

**Minutes of the Meeting of the Parish Council held on
Thursday 9 March 2023 at 7.30 pm in the Community Centre**

Present: Cllrs Collins, Cooper, Dingle, Fausset, Pudney, Sneddon and Weston.

Also in attendance: The Clerk; District Cllr Burn, one member of the public.

- 03.09.01 **Welcome:** The Chair welcomed everyone to the meeting. The meeting was not being recorded.
- 03.09.02 **New Councillor Co-Option:** Peter Henderson gave a brief résumé of himself before being welcomed as a new member to the Parish Council and signed his Declaration of Office. **Action:** Clerk to send him all the necessary links and instructions re PC email address, Register of Interests, planning considerations etc
- 03.09.03 **Apologies for Absence:** Apologies received and approved from Cllr Prendergast and County Cllr Fleming.
- 03.09.04 **Declarations:** There were no Pecuniary or Non-Pecuniary Interests declared and no requests for dispensation. Councillors were reminded of their obligations under the new Code of Conduct and submission of any additional Interests as required by the new code.
- 03.09.05 **Minutes:** The minutes of the meeting of 16 February 2023 (as previously circulated) were approved and signed by the Chair.
- 03.09.06 **Matters arising:** There were no matters arising from those minutes not elsewhere on the agenda.
- 03.09.07 **Reports for Information:**
- County Cllr Fleming: Report as previously circulated.
 - District Councillor Burn: Report as previously circulated from BMSDC. Cllr Burn summarised an Essex & Suffolk Water (ESW) report he sent by email. Palgrave is in the Hartismere area which relies on the aquifer underground for water supply. **Action:** Clerk to email all the ESW link and summary report
- 03.09.08 **Public Forum:** No members of the public present as the one member is now an active Councillor. A complaint about excessive dog mess was emailed to the Clerk.
- 03.09.09 **Statutory Business and General Governance:**
1. The following documents were reviewed, approved and signed for the year end audit: Risk Assessment (Financial); Risk Assessment (Assets); Asset Register ; a new General Reserves Policy was adopted. **Action:** The Internal Control and Effectiveness of the Internal Audit will be carried out in March by the Clerk and Cllr Sneddon at an arranged date
 2. Consultations / Surveys to consider – none at present.
 3. Nomination papers were all signed and returned to the Clerk where available. **Action:** o/s forms from Cllrs Sneddon and Weston to be collected asap
- 03.09.10 **Planning:**
- a) The following planning applications were discussed:
DC/23/00968 – Erection of detached games room /office and detached 3 bay cart lodge @ The Nook, Priory Road – The PC voted by a majority to support the application but will add a comment about the lack of detailed information re the actual build and finishes to be used in the supporting documents.
DC/23/00926 – variation of a Condition 2 re DC/21/02467: erection of a single storey rear extension @ Yew Tree, Lows Lane -The PC voted unanimously to support this application.
2022/2424 : To consider the Aldi planning application at the Feather Mills, Park Road, Diss
<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RNM215OQMMZ00>
The PC voted by a majority to submit a comment endorsing the DDNP's objection to the application and to include concerns about displaced traffic causing more traffic problems in Palgrave and concerns re reduction in road width.
 - b) Planning Determinations received from BMSDC:
DC/22/06226 - Retention & completion of erection of 1 x dwelling (following demolition of existing barn approved under Class Q DC/19/05134) @ Bridge House, Denmark Hill - planning permission granted.
DC/23/00342 – works to trees @ Hemplands, Lion Road – BMSDC does not wish to object.
 - c) Update on Pace and Aura Power solar farms - No update on either. The Chair confirmed there is a new document from Place Services on the portal under the Pace application which he encouraged all to read. **Action:** Clerk to send Place document to all

d) There were no other planning matters for information only.

03.09.11

Finance:

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

£ 867.00	Caroline Emeny	Clerks renumeration & holiday pay February
£ 50.19	Caroline Emeny	Clerks expenses
£ 69.89	HMR C	PAYE / NIC
£ 108.00	N Weston	Inv 21/2 re Palgrave banner
£ 41.22	N Weston	Inv 0207556787 re Vista Print postcards
£ 400.00	Diss Town Council	DDNP contribution
£ 5.00	121 Computers Ltd	Inv 43239 re new laptop keyboard

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

b) £150 cemetery income received in March not yet shown on the bank statement

c) Bank reconciliation for the period to 28 February 2023 was approved and signed by Cllr Dingle.

d) The statement of accounts was noted. Final year end figures will be available at the April meeting.

e) The purchase of a new laptop as budgeted for in 23/24 was approved as detailed by the Clerk.

03.09.12

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

a) Highways, speeding and road related issues

Deferred bridgeworks at Crossing Road cancelled again for the second time.

School traffic – a site meeting on 20 February did not show undue chaos at the start of the school day.

Another site visit on 3 March resulted in more traffic but not excessive when taking into account the school location and the roads around it. Parents parking the opposite way on the access road exacerbates the problem as most vehicles park facing towards Diss. The school traffic wardens have witnessed parents driving up the access road; ignoring the road signs prohibiting access. Parking at the PDCC is not presently allowed. County Cllr Fleming is to arrange a meeting with the PDCC.

Kerb installation near Malt House: SCC anticipate the length of kerb will cost in the region of £2,000-£2,500, subject to being fully costed up. The kerb will have to be set back to the existing edge of verge that may have been eroded.

A14 will be closed overnight 8pm-6am for new surfacing between J43 (A143) and J51 (A140) until Summer 2024. Contraflow in force during the day. Diversion route overnight is via the A143 and A140.

Action: Clerk to reply positively to get the kerb work scheduled asap. To seek funding in the new financial year from County and District Councillor budgets. Clerk to chase 2 lots of pedestrian signage requested

b) Speeding, Speed Indicator Devices – There is an issue with the data download on the Lion Road SID. Cllr Fausset is dealing with the matter. The data we have retrieved shows a definite reduction in speeding.

c) DDNP – The next stage is a draft report from the Examiner for checking by the DDNP, hopefully by the end of March. This then gives the NP more significant weight in planning applications.

d) Defibrillator update – the Clerk is currently managing the Defibrillator checks awaiting new volunteers.

e) The Green - protection and maintenance thereof:

BMSDC request an updated plan of our proposed bollard scheme for their consideration before public engagement. We need a map of the final approved plan for the bollards that were installed by BMSDC. The map we have shows the proposed works, not the final actual scheme. The Chair can then mark this new map up for sending to BMSDC for approval. **Action:** Clerk to request map asap

The lime trees skirts have been cut back as planned.

Audit of trees on the Green – Quotes vary from £400 - £1150 + vat. Need to ensure there is a strong safety element included in the report and trees are zoned as suggested in the risk assessment viewed at the last meeting. Council voted to approve Norfolk Trees to carry out the work due to their previous knowledge and works. **Action:** Clerk to follow up with approved contractor to include safety and zoning aspects

No -Mow Project - Amended map reviewed and approved as per the attached appendix. Note that the very edge of the green highlighted tip towards Lows Lane will be kept cut for driver visibility and safety.

Siting of temporary skip on The Green – request received to site a skip on The Green near Church Farm for gable end works. Approved in principal provided we can have a Councillor on site when the skip is initially sited. Any damage must be repaired. **Action:** Clerk to report back to householder

f) Other open spaces; Missing footpath signs on FP11 reported. FP10 should be reinstated shortly. FP5 and FP6 both reported and awaiting outcome. Many complaints received re the latter two paths.

g) To review and consider updates from County Broadband (CB) – reply from CB received today and circulated. Map on page 8 amended to show the extent of the ducting as requested. Clerk to query size of Fibre Access Terminals (FATs) – we understand they are mounted on poles? Everything else is underground. Request for penalty clause – Clerk to respond with suitable approved wording and to question ongoing maintenance issues. There are no other wayleave agreements that we are aware of. Our solicitor advised that agreements for electricity cables, water-mains etc. are not revealed unless a specific request is made to the relevant network operator. Not all wayleaves etc. have to be registered.

Action: Clerk to action CB response asap

h) To receive update re the Pond risk assessment - There will be an inquest into the death in the pond. We will await the outcome in the event of a report which should be within the next month and we will be notified as an interested party. Initial enquiries have made with Waveney River trust and Suffolk Wildlife Trust as to low level vegetation.

i) Cemetery and Churchyard - The Chair updated members of the meeting held earlier that evening. Looking at a new Garden of Remembrance site and an extension to the existing burial plot area to future-proof the cemetery as there is currently about ten years supply available. There may be water table issues which will be investigated.

j) Spring Litter Pick – Chair to contact our previous co-ordinator as minuted. Suggestion from a resident that volunteers ‘adopt an area’ for regular litter picking and offer to co-ordinate it. Members agreed this would be an improvement to the two annual litter picks. **Action:** Clerk to report back to the volunteer

Standing order 3x was temporarily suspended to allow the meeting to continue

k) Palgrave Village sign – Clerk spoke with Mike Goater this week. Can we give him a deadline? It was agreed that the King’s Coronation would be a suitable deadline, if possible, with a small unveiling ceremony of some sort for the new sign. To consider inviting Tim Passmore and Dan Poulter to the unveiling.

Action: Clerk to report back to Mike and invite as above

l) Community Engagement Day – Saturday 25 March 10 - 2 pm. Hall booked from 9am. List of tasks detailed by Clerk and reviewed and will be actioned separately to all involved. Chair to move banner to the school.

Action: Clerk to send out detailed list to all with allocation of tasks etc asap

m) The King’s Coronations plans - no further update from the PDCC who have been notified of grant information. Tree planting still being reviewed as a means of commemorating the event.

Action: To include tree planting on future agendas until decision made

n) Asset Register maintenance:

Bus Shelter: The general feeling was that it isn’t too bad internally. If the hanging bits of the inner lining are removed, it would greatly improve the appearance. **Action:** Someone to do, no-one yet nominated

Metal Circular bench near the pond: **Action:** Cllr Weston still to investigate as previously minuted

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

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

Date of next meeting – The next meeting is on Thursday 13 April at 7.30pm.

The meeting closed at 10.10 pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 28 February 2023

Current account Unity Trust Bank Account No. Sort codeStatement no. 040 dd 28/2/23

Current account statement balance	£5,244.69
Savings Account statement balance	<u>£57,000.00</u>
Overall Total Reconciles With Accounts Balance As Per Spreadsheet	£62,244.69