



**NOTICE OF ANNUAL MEETING of the PARISH COUNCIL
THURSDAY, 17 MAY 2018, 7:30 pm
Palgrave Community Centre**

palgravepc@gmail.com

The public are informed that they have the right to attend Parish Council meetings, may be invited to speak during the meeting and that the proceedings may be recorded.

AGENDA

- 05.18.01 Election of Chairman**
The newly elected Chairman will duly sign the Declaration of Acceptance of Office.
- 05.18.02 Apologies for Absence**
To receive and consider acceptance of apologies for absence.
- 05.18.03 Declarations of Interest and Dispensations**
 - 05.18.03.1 Members to be reminded of their obligations under the Suffolk Code of Conduct including the Nolan Principles of Public Office.
 - 05.18.03.2 To receive Members’ declarations of pecuniary and non-pecuniary interests and to consider any requests for dispensations.
 - 05.18.03.2 Members to be reminded of the requirement to update their Register of Interests as appropriate.
- 05.18.04 Electoral/Councillor Membership**
 - 05.18.04.1 To note resignation of Mr Jethro Shirley-Smith from the Parish Council
 - 05.18.04.2 To consider co-opting an additional 5 Parish Councillors
- 05.18.05 To consider appointments to the following:**
 - 05.18.05.1 Vice Chairman
 - 05.18.05.2 Responsible Financial Officer
 - 05.18.05.3 Personnel Committee (Three Councillors)
 - 05.18.05.4 Cemetery Committee (Chairman, Vice Chairman, Two Councillors and Cemetery Administrator)
 - 05.18.05.5 Representation on the Diss and District Neighbourhood Plan Working Group (One Councillor)
 - 05.18.05.6 Representation on Palgrave and District Community Centre (PDCC) – to appoint one Councillor as Parish Council representative to PDCC and to act as a member of the Play in Palgrave Working Group.
 - 05.18.05.7 Representatives on St John’s Liaison Group (Two Councillors)
- 05.18.06 Public Forum**
 - 05.18.06.1 To receive reports from County Councillor Jessica Fleming and District Councillor David Burn.
 - 05.18.06.2 The opportunity for members of the public to bring matters to the Parish Council’s attention.
- 05.18.07 Minutes of the previous meeting(s)**
 - 05.18.07.1 To sign the approved amended minutes of the meeting of 14 December 2017.
 - 05.18.07.2 To consider acceptance of the minutes of the meeting of 12 April 2018.
 - 05.18.07.3 To note matters arising from the minutes of the meeting of 12 April 2018 not covered by items elsewhere on this agenda.
- 05.18.08 Meeting Calendar** to note meeting calendar for 2018/2019 Council year and agree schedule for committee meetings.
- 05.18.09 Highways**
 - 05.18.09.1 To review the Community Speedwatch and Lorrywatch schemes following recent correspondence
- 05.18.10 Planning**
 - 05.18.10.1 To consider the following planning applications:

Ref	Location	Details
		There are no new applications to consider

05.18.10.2 To note any planning determinations received.

Ref	Location	Details
1574/13	Palgrave Community Centre, Upper Rose Lane, Palgrave	Retention of wind turbine 24.8 metres to tip (18.3 metres to hub) in current position
Determination: APPROVED		
DC/17/05897	Grange Farm, Old Bury Rd, Palgrave, Diss IP22 1AZ	Erection of new pig building and general purpose agricultural store and construction of new access
Determination: APPROVED		

05.18.10.3 Any other planning matters that require urgent attention or for information.

05.18.11 Governance

05.18.11.1 To consider approval of the accounts for the year ending 31 March 2018

05.18.11.2 To consider completion of Section One (Annual Governance Statement) and Section Two (Accounting Statement) of the Local Council's Annual Return for the year ending 31 March 2018

05.18.11.3 To note statement of significant variances for year ending 31 March 2018

05.18.11.4 To approve cost of Councillor Training and further Clerk Training for 2018/2019 and to consider the General Power of Competence

05.18.11.5 To consider the purchase of 'Local Councils Explained' and 'The Good Councillors Guide', both available from SALC

05.18.11.6 To consider transfer of all parish files to permanent Clerk to the Council including electronic mailer system for her storage or storage in a locked filing cabinet in the Community Centre

05.18.12 Financial Matters

05.18.12.1 To receive the Council's current financial statement.

05.18.12.2 To approve the following payments:

Amount	Payee	Details
£61.80	Suffolk Association of Local Councils	50% Cost of 2 Day Clerks Course at SALC
£366.01	Suffolk Association of Local Councils	Annual subscription
£252.00	MSDC	Litter & Dog Bin emptying for 2018/2019
£13.50	Anglia Book Keeping	Wage services for months 10-12 of 2017/2018

05.18.12.3 To note receipt of payments of £90 for cemetery services

05.18.12.4 To consider payroll provider and associated costs for 2018/2019 financial year

05.18.12.5 To review Budget Variances.

05.18.13 Street Naming

05.18.13.1 To review re-submitted name re the Lion Road development.

05.18.14 Cemetery and Churchyard

05.18.14.1 To receive a verbal update on steps to repair the further damage to the wall in the churchyard.

05.18.15 Bus shelter

05.18.15.1 To receive a verbal update from Cllr Weston re additional quotes.

05.18.18 Paths and Open Spaces

05.18.18.1 Priory Wood – to note any further update from District Cllr Burn re the FOI request to Mid Suffolk District Council

05.18.18.2 Footpaths – to receive any update from District Cllr Burn on the permissive path through the Lion Road development.

05.18.18.3 Village Spring Clean – To receive a verbal update from Cllr Brown on the completed Spring Clean.

05.18.19 Phone Box

05.18.19.1 To determine what action, if any, to take regarding the old Phone Box.

05.18.20 Defibrillator

05.18.20.1 To receive update and consider options

05.18.21 General Data Protection Regulation (GDPR)

05.18.21.1 To note the latest information on GDPR and steps to become compliant

05.18.22 Consultations

05.18.22.1 Diss and District Neighbourhood Plan

To note the comments on the recent Traffic Study of the Diss and District Neighbourhood Plan.

05.18.23 Correspondence

To note the following items of correspondence received since the last meeting and agree action as appropriate:

Date Received	From	Details	Fwd
1 May	SLCC Norfolk	Summer Conference 15 June at Carrow Road, cost £49.40 p.p.	N
4 May	SCC	Post 16 Travel Policy statement	y
5 May / 28 April	Palgrave residents	Speeding on Lion Road and Denmark Hill	N
20 / 29 April	DDNP and Linked Trips	Draft Vision and Themes & Linked trips email	Y
27 April	MSDC re Community Infrastructure Levy	CIL Expenditure Framework Applications	Y
16 April	SCC	Withdrawal of Galloway bus service 456 /459	Y
27 April	Calor Rural Community Fund	Local Funding	N
25 April	National Grid Warm Homes Funding	Heating for Homes funding	N
April	Citizens Advice Newsletter	Newsletter	N
24 April	Suffolk Police & Crime Commissioner	Public meeting Wed 11 July	N
18 April	MSDC	Merger of Babergh & MSDC letter	N

05.18.24 Reports from PC representatives on outside bodies

05.18.24.1 St John's – Cllr Cooper

05.18.25 Matters for information

Any urgent matters brought by the Chairman, Councillors or Clerk.

05.18.26 Date of next meeting

Thursday 14 June 2018, 7:30 pm, at Palgrave Community Centre.

Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the meeting will be closed to the public and press to consider the following matter:

05.18.27 Clerk's Contract of Employment

05.18.27.1 To review and approve the contract of employment

Signed: *Caroline Emeny*

Clerk, Palgrave Parish Council. Email: palgravepc@gmail.com. T: 01986 798422

Dated: 13 May 2018 .