

**Minutes of a Meeting of the Parish Council held on  
Thursday 7 September 2023 at 7.30 pm in the Community Centre**

**Present:** Cllrs Cooper, Collins, Fausset, Henderson, Hollowday, Prendergast, Pudney, Weston and Wheeler.

**Also in attendance:** The Clerk; County Cllr Fleming (for some of the meeting) no members of the public.

09.07.01 **Welcome:** The Chair welcomed everyone to the meeting. The meeting was not being recorded.

09.07.02 **Apologies for Absence:** Apologies received and accepted from Cllr Sneddon.

09.07.03 **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.

09.07.04 **Minutes:** The minutes of the meeting 13 July 2023 were approved and signed by the Chair.

09.07.05 **Matters arising:** There were no matters arising not covered elsewhere on the agenda.

09.07.06 **Reports for Information:**

- Report, previously circulated, from County Councillor Fleming.
- Report, previously circulated, from District Councillor Weller, with apologies for his absence.

09.07.07 **Public Forum:** There were no members of the public present and no issues raised.

09.07.08 **Statutory Business and General Governance:**

- a) The Notice of Conclusion of Audit for y/e 31 March 2023 and the external auditors report was noted.
- b) Development pathway for Councillors – information provided re training from January 2024 onwards.

**Action:** Councillors to review and contact the clerk for take up of the 2 Basic sessions

09.07.09 **Planning:**

a) The following planning applications were discussed:

DC/23/03979: Outline planning permission for 1 dwelling @ Land adjacent to Netherfields, Crossing Rd:  
The PC resolved to submit the same comments as the previous application with one additional concern.

DC/23/04090: Application to determine if prior approval is required for a proposed development by or on behalf of an electronic communications code operator for the purpose of the operator's Electronic Communications Network in, on, or over land controlled by that operator or in accordance with the electronic communications code. Town & Country Planning General Permitted Development England Order 2015 as amended - Schedule 2, Part 16, Class A - Erection of 25m lattice mast host to 6no antennas, 2no 600mm dish which is replacing an existing compound and mast (14.5m monopole) @ Pond Farm, New Road, Thrandeston (In the Parish of Palgrave): The PC resolved that the proposal should be subject to a full planning application due to the height of the proposed mast.

b) Planning determinations received;

DC/23/02981: Works to Trees in a Conservation Area, reduce 1 Bay to 1.5mt @ 4 The Paddocks, The Green: Permission granted.

DC/23/02835: Discharge of Conditions Condition 3 (New windows & door details) Condition 6 (Eaves levels) & Condition 7 (Roof covering materials) @ Location: Wood Cottage, Denmark Hill

DC/23/02836: Discharge of Conditions Application for DC/23/02945 - Condition 3 (Cladding details) & Condition 4 (Fenestration details) @ Wood Cottage, Denmark Hill

DC/23/02853 and DC/23/02945: Variation of Condition 2 (Approved plans and documents) @ Wood Cottage, Denmark Hill: Permission granted in both instances

DC/21/06787: Use of land for 4 off-grid holiday homes & associated works at Land at Ling Road:  
Permission refused

c) Update on Pace and Aura Power solar farms: **PACE:** The application is on the agenda for Wednesday 13 September in the Council Chambers. One week's notice received advising us of this. No Councillors available to attend. Note post meeting: Cllr Weston will attend remotely with a nominated person attending as an objector to voice our concerns. **AURA:** No further information available as yet.

d) Any other planning matters: None.

09.07.10 **Finance:**

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

£ 747.30	Caroline Emeny	Clerks remuneration
£ 62.95	Caroline Emeny	Clerks expenses
£ 23.79	H M R C	PAYE
£ 252.00	PKF Littlejohn	External audit inv SB20230227
£ 225.00	Community Heartbeat Trust	Defib pads inv 17595
£ 1202.84	M Goater	Village Sign
£ 1488.00	A Ward	Inv 1285 re church / cemetery gates
£ 275.90	The Helping Hand Co	Inv AD40001124 Litter pickers
£ 11.00	N Weston	Drinks for sign ceremony
£1416.00	Excite Solutions	Invoice 2604 re June & July grass cuts
£ 747.50	Caroline Emeny	Clerks remuneration
£ 30.00	Caroline Emeny	Clerks expenses
£ 23.59	H M R C	PAYE
£ 154.78	M S D C	Inv 2000173052 Election costs

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

b) 2<sup>nd</sup> Precept instalment £9500; £250 Pride in Your Place Grant, £130 Cemetery donation. The Clerk confirmed the Pride in Your Place Grant was for the extra long litter pickers since purchased.

c) Bank reconciliations for the period to 31 August 2023 were approved and signed by Cllr Pudney.

d) The accounts to 31 August 2023 were noted with budget vs actuals information distributed to all.

e) Note Cllr Cooper is experiencing problems logging into Unity Bank. **Action:** Clerk to try and resolve

09.07.11 **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. **Action:** Clerk to chase

ii. Kerb installation and Pedestrian signage – County Cllr Fleming was pressed to engage with Josh White of Suffolk Highways (SH) to get some agreement on these two matters which are very important to Palgrave. The Chair briefed her on how much the verge has eroded explaining why the proposed kerb line from SH was not acceptable. Note the Clerk has applied for some CIL funding for the kerb line but the application is held up pending agreement with SH.

**Action:** Awaiting feedback from County Cllr Fleming.

iii. Verges: Cllr Henderson experienced near damage to his property when a large farm vehicle drove down Millway Lane. A video and relevant information was sent to our District and County Cllrs for comment. Note this also applies to Crossing and Priory Roads. There should be an onus on the farmers to control this traffic and use alternative, more suitable routes. **Action:** Clerk and Councillors to investigate what, if anything can be done, possibly via Farmers Weekly re rules for width of vehicles on small roads etc. Clerk to chase for response to video from District and County Cllrs.

b) Speeding, Speed Indicator Devices – No concerns at present. **Action:** Clerk to contact all volunteers offering financial aid with their electricity costs for the battery charging

c) DDNP – Voting to approve the DDNP is on the Church on Thursday 28 Sept '23, open 7am – 10pm.

d) The Green - protection and maintenance thereof:

i. Bollard Map – all ready to send to MSDC, just time constraints have delayed it.

ii. Pond and surrounding trees – It was resolved the Chair will discuss with PD re a shared project, possibility of shared costs with an expert's opinion about what needs doing. Note post meeting PD has already had a tree expert on site and will request a written report which he will share with us.

**Action:** Chair to discuss with PD once report received

iii. Palgrave Arts Festival requested permission to display wooden Gingerbread men and posters on and around The Green running over the Palgrave Arts Festival period. Approval given.

iv. Grass Cutting – all cut back now.

v. Pond maintenance – the grass / weeds need cutting back / removing. Chair to ask Charles (?) if he can do the necessary work. It was agreed to ask JL if she could supervise the work that needs doing to get it back into an acceptable state.

**Action:** Chair to ask Charles to carry out the work on the pond. Clerk to ask JL

- f) Other open spaces; The Lows footpath desperately needs a cut. It was resolved to schedule this for end April, early July and September as the regular annual cuts to the footpath.  
**Action:** Clerk to contact our contractor as urgent  
 The Lows Bench: The nettles need cutting back behind the bench. **Action:** Clerk to contact named volunteer to do asap  
 The footpath heading left off Crossing Road to the A143 across the farm field is not visible. Currently covered with onions. **Action:** Clerk to report to PROW again  
 The Lows ditch: Clerk hopes to have a price for the next meeting. Delayed due to the harvest.  
 The Lows footpath: Clerk applied for f.o.c. new trees, to fill the gaps along the path by the open fields. A successful meeting held earlier with Richard Parmee, Biodiversity Project Manager at BMSDC who has suggested where and what trees they can offer us to fill the few gaps. Awaiting email confirmation as a result of that meeting. **Action:** Clerk to get landowner approval in the interim
- g) Cemetery and Churchyard – Report back from the meeting held earlier that all the gates are repaired and looking good. A new Garden of Remembrance area has been scoped out and will be marked up asap. Some trees will need pruning or removal. Next meeting early November to discuss costs involved with the planned work including mound flattening, and water table investigation. Cemetery donation towards graves grass cutting gratefully received.
- h) Palgrave Village sign – Unveiling ceremony held on 24 July was very successful with a large attendance. Special thanks extended to the Rolfe and Gillings families for their kind donations towards the costs of the new sign. Clerk did receive a few complaints about lack of notice re the ceremony being the result of only agreeing a date after The Star had been printed. Work on the plinth is still required. S Goater will quote for this work for the next meeting.
- i) Broadband review re Upp plans – map, previously distributed, showing where they require to dig up The Green to relieve some blockages. Other than that existing infrastructure will be used. Clerk had remote meeting with Upp, sending them the Wayleave Agreement with County Broadband as an example of the type of agreement required. The PC insist on the same for Upp with reinstatement and penalty clauses if not completed on time. Still awaiting this info from Upp.
- j) Village Clean up Morning Saturday 21 October, 10 – 12 noon. To concentrate on the Churchyard so meet at the Church. Refreshments available after the event. Tasks will be ivy removal from the perimeter flint walls, grave clearing, weeding, 3 large sycamore trees need removing (2 of which are on the access road). **Action:** Clerk to advertise, to check if BMSDC collect green waste, to check if the Church has any events on that day
- k) Asset Register maintenance: Bus Shelter: Agreed this was too big a task for volunteers.  
**Action:** Clerk to obtain quotes for a new roof and inner lining as the initial repairs required
- k) Street lights – still awaiting up to date estimates. C/forward until this information is available

09.07.12 **Correspondence** – Note the Affordable Housing meeting with Sue Downs will be at the October meeting.

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

**Date of next meeting** – The next meeting is on **Thursday 12 October 2023**, at 7.30pm.

The meeting closed at 9.35 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

## FINANCIAL REPORT – 31 August 2023

Current account Unity Trust Bank Account No. .... Sort code .....Statement no's 048, 049, & 007 dd 31/8/23

Current account statement balance	£3,726.46
Savings Account statement balance	£57,518.79
Overall Total Reconciles With Accounts Balance As Per Spreadsheet	£61,245.25