

**Minutes of a Meeting of the Parish Council held on
Thursday 14 December 2023 at 7.30 pm in the Community Centre**

Present: Cllrs Cooper, Collins, Hollowday, Prendergast, Pudney, Sneddon, Weston and Wheele

Also in attendance: The Clerk, County Cllr Fleming, District Cllr Weller and 2 members of the public present for some of the meeting

- 12.14.01 **Welcome:** The Chair welcomed everyone to the meeting. The meeting was not being recorded.
- 12.14.02 **Apologies for Absence:** Apologies received and accepted from Cllr Fausset.
- 12.14.03 **Declarations:**
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 and the Nolan Principles of Public Office.
- 12.14.04 **Minutes:** The minutes of the meeting of 9 November 2023 were approved and signed by the Chair.
- 12.14.05 **Matters arising:** There were no matters arising not covered elsewhere on the agenda to be dealt with at this meeting. Any matters are carried forward.
- 12.14.06 **Reports for Information:**
- Report circulated and summarised from County Councillor Fleming.
 - Report circulated and summarised from District Councillor Weller. He reminded all about his Locality Budget and to get any requests in asap, closing date 22/3/23.
- 12.14.07 **Public Forum:** A question was raised about the state of our reserves. The Clerk explained that CIL monies cannot be used for day to day expenditure. A cycle lane down Denmark Hill was suggested. Dist Cllr Weller to take this up.
- 12.14.08 **Statutory Business and General Governance:**
- No policies for consultations to review. Re-assignment of roles to be discussed at the next meeting following resignation of Cllr Henderson.
- 12.14.09 **Planning:**
- a) The following planning applications were discussed:
DC/23/05556: Application to determine if prior approval required for Erection of Agricultural Building @ Little Owl barn, Denmark Hill. The PC will request a full planning application for various reasons as submitted on the planning portal.
DC/23/05426: Installation of a solar farm & associated works @ Land North of Lion Road. The PC will request an extension to 12 February 2024. The PC is minded to object to the application. The draft response will be reviewed at the next meeting for feedback and further comments, for submission after the February meeting.
 - b) Planning determinations received;
DC/23/04388: Works to Trees subject to a TPO @ 7 Burlington Close - Consent granted.
DC/23/04941 (DC/22/01468 refers): Part Discharge of condition 3 re Windows only @ The Paddocks, The Green.
DC/23/03979: Outline planning permission granted for access points, landscaping, layout, appearance and scale re erection of 1 dwelling @ Land adjacent to Netherfields, Crossing Road.
DC/23/05245: Works to Trees subject to a TPO @ Linden Rose, Priory Road – Consent granted.
DC/23/05246: Works to Trees subject to a TPO @ The Limes, Priory Road – Consent granted.
Note the last 2 tree reduction applications were approved by the Chair and Clerk under delegated powers.
 - c) Update on Pace and Aura Power solar farms:
PACE: Cllr Wheele to head up the Parish Liaison Group (PLG) as Chair. Former Cllr Henderson still willing to participate in the PLG as a resident.
Action: Clerk to inform all of Chairmanship and confirm proposed Community Benefit amount
AURA: See DC/23/05426 under item 12.14.09a above.
 - d) No update re the Planning enforcement issue raised.

- e) Matters for information only: The school have withdrawn DC/23/05255 with a view to meeting with the PC to discuss end January or soon thereafter. Cllr Cooper explained the application was rushed without discussion with the PC due to funding application deadlines. **Action:** Clerk to ensure the meeting takes place early 2024. C/Forward to January meeting for suggested dates with the Chair, the Clerk and 1 other Councillor, and school representatives.

12.14.10 **Finance:**

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

£ 783.50	Caroline Emeny	Clerks remuneration
£ 156.84	Caroline Emeny	Clerks expenses incl SALC conference & compost bin
£ 38.80	H M R C	PAYE
£ 200.00	P D C C	Annual Plagrove Star contribution
£ 580.00	C G Emeny	Inv 1469 re bus shelter
£ 10.00	Town Mayors Charity	Diss Charity Carol Concert tickets
£ 450.00	G Western & Partners	Inv 681 re Lows ditch alongside footpath

The monthly schedule of payments was signed by Cllrs Collins and Pudney..

- b) Receipts as follows: £65 Monthly cemetery donation, £260 Cemetery fees, £260 Upp Wayleave fee
 c) Bank reconciliation for the period to 30 November 2023 was approved and signed by Cllr Sneddon.
 d) The accounts ending 30 November 2023 were noted. Work sheets for projected budget and precept distributed to all for review and approval at the January meeting. Councillors urged to examine in detail.
 e) Charitable donations: It was resolved to distribute the £350 evenly between Headway Suffolk, East Anglian Air Ambulance and Diss Citizens Advice (£2 x 117 and 1 x £116)

12.14.11 **School:** No further update from the School Working Party (SWP) re improvements to the play area surface. SWP to revert with their proposal for consideration as previously minuted. MSDC advice is the school should investigate the current law and requirements in regard to any restrictions about what can be installed. Meeting then to be arranged with the PC. Note overhanging trees were pruned by a Governor.

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

- a) Highways and road related issues –
 i. School traffic –County Cllr Fleming still to arrange a meeting with the PDCC.
 ii. Kerb installation and Pedestrian signage – Still awaiting new price from Highways and answer as to who owns the grass verge. **Action:** County Cllr Fleming to expedite on our behalf
 b) The Green and Pond- protection and maintenance thereof. The debate over ownership of the trees at the pond to be carried forward to January or February meeting. Small clearance task at the pond where it drains into the ditch next to the road to be done next week. Clerk met with previous contractor and re-worked bollard estimates for damaged areas around The Green and to prevent further damage. Handouts distributed for all to consider. Photo montages to be circulated by email to further evidence what is required. **Action:** All to review with their handouts for discussion at the next meeting.
 c) Open Spaces: (i) More revenue spent on clearing the blocked culvert, digging out tree roots and excavating top end of the ditch to improve drainage on the Lows Footpath. PROW advise against doing any further work as it releases the landowner from meeting his responsibilities for the drainage on this popular footpath. PROW suggest we only cut the grass, which we took over from SCC about 2 years ago. If it floods, walkers are encouraged to report any issues to SCC on the Reporting Tool. The more reports, the more influence PROW have to pressing the landowner to carry out maintenance. Issue of suggested trees on the open stretch of land is still outstanding.
Action: Cllr Pudney to discuss both issues as a matter of urgency with the landowner
 Footpath queries received re the path at the village end of the Lion Road development that skirts around the back of Clarkes Close. Clerk trying to establish who is responsible for its maintenance.
 d) Bus Shelter: The roof will need a full replacement in the spring /summer and woodworm pesticide applying to the exterior. **Action:** Clerk to endeavour to obtain more quotes and report back

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

12.14.14 **Motion under the Public Bodies** (admission to meetings) Act 1960 – The Chair gave a summary of the Staffing Committee meeting held earlier. See the separate minutes for more information.

Date of next meeting – Thursday 4 January 2024. Note this is 1 week earlier due to Clerks holiday.

The meeting closed at 9.45 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 30 November 2023

Current account Unity Trust Bank Account No. Sort codeStatement no's 053 & 0... dd 30/11/23

Current account statement balance	£6,013.96
Savings Account statement balance	£63,916.57
Overall Total Reconciles With Accounts Balance As Per Spreadsheet	£69,930.53