

Minutes of the Annual Meeting of the Parish Council (AGM) held on 14 May 2026 at 7.30 pm in the Community Centre

Present: Cllrs Charman (KC), Collins (EC), Cooper (WC), Coulson (PC), Fausset (RF), and late arrival Cllr Pudney (VP).

Also in attendance: The Clerk. No members of the public.

- 05.14.01 **Election of Chair:** VP agreed to stand again as Chair and was unanimously voted in. She was delayed in traffic so arrived late. The Declaration of Office was signed on her arrival.
- 05.14.02 **Chair's welcome:** Cllr Fausset acted as Chair for the meeting, welcoming everyone. The meeting was not being recorded.
- 05.14.03 **Apologies for Absence:** Apologies accepted with consent from Cllr Hollowday.
- 05.14.04 **Vacancies and Co-Option** of Councillors: There remain 4 vacancies on the Parish Council.
- 05.14.05 **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.
- 05.14.06 **Minutes:** The minutes of the meeting of 9 April 2026 were approved and signed by the Chair.
- 05.14.07 **Matters arising:** There were no outstanding matters arising not reported elsewhere.
- 05.14.08 **Reports for Information:** There were no reports from our County or District Councillors.
- 05.14.09 **Public Forum:** No members of the public present. PC raised the question of policing in Palgrave. Reported incidents do not get actioned by Norfolk. An example was a 3am 999 call about prowlers in a garden. The call went automatically to Norfolk who then passed it to the Suffolk constabulary to deal with. **Action:** Clerk to query with Tim Passmore
- 05.14.10 **Statutory Business and General Governance:**
1. The following appointments were approved:
 - i. Vice Chairman - Cllr Fausset. The Vice Chair signed the Declaration of Acceptance of Office.
 - ii. Responsible Financial Officer - the Clerk, Caroline Emeny.
 - iii. Staffing Committee – The Chair (Cllr Pudney) and Cllrs Cooper and Coulson.
 - iv. Cemetery Committee – The Chair (Cllr Pudney), Cllrs Charman and Collins, Phil Dyer as Cemetery Administrator and Jane McClintock as a member of the public.
 Remaining roles unanimously agreed as follows: Diss and District Neighbourhood Plan Working Group (DDNP) – The Clerk and Cllr Charman; P D C C - Cllr Hollowday; Solar and Pylon Liaison Group: Cllrs Pudney and Coulson; School Liaison Group - Cllrs Cooper and Hollowday; Bank signatories and internet banking authorisations remain unchanged. Grass Cutting is the responsibility of Cllr Fausset together with the Clerk.
 2. 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 2026.
 3. The full report from the Internal Auditor as previously distributed was noted with no concerns.
 4. The continued use of internet banking was unanimously approved.
 5. The Schedule of Annual Regular Payments was unanimously approved.
 6. The Calendar of Meetings for the period June 2026 – May 2027 was approved subject to the PDCC agreeing availability for all dates.
 7. The following policy was unanimously approved: Sexual and General Harassment.
 8. Consultations: Clerk provided latest update on the Norwich to Tilbury Pylon project. We are still awaiting the official outcome of the Community Governance Review. No LGR updates to share. SWARTS report previously distributed for noting only.
- 05.14.11 **To consider matters relating to planning for Palgrave -**
- a) There were no Planning Application to consider.
 - b) There were no Planning Determinations to note.
 - c) Solar Farms update: **Grange Farm** – latest update from meeting of 16 April previously distributed. The Community Benefit document is still under review with some questions. It was agreed we would take legal advice on the draft Deed. **Action:** Clerk to contact SALC / Birketts for advice
 - d) Planning enforcement issues: No updates.
 - e) Other planning matters for information – update required by the health company operating the old St Johns site. A site visit was promised when work was completed. **Action:** Clerk to expedite
- 05.14.12 **Finance:**
- a) Payments totalling £2324.19 approved, signed by KC and EC, viewable on website.
 - b) Receipts to note; £65 regular cemetery donation.
 - c) Bank reconciliation to 30 April 2026 approved and signed by WC. Up to date full accounts for the 1st month of the new financial year circulated and noted.

- d) Request to donate £50 towards the cost of refresher CPR and basic first aid training was approved.
- 05.14.13 **Palgrave School** – No update to report. Cllr Coulson got an estimate of £350K to level and grass the play area. Other avenues need to be looked into. Clerk to obtain the playground dimensions from PC. The play area needs scraping out, levelling, and rolling. Tree roots need cutting off to prevent trip hazards. **Action:** Clerk to contact Chair of Governors for update
- 05.14.14 **P.D.C.C:** no further updates. The report from the PDCC Chair submitted at the APM gives a full update.
- 05.14.15 **D.D.N.P:** no further updates until after the July meeting. Clerk to provide KC with details in due course.
- 05.14.16 **V.E.T.S:** Refresher CPR training with some basic first aid will be delivered under the VETS stewardship on 16 October. VETS will take the bookings and manage the event. The PDCC have offered the hall f.o.c. and our thanks to them as a result. The VETS telephone system has not had an emergency call as yet.
- 05.14.17 **To consider matters and any actions required for those relating to the Community of Palgrave -**
- a) Highways & road related issues; (i) Crossing Road - regular flooding on left handside from the A143, just before the railway crossing is causing the road to crumble. Eight potholes counted in this area. PC investigated - farm worker said it is run off from the field. Water is bubbling up again. Needs some sort of drainage. PC will report to Highways. **Action:** Clerk to contact farmer to find a more permanent solution
- b) Speeding and associated matters: 20mph project: RF met with Highways to review final plans for what additional / removal of street furniture and road markings is required. Awaiting final cost but we expect this to come in at the lower end of their estimate.
Lorrywatch – Clerk has confirmed existing signage in place and is awaiting the training links.
- c) The Green: Nothing to report. All grass areas cut today with paths mowed as agreed with RF. Clerk has requested the original tree contractor to remove the two (2) mounds of tree stump waste from The Green asap as it was noted that removal of all debris was included within the original quote.
- d) Other Open Spaces: O/S feedback from TW re the Complaint received about a dangerous ditch crossing at a permissive footpath along the River Waveney. **Action:** Clerk to chase for outcome. If no result, query with PROW
Grass cutting- All areas cut today. RF notified as agreed.
The Spinney - Local farmer confirmed removal of Himalayan Balsam from the waterways as minuted last month.
Footpath FP5 has been reinstated by the landowner.
Blocked ditch near MSDC land near bottom of Lows FP – this was raised with TW. **Action:** Clerk to expedite
Litter Pick- Thanks to everyone who helped including TW, and the Church for allowing us to use it as our HQ.
Approx 20 bags of litter were collected.
- e) Priory Wood: Site visit arranged for 20 May with Clerk, PC, TW and Biodiversity Manager at MSDC. Our Tree Warden to be invited along. **Action:** Clerk to invite Tree Warden
- f) Cemetery and Churchyard – Cemetery compost bin- PC will assemble a new bin from the donated pallets. Do we need to task someone with removal of the old bin?
- 05.14.18 **Out of the Box** - A full update was given at the earlier APM by the Clerk.
Information Board: Final leaflet completed and with printers. Actual board to be ordered soon. It will need concreting or staking into the ground once received for stability and security. Waterproof leaflet dispenser to be ordered to hold the leaflets. Agreed to also place some in the Church porch.
Phone Box: Clerk awaiting a 2nd price to sandblast the box, hence the delay. Clerk has expedited this. A 2nd price for removal and replacing the box has been received if this is to be done off site. **Action:** PC and Clerk still making enquiries. Clerk to expedite TW for further funding support
- 05.14.19 **Correspondence:** All correspondence distributed, no further actions.
- 05.14.20 **Motion under the Public Bodies** (admission to meetings) Act 1960 – Nothing to report.

Date of next meeting – Thursday 11 June at 7.30pm.

The meeting closed at 21.20 hours.

Caroline Emeny (Clerk to Palgrave Parish Council)

FINANCIAL REPORT – 30 April 2026

Current account Unity Trust Bank Account No. Sort codeStatement no's 086 & 039 dd 30/4/2026

Current account statement balance	£ 13,107.38
Savings Account statement balance	£ 43,169.59
Overall Total Reconciles with Accounts Balance As Per Spreadsheet	£ 56,276.97