

# Draft Minutes of the Palgrave Annual Parish Meeting held in Community Centre

11 May 2018 at 7:30pm

Present: Councillors N Weston (Chairman), W Cooper, M Brown, M Sneddon

Also Present: District Councillor Burn

Electors: 11 Members of the public attended the meeting

## 5.18.1 APM Welcome

Cllr N Weston introduced himself, welcomed everyone to the meeting and explained the purpose of the Annual Parish Meeting. He introduced the new Parish Clerk, Caroline Emeny, and proposed she take the minutes unless there were any objections. Basic housekeeping and mobile phone instructions were given before proceeding. He encouraged members of the public present to leave their contact details for possible future correspondence from the Parish Council.

## 5.18.2 APM Apologies

Apologies were received from County Cllr Jessica Fleming, and Cllr E Collins.

## 5.18.3 APM To confirm the minutes of the Annual Parish Meeting held on 21 April 2017

Copies of the Minutes had been made available and it was agreed to accept them as a true record of the meeting. The Chairman duly signed the minutes.

## 5.18.4 APM Reports

The following reports were read out and are appended to the minutes on the parish council website:

### 5.18.4.1. APM Police

We no longer receive a Police presence at APMs but a monthly newsletter initiated by SNT Eye. This was available to read to anyone present but did not contain any information of any particular note. See Appendix (a)

### 5.18.4.2. APM County Council: County Councillor Jessica Fleming

County Cllr Fleming was unable to attend and did not send in a report for review.

### 5.18.4.3 APM District Council: District Cllr David Burn

Cllr Burn reviewed the merger of Babergh and Mid Suffolk District Councils, the move to Endeavour House in Ipswich, the Boundary changes within the Wards, and the current Planning meetings whereby they may be physically rotated through the county to make access easier for members of the public wishing to attend them. He also outlined the CIL income levels. See Appendix (b)

*Question – what is the CIL percentage if we do not have a neighbourhood plan?*

*15% for parishes with no approved neighbourhood plan, 25% for those with an approved plan*

*Question – are there going to be a reduced number of District Councillors overall due to the ward changes?*

*The numbers will reduce from 40 to 34 meaning that each District Councillor would have to take on an increased area*

*Question – what is happening with the old Needham Market District offices?*

*It is to be redeveloped, possibly for affordable housing, but MSDC are retaining control of the site and therefore they would still own any developments that they oversee being built on it. In other words, they will still get rental income from any council houses that they build on the site*

- 5.18.4.4 APM St Peter’s Parish Council: Hugh Bunbury, Secretary, Parochial Church Council - see report on website
- 5.18.4.5 APM St Peter’s CEVC School: Patrick Harrington, School Governor – see report on website
- 5.18.4.6 APM Palgrave and District Community Centre: Elaine Bootman, Vice Chair – see report on website
- 5.18.4.7 APM Play in Palgrave Project: Elaine Bootman, Chairperson – see report on website
- 5.18.4.7 APM Palgrave Parish Council: Cllr Neil Weston, Chairman – see report on website
- 5.18.5 APM Other Village organisations – Cllr Weston thanked the other village organisations for their input and offered apologies to any organisation that had been omitted in error

20.45 The meeting broke for refreshments.

21.00 The meeting reconvened

5.18.6 There was no representative available to give an update on the Diss and District Neighbourhood Plan

5.18.7.APM Any other relevant matters

*Question - There are still some dark unlit areas in the village particularly at the top of Lion Road*

*We have CIL money available that could be spent on improving the street lighting and the Parish Council would welcome positive feedback as to what is needed to improve the situation*

5.18.8.APM Annual Parish Council Meeting 17 May 2018

This is the Parish Council’s Annual General Meeting when the Chairman and Vice Chairman are elected and members of committees and representatives to other bodies appointed.

**Next Annual Parish Meeting – date to be advised in due course.**

5.18.9. APM Closing remarks.

Everyone was thanked for their attendance.

The meeting closed at 09:15 hrs

## St Peter's Church, Palgrave - REPORT to ANNUAL PARISH MEETING - May 2018

Having been planning for quite a few years to make some spatial rearrangement inside the church, it does at last seem that we will be able to carry these forward. We got the project started last Christmas by building a level floor at the front of the church making it much safer for both congregation and the children at Open the Book. We shall be applying for Faculty (the ecclesiastical equivalent of Planning Permission) for the full reordering in the very near future as we now have all the plans drawn up by our architect. This will be done in stages as and when we have sufficient funds and grants.

Our pattern of services continues much the same although traditional prayer book Morning Prayer, which happened four times a year, has been replaced by Common Worship Communion.

We are grateful to Danny Ward's step son for taking on the position of organist and to his parents for allowing him to do so. He shows a lot of potential in the role.

Palgrave Praise continues to be a popular service and we have seen a big increase in band members which greatly enhances the music.

Sunday Club continues to flourish with 18 children currently on the register.

We still welcome the children from Palgrave School every Thursday morning for Open the Book as well as the annual Christingle and end of term services.

The Carol service was very successful, following last year's multi-layered format of building the tableau as readings and carols told the story of Jesus' birth.

Once again we invited the school to church for our 'Easter Experience'. This again proved very popular with both children and staff. Our thanks to the volunteers who organised this and to all those who helped with the various 'stations'.

The Friends of Palgrave Church are going from strength to strength and have already raised the money to pay for the installation of the 'kitchen' area. The upkeep and improvements to the Grade 1 listed building are a huge challenge and we are extremely grateful to everyone who supports us through the Friends as it will ensure the presence of a church in the village for future generations.

Although the Church is very active, this is sadly not reflected in our income, which comes solely from voluntary gifts; mainly the Sunday collection plate and the annual gift day that is always very generously supported by the village. Parish Share – the annual amount that we pay to the Diocese clergy stipends and for administration - is set at £13,692 for 2018. The cash flow forecast indicates that we will have insufficient funds to settle all of this amount by the end of the year. Worshippers at the Christmas Eve communion service will have been surprised to be handed a letter from our treasurer explaining our plight.

We appreciate the maintenance of the closed churchyard by the Parish Council; this year including reduction of the yew tree avenue at the south approach, the effect of which was dramatic and the subject of several favourable comments. This has opened up this aspect of the church to general appreciation.

We are all looking forward to the tasks ahead and the fundraising that will be needed but we are confident that, with the support of the village, we will achieve our objectives and make a practical space for Christian worship and celebration that is open to all.

**HUGH BUNBURY, PCC MAY 2018**

**Palgrave CEVC School – Patrick Harrington, chair of Palgrave School Governance Committee and trustee of the Tilian Partnership**

I am pleased to be with you again this year to update you on progress at our primary school. I told you last year that we became a multi academy trust in August 2016, partnered with Gislingham, Bardwell and Old Newton. There has been further growth in the last year, and in late 2017 Rougham and Ixworth joined the partnership. They are larger schools than us and total pupil numbers are now about 800. The government is pushing the growth of academies, mainly through the regional school commissioner, but there are real benefits to us in expansion. We get greater economies of scale, are able to adopt best practice across the partnership, reduce overheads and provide both better education for our pupils- always the top priority – and provide development opportunities for our staff within the group, which is important in recruiting and retaining good staff. The rector, Rev Adrian Watkins takes a great interest in the school and we benefit from the support of St Peter’s Church and parishioners for school activities. Andrew Berry is Principal of the Partnership and Julla Waters is Head of Palgrave School.

It is essential that each school retains its own individual identity and character. Each school has its own governing committee with local governors including church, staff, parent and community representation, and if there is anyone interested in joining our School Governance Committee, we would be delighted to hear from you.

Palgrave school pupil numbers continue to increase and we now have 83 pupils and unfortunately have to turn applications away as we are oversubscribed.

Every year pupils in year 6 (age 11) take Key Stage 2 SATs tests in reading, writing and maths. The 2017 results were very good, both for attainment and, most important, for the excellent progress made in all areas. Results were consistently higher than the national average and higher than all neighbouring schools in Suffolk and Norfolk. Progress from KS1 to KS2 was in the top 10% of schools nationally. These results demonstrate the ongoing improved teaching and learning in the school, which is proved by class inspections and confirmed by the high level of parent satisfaction demonstrated by the results of parental questionnaires that we carry out every year.

Palgrave achieved an Outstanding rating in the statutory inspection carried out every four years by the Anglican and Methodist Schools (SIAMS), in recognition of our compliance with Christian values and good academic results. In all, a very successful year. Looking beyond the academic results, we have links with the community in a variety of areas. In sport, pupils attend the Diss Heywood tennis club, the Diss golf club and the Harleston hockey club. They also participate in art and music. They raised money for charity, including Children in Need and Foodbank and, recently, ran a mini marathon that was reported in the local press and raised over £1,800 for the Teenage Cancer Trust. They are aware of other cultures and religions. They are also involved with the Forest school movement at a site in Palgrave, to develop outdoor learning, initially for younger pupils but moving to all age groups in future. All these activities help to provide a broad based curriculum, essential in giving them a rounded education and aiding their future development. We are proud of the behaviour of our pupils whenever they appear in public, whether going to an exhibition or travelling as a group on public transport, and we regularly receive compliments from members of the general public on how well the children behave.

Road safety continues to be major issue. Last year I reported that proposals for a crossing for pupils on the no through road had been delayed by legitimate objections from local residents, and a counter proposal including testing reducing road access was put forward but unfortunately rejected by Highways, who make the final decision on such matters. Cllr Fleming has put forward proposals to provide some improvement in safety levels, but in our view these do not regrettably seriously improve the situation. No children cycle to school as the roads are unfortunately just too dangerous.

Our restricted site in a conservation area and on a village green continues to give us problems that can only really be resolved by the building of a replacement school. Although planning applications for houses and a potential school site are expected from applicants for sites at the eastern and western ends of the village, the delayed date for publication of the neighbourhood plan means that we do not know if either of these would be acceptable as part of the overall infrastructure for the area. If a replacement school is built, it will need to cater for likely requirements well into the future, though it could be built on a modular basis and increase in size gradually. The size of school will depend on the village expansion that residents find acceptable. In the short term, we are using the community centre with the consent of the PDCC and are also investigating whether a classroom can be incorporated in St Peter’s church. We are grateful for any help we can get to alleviate our capacity problems, as we are not just bursting at the seams, but have actually burst!.

Palgrave is currently the most successful school in the Partnership on Key stage 2 results, and, despite the financial constraints that the education budget is under, we are optimistic about the future with our enthusiastic and capable staff and caring school environment.

**Patrick Harrington**

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Signed ..... Chairman

Date .....

## PLAY IN PALGRAVE REPORT FOR THE ANNUAL PALGRAVE PARISH MEETING - FRIDAY 12 MAY 2018

### Why was it set up?

A conversation café event took place in October 2014 where local residents were surveyed about what improvements villagers would like to see in the village.

The main response from those taking part in the survey flagged up that the playing field and play equipment was tired and the surrounding environment wanted improving. It was not considered by residents an appealing place for families to go to in their leisure time.

### Who set it up

This information was fed back to the Parish Council at its meeting on 23 October 2014. It was proposed the PC should work together with the PDCC to improve the play area/play equipment and environs.

### When was it set up

This was agreed by PC and PDCC; 3 councillors from the PC and 3 PDCC executive committee members were appointed to form a Joint Working Party to which EB was elected chairman in October 2014.

### Who was involved

However, over a short period of time people resigned for various reasons (mainly too big a commitment) and for the last 2 + years there has been 4 people (JM, HC, WC, EB) in the JWP team of which EB remains Chair. Hannah Cooke's, (local village Mum), involvement came about as previously Hannah had given a presentation to PDCC in 2013 about her ideas for developing the play area and equipment but this was never followed up by the PDCC until the PC's involvement in October 2014 when EB contacted HC to ask if she would like to bring her knowledge to the team as a 'consultant' which she did.

The JWP had several meetings during 2015/16 when plans were drawn up for new PE, again after consultation with the village, local primary school children, Diss High School and Hartismere pupils.

Tenders were sent out to 4 different playground equipment suppliers and Timberplay was chosen., being in the JWP's opinion, the more environmentally friendly and most suited to the open plan playing field, Plans were submitted to MSDC in September 2016 and permission granted in October 2016.

### How much was raised

The plans were split into 3 phases.

With Phase1 being completed 2017 and Phase 2 nearing completion.

The total cost of Phase 1 and 2 is £81,500; this amount has been raised.

Successful grant funding applications submitted to

several major grant funders such as Mid Suffolk District Council awarded the Project £23,437

Awards for All £10,000,

Palgrave Parish Council gave £11,000,

District Locality and Suffolk County awards,

lots of local fundraising events,

donations/sponsorship from local businesses, such as Tesco, Morrisons, Durrants Estate Agents, Danny Ward, Renvale,

Montgomerie Masonic Lodge,

Adams Community Fund,

Essex and Suffolk Water Authority,

Suffolk Rural Fund

W H Smith Charitable Trust

the loan Phil mentioned in his report

All the above funds have enabled the Team to realise what was, at first, an idea become a reality.

The JWP handed over the Project to the PDCC in March last year. A sub-committee of Play in Palgrave has been set up with its own terms of reference of which I Chair.

On Sunday 3 June this year there will be a celebration and official opening of the installation of the cableway and carousel. (Mad Hatter Picnic).

Phase 3 (a multi-use games area) MUGA has been put on temporary hold because although planning permission was granted, another £40,000 needs to be raised to complete this project so it will be another year before we consider going ahead with it.

### What equipment do we now have?

Phase 1 = picnic tables, seating and benches, refurbished junior and older children's swings, (undertaken by volunteers) a pixie seat, a platform house and a combination tower with ladder walk, slide, fireman's pole and rope walk.

Phase 2 = nearing completion will bring a cableway and junior carousel.

The environs surrounding the play area, with the addition of new play equipment, has vastly improved the playing field and made it more of a welcoming area for families to visit.

Regular ground maintenance of the play area and volunteer helpers ensures the area is kept tidy. Weekly checks are carried out on the Play Equipment on a rota basis by the Team, and again, assisted by other volunteers. Annual ROSPA checks on the play equipment are undertaken.

Families are now enjoying the play area and the feedback we get is very encouraging; in fact one recent new comer to the village told me the play area had influenced her family's decision to move to Palgrave. This lady has 2 young children and you cannot get a better endorsement than that of how much the improved area has enhanced the village.

**PDCC Chairman's Report to Annual Parish Meeting - May 2018**  
**A Year of Change and Challenge**

**Governance**

I am pleased to report that following nearly two years of preparation and consultation, the new 2017 Constitution was approved at the Special General Meeting held on October 18th 2017 and was sent to the Charity Commission for approval. We have now received some minor comments from the Commission and an additional SGM is to be organised in July to incorporate these changes into the Constitution.

Adoption of the new Constitution will mean the Charity is in full compliance with the Charity Commission Guidelines and we have been able, through this, to tighten up and improve our governance structure.

One of the major changes is the change from Executive Committee to Trustee Committee.

Along with the new Constitution, the Charity has been renamed to Palgrave and District Community Centre and has a new logo.

Additional enhancements in the Charity's governance structure, has seen the approval and adoption of 9 key Policies, covering; HSE; Environment and Sustainability; Financial Regulations; Reserves; Child and Vulnerable Adults; Buildings Management; Equal Opportunities; Code Of Conduct; and Kitchen Guidelines.

The establishment of these Policies has required a new sub-committee to be formed in the New Year, covering Finance and Compliance. Additional sub-committees for Buildings and Maintenance, Play in Palgrave, Membership; Events; School and Youth liaison and The Palgrave Star have also been established. Though this new structure we have already seen the running of the Charity become more efficient with greater clarity around roles and responsibilities. The Trustee Committee will not be responsible for the day to day running of the Charity but hold responsibility for ensuring the aims and objectives are met through executive decision making, supported by a robust sub-committee structure.

**Security**

One of the unintended consequences of the excellent additional facilities at the play park was an increase in unsociable behaviour by a few youths. This was not restricted to Palgrave and was a general problem in the area. To try and discourage access has meant additional security measures being put into place.

It is likely that these will be again enhanced as we monitor the situation carefully.

**Turbine**

Finding an equitable solution to the Turbine relocation issue, has been challenging, but through establishing a positive relationship with MSDC we have been able to work towards a solution. The decision this week, I hope will draw a line underneath this issue and we can all move on for the good of the village.

**Highlights and Achievements**

The centre continues to be patronised by a variety of groups and organisations and we have had success in attracting new groups and activities, resulting in a higher rate of bookings.

Friendship club, lunch club, crib, bowls, table tennis, kung-Fu; dance and theatre; line dancing and keep fit classes all continue and the agreement with Palgrave Primary School has seen them using the lounge as an additional classroom on most mornings to help alleviate their overcrowding problem.

This year, in particular has seen an eclectic mixture of events, some of them never before held, which has helped us attract a diverse mixture of patrons from around the area. These have included; live theatre; poetry evening; demonstrations and talks; photo competitions and not forgetting the two successful Murder/Mystery evenings.

A "Picture Of Palgrave" was a particular success and brought together friends from in and around the village that had not seen each other in decades.

Craft Fayres, Quiz Nights, the Annual Summer Fete and the Cinema continue to be popular, and the addition of state of the art film equipment this year, has ensured that the centre remains one of the premier locations for local cinema.

Enhancements to visual and audio equipment in the lounge has meant a big improvement in the facilities that we can offer to groups and businesses.

The website continues to grow in popularity and the regular newsletter which compliments the Palgrave Star has proved an asset in communicating events and news to residents.

The Play in Palgrave joint project with the Parish Council, came under the sole management of the PDCC in March last year and celebrated a huge milestone in the summer with the opening of the new Play area. Through their dedication, hard work and endless enthusiasm to pursue funding, donations and grants, to organise numerous events to fund raise, and helped by a generous loan, the working group reached the first funding target in time for the MSDC grant. Next week we will see the next milestone reached- the installation of the cable way and carousel.

The Club continues to be successful and through the hard work and support of the bar manager and his wife, Jane, supported by several members of the committee, has once again turned a good profit, which has resulted in the PDCC and Play in Palgrave benefiting from donations from excess funds.

The PDCC continues to support the Palgrave Star, which provides every resident with a free and informative village magazine. Under new editorial management, the Star's look and feel has been improved and remains an essential medium for communicating events, notices and news to the residents of the village.

The website continues to grow in popularity and the regular newsletter which compliments the Palgrave Star has proved an asset in communicating events and news to residents.

I am also pleased to report that membership continues to grow and want to thank the Membership Secretary for her continued hard work and enthusiasm in this essential area for generation of funding and support.

The Trustee Committee have a strong desire for more inclusiveness in the way the centre is run and what it provides for the village, to that end we conducted surveys and had structured conversations with residents on what they would like the PDCC to provide.

These initiatives have provided us with a wealth of ideas for improvements and enhancements for the centre and how we run things.

### **Financial Review**

The end of year accounts has shown that through continued hard work by the Committee and supporters, we have seen a rise in income.

### **Future Plans**

As I look forward to working under a new constitution and governance structure, I am very confident in our ability to meet the challenges ahead and to continue to grow as an essential part of the community.

Recognising that there is a disconnect between the Community Centre and the young people of the village, we will be pursuing ideas on a greater involvement with youth representatives, including having a dedicated youth panel and a youth trustee on the Committee.

Toilet refurbishment is a priority for this year and we will be focusing our fund-raising efforts, including making applications for lottery grants, in that regard.

With the establishment of a dedicated Events and Fundraising Sub-Committee, our continued focus on income generation and providing unique activities will be reinforced.

Alongside our popular quiz nights, Fete, and garage sales, we are looking at reinstating the indoor market; having more organised walks with food and bar; an antiques roadshow; old photograph exhibition; Open Gardens, Makers and Bakers event, Photo Competitions and Exhibitions; and Art and Sculpture weekends.

You will agree, a pretty packed programme, which is going to take a lot of hard work, enthusiasm and support from everyone involved in the PDCC

### **Conclusion**

As I mentioned at the beginning, this has been a testing year, but we have met the challenges, that have been put before us. The PDCC Trustee Committee has shown their resolve and fortitude in meeting these challenges and providing exemplary support to myself as I have steered the organisation towards, hopefully a stronger and more robust institution.

Thank you.

Phil Dyer, Chairman, May 2018

# Chair of Palgrave Parish Council – Annual Parish Meeting – Friday 11<sup>th</sup> May 2018

## **i. What does the Parish Council do?**

We represent Palgrave residents at the lowest level of ‘government’. We are not ‘political’  
We spend a proportion of your taxes on things important or necessary for the village (around £14k plus any money we get from CIL). Street lighting, insurance etc.

We address local issues and fulfil our legal obligations as a Parish Council

We fix things if they are broken (if we can find anyone willing to do it)

We replace things that need replacing

We invest in things that we believe are valuable to the village

Provide a mouthpiece for residents and a place for discussion/decision

## **ii. What have we done**

Highways issues - Proposal for access road crossing Denmark Hill lining

Partial replacement of street lighting

Play equipment

Speed watch started and funded

Grants to various bodies consistent with our grants policy (including CAB Diss)

Other stuff such as grass cutting etc.

## **ii. What we can't do**

Work miracles

We seem to have a limited ability to have much effect on Suffolk County Council Highways department to get what we need

Have much notice taken of us in planning applications

## **iv. Themes for 2018/19**

Community involvement – hopefully get more people involved in the work of the council

Communications – extend our ability to communicate electronically with residents

Safeguarding vulnerable residents

Traffic issues

Highways - Access road Priory road corner

Other items - Grass cutting Bus shelter Defibrillator

Neighbourhood planning Churchyard