



palgravepc@gmail.com

**Minutes of the Annual Meeting of the Parish Council (AGM) held on
Thursday 11 May 2023 at 7.30 pm in the Community Centre**

Present: Cllrs Cooper, Collins, Dingle, Henderson, Sneddon and Weston.

Also in attendance: The Clerk; District Cllr Weller. No members of the public.

- 05.11.01 **Election of Chair:** Cllr Weston was unanimously proposed to be re-elected as Chair. The Chair signed the Declaration of Acceptance of Office.
- 05.11.02 **Welcome:** The Chair welcomed everyone to the meeting especially our new District Councillor, Tim Weller, representing The Green Party. The meeting was not being recorded.
- 05.11.03 **Apologies for Absence:** Apologies were received and accepted from Cllrs Fausset, Prendergast & Pudney.
- 05.11.04 **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.
 3. Clerk reminded all present the statutory requirement to complete a new Register of Interest form.
Action: Clerk to email relevant form or send link to all for completion. Hard copy given to Cllr Sneddon
 4. Clerk reminded all present to complete the mandatory 'Return of Election Expenses' form and return to her asap for sending to BMSDC.
- 05.11.05 **The following appointments were unanimously agreed:**
- Mrs Susan Hollowday was co-opted as a Parish Councillor, signed the Declaration of Office and joined the meeting, leaving just 1 vacancy on the Parish Council.
1. Vice Chairman- Cllr Henderson. The Vice Chair signed the Declaration of Acceptance of Office. All remaining Councillors signed their Declarations of Office, countersigned by the Clerk. It was approved that outstanding Declarations can be signed at the next attended meeting.
 2. Responsible Financial Officer - the Clerk, Caroline Emeny.
 3. Personnel Committee – The Chair (Cllr Weston) and Cllrs Cooper and Sneddon.
 4. Cemetery Committee - Cllrs Cooper, Sneddon and Hollowday. Phil Dyer as Cemetery Administrator and Jane McClintock as previously agreed.
 5. Diss and District Neighbourhood Plan Working Group (DDNP) – Cllr Dingle with Cllr Henderson as her substitute.
 6. Remaining roles unanimously agreed as follows: Bank signatories and internet banking authorisations remain unchanged - Cllrs Weston, Cooper and Prendergast. Grass Cutting is the responsibility of Cllr Fausset together with the Clerk. Cllr Henderson agreed to be the PDCC representative.
- 05.11.06 **Minutes:** The minutes of the meeting 13 April 2023 were approved and signed by the Chair.
- 05.11.07 **Matters arising:** There were no outstanding matters not elsewhere on the agenda.
- 05.11.08 **Reports for Information:**
- No report available from County Councillor Fleming
 - Report (previously circulated) from our new District Councillor Weller. He thanked David Burn for all the work done over the many years and asked all present to consider how to make best use of him and his skills for the benefit of Palgrave.
- 05.11.09 **Public Forum:** No members of the public present and no issues raised with the Clerk not on the agenda.
- 05.11.10 **Statutory Business and General Governance:**
1. Section 1 of the AGAR (Annual Governance Statement) and Section Two of the AGAR (Accounting Statement) were approved and signed by the Chair and Clerk for the year ending 31 March 2023.
 2. The full report from the Internal Auditor as previously distributed was noted.
 3. The Schedule of Annual Regular Payments was approved and signed by Cllrs Sneddon and Cooper.
 4. The Calendar of Meetings for the period June – May '24 was reviewed for distribution once amendments actioned and APM date agreed with the PDCC.
 5. There were no consultations to consider.

05.11.11 **Planning:**

- a) There were no planning applications to consider.
- b) Planning determinations received:
DC/23/01365 - Works to Trees in a Conservation Area @ Malt House, The Green – BMSDC do not object to the application
DC/23/01462 - Discharge of Conditions Application relating to DC/22/06276 - Condition 2 (Biodiversity Enhancement Strategy) and Condition 3 (Acoustic Specification & Noise Assessment) @ 3 Red Brick Cottages, Old Bury Road
- c) Update on Pace and Aura Power solar farms
PACE: Email circulated today from BMSDC planning dept advising there will be several new documents uploaded to the portal in the coming weeks. PC will be re-consulted once all information has been submitted, (prior to it going to the planning committee). Chair to redraft the list of points for discussion and approval once all additional documents uploaded.
AURA: Email circulated today from Aura confirming in -person exhibition open to all at Wortham Village Hall Thursday 25 May 4-7 pm, and a Webinar on Tuesday 23 May at 6pm for those unable to attend. Full details are on the PC website – www. <http://palgrave.onesuffolk.net/solar-farm/> and the notice board at Forge Close. According to Aura they have changed the outline plan, cut quite a bit off the north and extended it further into Wortham.
- d) Any other planning matters: DC/21/06787 Ling Road Caravans – BMSDC planning confirm we will be advised when this application goes to committee, but unlikely to be for a few more months.

05.11.12 **Finance:**

- a) The following payments were approved for paying online by bank transfer:
- | | | |
|----------|---|-------------------------------------|
| £ 747.30 | Caroline Emeny | Clerks remuneration |
| £ 43.30 | Caroline Emeny | Clerks expenses |
| £ 23.79 | H M R C | PAYE |
| £ 137.50 | P D C C | Meeting room hire |
| £ 269.45 | T Brown | Internal audit invoice |
| £ 192.00 | Excite Solutions Ltd | Invoice 2445 |
| £ 456.00 | Excite Solutions Ltd | Invoice 2446 |
| £ 200.00 | Palgrave Arts Festival | Grant approved last month |
| £ 390.85 | B M S D C | Dog bin invoice 2000162521 |
| £ 480.00 | Norfolk Trees | Tree inspection and report inv 0547 |
| £3000.00 | Internal transfer from savings account to current account | |

The monthly schedule of payments was signed by Cllrs Dingle and Henderson.

- b) The following receipts were noted: Cemetery income £560.
- c) Bank reconciliations for the period to 30 April 2023 were approved and signed by Cllr Cooper.
- d) The continued use of internet banking was approved.

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

- a) Highways and road related issues –
Email with various topics in this regard for discussion circulated from Cllr Henderson - **Action:** C/ Forward
School traffic –County Cllr Fleming still to arrange a meeting with the PDCC. Cllr Cooper confirmed an accident last Friday outside the school: a driver hit another vehicle’s wing mirror breaking it. A child was nearly knocked over during this incident. Parents are currently forbidden to park in the PDCC car park. -
Action: Clerk to expedite meeting
7.5T signage on A143 – Clerk confirmed at least 1 sign is obscured by foliage in each direction, worsening the problem of lorry drivers not seeing the warning signs until it is too late to prevent turning into Priory/ Crossing Roads. **Action:** Clerk to report to Highways asap
Kerb installation near Malt House: SCC confirm cost is greater than original estimate at £4200 excl. vat. Cllr Fleming has been approached for match funding from her highways budget, awaiting reply. Clerk to respond to Highways that the footpath needs reinstating to the width it was 6 months ago before the most recent vehicle erosion, meaning this is the kerb line. **Action:** Clerk to insist on kerb line to Highways
Pedestrian signage - Priory Rd agreed near Lion Road junction. Cost £525.44 excl. vat per sign.
Action: Clerk to send visual image to all re suggested site for this specific sign
Millway Lane / Denmark Hill sign: still not agreed with Highways. School discussion held today re the Forest School. Highways came to a different conclusion and now suggests a sign down Millway Lane. Cllr

Cooper confirmed pupils use the footpath off Lion Road because it is not safe to walk along Priory Road.

Action: Clerk to revert to Highways yet again with Cllr Coopers comments

- b) Speeding, Speed Indicator Devices – One SID reported as needing re-calibrating. Clerk awaiting further information from the manufacturer. Data download issue still o/s with Cllr Fausset.
- c) DDNP – nothing new to report, report in its final stages, awaiting outcomes.
- d) The Green - protection and maintenance thereof:
 - I. Bollard Map - Need to review which map we have from BMSDC. Hard copy not now possible. May need to pace it out against physical evidence. **Action:** Clerk to finalise mapping
 - II. Visual inspection and report re all trees on the Green – Report very comprehensive. No further action required at this time.
 - III. The Green – Request to create an accessible walkway around The Green – *c/forward*
 - IV. Skip on The Green – removed post meeting, no issues.
 - V. Unauthorised placards on The Green – apologies received and accepted.
 - VI. Contractors working at Rose Cottage parking on The Green – **Action:** Clerk to write to householder
 - VII. BT Open Reach parking on The Green has improved since Clerk actioned this with BT. To monitor.
 - VIII. School Playground – A working party to be set up with the School to discuss if any improvements can be made to the playground. **Action:** Clerk to action working party asap
- e) Other open spaces; Footpaths FP5 /FP6 made good. Our thanks to F Vaudrey for actioning this so quickly. Path is at least 1.5m wide and most roots / saplings have been removed or pushed underground. Hedge will be trimmed back should it start to overgrow the path. No walkers should have any complaints. Clerk requested she is not the main contact as stated at the APM. Contacts are agreed as Jane McC alongside Andrew Stewart.
The Spinney reported to Giles West. No response.
Priory Wood – flytipping of garden waste and chopped up pallets from Draycott Rise reported to BMSDC - enforcement officer looking into actions. Tree works carried out in April by BMSDC with more work due in the autumn.
Overflowing dog bins actioned with BMSDC. Request for dog poo bag dispenser by M Drake approved.
Action: Clerk to purchase
- f) Update from County Broadband (CB) – awaiting confirmation of dates from Highways. Operator, FibreMe Ltd (now Upp Ltd) were due to start work on The Green this week. On discussions with the Clerk, work postponed while other solutions investigated. They weren't aware they needed our permission to carry out work on The Green and may need a Wayleave Agreement. Clerk awaiting further feedback.
- g) Cemetery and Churchyard – Nothing to report. More reservations have been received.
- h) Village Litter Area assignment – beginning to take shape but will be a slow process. Request approved for longer litter pickers for reaching into difficult areas. **Action:** Clerk to purchase 6 extendable litter pickers
- i) Palgrave Village sign – New sign will soon be ready. **Action:** Clerk to get finished price for approval bearing in mind we will have a £500 donation towards the cost
- j) Spruce up Saturday 1 July, PDCC booked from 9.30 – 11.30 am – **c/forward to June**
- k) Street Lights – **c/forward to June**
- l) Oak Trees to commemorate the Kings Coronation - **c/forward to June**
- m) Asset Register maintenance:
Bus Shelter: **Action:** Cllr Henderson to discuss with Jane McC
Metal Circular bench near the pond: **Action:** Cllr Weston still to investigate as previously minuted
- n) P I I P - - **c/forward to June**

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

04.13.15 **Motion under the Public Bodies** (admission to meetings) Act 1960 – new rates in force. .

Date of next meeting – The next meeting is on **Thursday 15 June**, a delay of one week as requested, at 7.30pm.

The meeting closed at 9.55pm.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 30 April 2023

Current account Unity Trust Bank Account No. Sort codeStatement no's 044 & 003 dd 30/4/23

Current account statement balance	£4,326.02
Savings Account statement balance	£64,172.18
Overall Total Reconciles With Accounts Balance As Per Spreadsheet	£68,498.20