently listed in the DDNP has to be removed as a consequence thus further delays.

d) The Green - protection and maintenance thereof:

I. Awaiting final bollard map from BMSDC. A hard copy has been ordered for us. We will then update this with our plan and submit to Sharon Berry of BMSDC for approval before engaging with residents.

II. Visual check of all the trees on the Green – Norfolk Trees will carry out the assessment in April /May latest including the zoned areas as required by the risk assessment.

III. The Green – Request to create a walkway around The Green making the benches and pond more accessible to encourage social interaction. Grass paths are included in the new plan.

IV. Skip on The Green – nothing further heard since our initial response as minuted in March.

V. The Green No -Mow area – complaint re the tip dealt with. Cllr Fausset will ensure safety is a priority when looking at the grass cutting.

- e) Other open spaces; Missing footpath signs on FP11 reported. FP10 should be reinstated shortly. FP5 and FP6 both reported and awaiting outcome. Note Clerk has received numerous complaints re the latter two paths. **Action:** Clerk to request parishioners to contact PROW direct with any complaints
The Spinney – **Action:** Clerk to alert the farmer re the antisocial behaviour taking place
Priory Wood – **Action:** Clerk to report fly tipping by one of the neighbouring properties to BMSDC
- f) Update from County Broadband (CB) – all signed off with penalty clause as requested by us. CB awaiting time scale from SCC so we can then regulate the work schedule. Bank details advised for the wayleave agreement financial recompense.
- g) Cemetery and Churchyard – Work on the various gates etc should begin soon due to better weather. Increased income due to a surge in reservations owing to the Star article.
Action: Clerk to contact Anglia Water re water table query and expedite start of works to gates
- h) Village Litter Area assignment – **Action:** Clerk to contact volunteer in this regard to get this up and running asap and suggest including in The Star
- i) Palgrave Village sign – Clerk requested the Kings Coronation as the deadline but no response received as yet. Suggest we agree a new deadline as looking very improbable for 6/7 May.
- j) Street Lights – Clerk made everyone aware of the large increase in the latest bill from SCC for the last period covering 1/4/22 – 31/3/23. Up by approx. £700 on the year before.
Action: Clerk to bring revised costs / savings to the next meeting
- k) Community Engagement Day – It was agreed the event was an overall success, one that could be repeated every 2/3 years. Footfall was better than anticipated. The stallholders were part of that engagement process as the majority were from the village. **Action:** Clerk to compile a report for The Star
It was agreed a village ‘jobs’ half day to be arranged asap in June to tackle various small tasks in and around the Village as very few volunteers came forward for this at the event. Possibly too little information to explain what we were trying to achieve. Needs a ‘brand name’.
- l) The King’s Coronations plans – the PDCC are no longer putting on a specific event due to the large event taking place on Fair Green. Re planting of oak trees down The Lows (minute item 11k of 16 /2/2023) – probable planting in the autumn. Cllr Pudney to enquire re price of trees with Hinderclay nursery and others. Access as a mini digger will be required – may have to be from the farmers field so Clerk to make enquiries.
Actions: Clerk & Cllr Pudney re above points
- m) Asset Register maintenance:
Bus Shelter: Inside just needs trimming back. **Action:** Clerk to do
Metal Circular bench near the pond: **Action:** Cllr Weston still to investigate as previously minuted

04.13.12 **Correspondence** - The clerk confirmed all relevant correspondence had been circulated by email.

04.13.13 **Motion under the Public Bodies** (admission to meetings) Act 1960 – nothing to report.

Date of next meeting – The next meeting is on Thursday 11 May at 7.30pm being the Annual Meeting of the PC (AGM)

Note the Annual Meeting of the Parish (APM) is on Friday 21 April 2023 at 7.30pm .

The meeting closed at 9.30 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 31 March 2023

Current account Unity Trust Bank Account No. Sort codeStatement no’s 032 & 002 dd 31/3/23

Current account statement balance	£3,835.39
Savings Account statement balance	<u>£57,172.18</u>
Overall Total Reconciles With Accounts Balance As Per Spreadsheet	£61,007.57