



MINUTES of MEETING held at Palgrave Community Centre at 7.30 pm on THURSDAY 8 SEPTEMBER 2016

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Present: Councillors E Bootman, M Bootman (Chairman), K Charman, E Collins, W Cooper, J Gibbons, V Pudney, M Sneddon (left 21.07), N Weston. Also in attendance Sarah Foote (Clerk), District Councillor David Burn and three members of the public.

09.16.01 Apologies for Absence

Apologies were received from Councillor Brown and accepted by the Council.

09.16.02 Declarations of Interest and Dispensations

There were no declarations of pecuniary and non-pecuniary interests or requests for dispensations. Members were reminded of the requirement to update their Register of Interests as appropriate.

09.16.03 Public Forum

09.16.03.1 One member of the public raised the issues of the safety on the roads near to the Primary School.

09.16.03.2 Reports from County Councillor Jessica Fleming and District Councillor David Burn.

Suffolk County Council - Councillor Fleming had sent a report as appended to the minutes and circulated to Councillors for information.

Mid Suffolk District Council - Councillor Burn reported on possible changes to on-street parking enforcement, the concept of a Diss Area Neighbourhood Plan, the District Council's Call for Sites of 1/4 hectare or more and that CIL charging had commenced on 1 April and more than 150 planning permissions had been granted with CIL liability.

Cllr Bootman asked questions about CIL capping and how it had not been made clear if the capping was to all CIL payments in any year or applied only to individual payments per developments. Cllr Bootman would forward his query directly to the Infrastructure Team at MSDC.

Cllr Burn also reported on the non-material amendment Progress Power had applied for in relation to the Gas Fired Power Station on Eye Airfield.

09.16.04 Minutes of last meetings

09.16.04.1 It was unanimously agreed to accept the minutes of the meeting of 14 July 2016 with one addition at 07.16.14.2 and the removal of the explanatory last paragraph at the same minute number. It was agreed the minutes would be signed by the Chairman once these amendments had been made. The minutes of the Personnel Committee meeting of 14 July 2016 were agreed and signed by the Chairman of the Personnel Committee.

09.16.04.2 There were no matters arising from the minutes of the Personnel Meeting of 14 July 2016.

From the minutes of the 14 July 2016 meeting, and with reference to minute number 07.16.14.2 – Play Area Planning Application, it was agreed to record that, since the meeting, the Clerk had noted that resolution 03.16.6 (ii) from 24 March 2016 meeting had already granted approval to the Chairman and Councillor members of the JWP to act as agents for the PDCC in making the planning application and had sought and received confirmation through SALC that the previous approval stands.

09.16.05 Roads and Traffic

09.16.05.1 The Chairman gave a report of the site meeting held on 18 August called by the County Councillor with Highways Engineer, District Councillor, himself and invited members of the public regarding provision of Gateway Treatments (road markings and contrast surfaces) and other pedestrian safety issues. The location for the treatments must legally be immediately in advance of the 30 mph limit and it was also confirmed by the Highway Engineer that the locations did not warrant an extension to the speed limit. Cllr Weston asked what criteria this decision was based on and was reminded that it was the County Council's Adopted Speed Limit Policy. The Clerk confirmed she would circulate the link to the document.

09.16.05.2 To consider the cost of erection of verge-mounted 'Gates' from approved contractor to reinforce above roadway markings, subject to a Licence to Site Apparatus being issued by County Council.

Signed ..... Chairman

Date .....

The Chairman noted that full 'Gateway' treatments included erecting white 'gates' either side of the carriageway to reinforce the road markings and create further visual indication for drivers. Highways would on request issue a Licence to enable the Parish Council to have 'gates' erected by an approved contractor and had already done so for other parishes. Councillors were shown various examples of 'gates'. Each 'gate' installation would cost approximately £750 and could be funded by opting for 'Community Speedwatch' in preference to installing VAS. It was confirmed that gateways would be re-sited should the speed limit be extended. Discussion also took place about improving visibility of the existing brown brick 'walls'. There was unanimous agreement that providing 'gates' to Lion Road and Upper Rose Lane was desirable and it was agreed to investigate a scheme in more detail. **Action: Chairman and Clerk.**

09.16.05.3 To consider design and layout of traffic calming 'table' for 'Access Only' road

The Chairman summarised that, despite the preferences of residents and the School, the County Council was not minded to close off the 'Access Only' road so there was a need to deter through traffic using it as a short cut. Highways' sketch design was viewed by Councillors and the following comments made: southbound traffic would still have an unobstructed path; a reduction in parking space for residents, parents' drop-off and school staff; transference of school parking and drop-off to the through route; residents not consulted. It was suggested the design might be more effective if it obstructed southbound traffic but consequential effects still need to be addressed. It was agreed these comments should be relayed to County Councillor Fleming and Highways as a matter of urgency as, following the School being consulted and approving the scheme, it had been submitted to the Highways contractor for a design to be prepared. **Action: Chairman and Clerk.**

09.16.05.4 To consider a scheme to increase safety of children and other pedestrians crossing from the northern section of Priory Road by the Church to the School and elsewhere. To consider a Parish Council contribution to the funding of such scheme or related expenditure. Before consideration commenced it was confirmed that the section of Priory Road, was north of Lion Road cross-roads. The Chairman explained that two children from the village had written to the County Councillor and it had at last been acknowledged that a problem (the cross-roads was busy and visibility was not good) did exist in this area but there was no easy way of re-aligning the footways that came to the corner. The County Councillor was willing to consider a further contribution from her Highways budget towards a scheme. The Chairman proposed that a more comprehensive scheme using a different surface or colour of carriageway for the cross-roads that indicates that it was a mixed use area along with 'Children Crossing' signs could assist crossing all routes. It was agreed in principal to explore further with consideration to be given to a build out on the corner which could help to align footpaths and the use of CIL contributions to part fund a more comprehensive solution **Action: Chairman to draft summary to Highways.**

09.16.06 Planning

09.16.06.1 The following planning applications were considered:

Ref	Location	Application Details
3409/16	Palgrave Playing Field, Upper Rose Lane	Additional play and activity elements to extend existing play area. Provision of Multi-Use Games Area (MUGA)
It was noted that the plans for the MUGA were missing from the MSDC Planning website and the Chairman had requested earlier that week that MSDC correct this error. Members of the Joint Working Party provided details of the scheme which had been designed in response to what parents and children of the village had suggested. Questions were asked regarding the planning application submission and the future management of the equipment. It was proposed and agreed to recommend support for the application. The Chairman thanked those members of the Joint Working Party for their specific contributions to get the project to this stage.		
3262/16	Elm Vale Cottage, Denmark Hill	Demolition of existing stables and erection of replacement stable block.
It was proposed to recommend refusal based on lack of evidence in the application on how disposal of waste generated from horses will be dealt with etc. The proposal was carried seven votes in favour, two against.		
3277/16	Elm Vale Cottage, Denmark Hill	Erection of two storey rear extension and associated landscaping.
It was proposed and unanimously agreed to recommend REFUSAL based on the scale of the proposed extension in relation to the existing dwelling. The Parish Council's comment is consistent with, and would support, the Heritage Officer's comments.		

3278/16	Elm Vale Cottage, Denmark Hill	Demolition of existing pole barn outbuilding. Erection of new building to provide a four car garage, farm equipment store, pool plant room and first floor games room. Extension and alterations to existing garage to provide an additional car parking space, storage and first floor annexe.
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It was proposed to recommend support for the application and unanimously agreed.

**The Parish Council also agreed to make the following generic comments** in relation to the above three applications for Elm Vale Cottage: The Parish Council are concerned for the mention of tourism in the application and resulting issues with access to and from the development (tourist attraction) and the knock on effect of traffic movements on to Denmark Hill. There are factors concerning visibility at the entrance which should be taken in to account and a Highway's Authority opinion sought and perhaps only certain routes permitted when large horse boxes are being used. The Parish Council were also concerned if a change of use of the dwelling to business use should be considered.

3406/16	Sunnyside Cottage, Lows Lane	Raise the height of eastern chimney by 7 courses of bricks. Raise the western chimney by 12 courses of bricks. Install on each chimney a matching traditional red clay pot.
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It was unanimously agreed to recommend Support of the application.

3407/16	Sunnyside Cottage, Lows Lane	Listed Building and Conservation Area Consent of the above.
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It was unanimously agreed to recommend Support of the application.

09.16.06.2 The following planning determination was noted:

Ref	Location	Application Details	Determination
2279/16	Yew Trees, Priory Road	Two storey rear extension	Planning Permission GRANTED

The Parish Council had objected to the side extension being too close to existing dwelling. A revised plan (having the same drawing number) had been submitted and the permission granted had been based on this revision.

09.16.06.3 There were no other Planning matters.

09.16.07 Financial Matters

09.16.07.1 Council's current financial statement was recorded in a report provided by the Clerk and appended to the minutes. It was noted that the second instalment of Precept (£6950) had been received.

09.16.07.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£262.39	Mrs S Foote	Clerk's Salary August 2016	000048	LGA 1972 S112
£36.00 inc VAT	Mid Suffolk District Council	Clean Up Churchyard on 14 May 2016	000049	LGA 1972 s215
£192 in VAT	Suffolk Association of Local Councils	Internal Audit	000055	LGA 1972 S111
£1344.00 inc VAT	Mid Suffolk District Council	Grass cutting of Cemetery, churchyard and main green areas April to July 2016	000050	Local Authorities Cemetery Orders 1977 and 1986
£3573.60 inc VAT	CB Construction (East Anglia) Ltd	Cemetery and Churchyard gates	000051	LGA 1972 s215
£60.00	Jessica Lockwood	Clear weed growth from Churchyard walls	000052	LGA 1972 s215
£60.00 inc VAT	CB Construction (East Anglia) Ltd	Latch repairs for Churchyard gates	000053	LGA 1972 s215
£102.40	Palgrave & District Community Council	Meeting Room hire April to September 2016	000054	LGA 1972 S111
£8.00	Palgrave & District Community Council	Annual Subscription October 2016 to September 2017	000056	LGA 1972 S111

09.16.07.3 It was noted that £248.40 had been received from the 2016/17 Transparency Code Fund.

09.16.08 Cemetery and Churchyard

09.16.08.1 Cemetery: A quotation for trimming of hedges at Cemetery was considered and it was agreed to proceed with this work at a cost of £270.00. **Action: Clerk to instruct contractor.**

09.16.08.2 Church Yard: The Chairman reported he had met with grass cutting contractor and District Councillor and improvements were already being noted in the service delivery. Advance notice of when the next cut is scheduled would also now be received by the Parish Council.

09.16.09 Paths and Open Spaces

09.16.09.1 To receive a report from the Footpaths Working Group. Cllr Brown had supplied a report and this was circulated to Councillors for information. A clean up of the Highway verges was considered following the recent trim and it was agreed to arrange a 'Autumn Clean Up' in October with the date to be agreed subject to other village activities that might clash and the co-operation of the PDCC. **Action: Chairman and Clerk with Cllr Weston to promote via email group.**

09.16.09.2 It was noted that exemption had been granted by MSDC Arboricultural Officer to trim trees to avoid damage to Bus Shelter (permission already granted by SCC Highways).

09.16.10 Proposed Diss and Area Joint Neighbourhood Plan

09.16.10.1 To receive a report of meeting of Parish Chairmen and others held 2 August concerning the above.

09.16.10.2 To receive an update on the participation of Thrandeston Parish Council and Stuston Parish Meeting in the above, both being the 'other' members of MSDC's Local Plan proposed 'Diss Cluster'.

09.16.10.3. To seek formal agreement that the whole of the Parish of Palgrave, up to and including its boundaries, be included in the defined joint cross-border neighbourhood plan area.

The above three agenda items were summarised by Cllr M Bootman who had attended a meeting at Diss Town Council with other Parish Councils, District Councillors, Planning Officers from South Norfolk Council and general discussion had taken place around what the Neighbourhood Plan was and did. Stuston and Thrandeston would be encouraged to participate partly because they were in the Diss 'cluster' and as Stuston had the Common and the B1077, A140, A143 which were key for transport links. Cllr M Bootman confirmed that third parties would be brought in to undertake work such as surveys and assessments and a cross-border grouping of parishes would bring in extra funding for the work. District Councillor Burn gave further details of how he envisaged the Plan may work and Cllr Weston asked if there was a precedent for a big town and smaller parishes getting together? Cllr Burn said that he did not know of one. Councillor M Bootman confirmed that it had been agreed that parishes retain their individuality.

**22.00** It was agreed to suspend Standing Order 3W to allow for the agenda to be completed.

It was agreed in principle to include the whole of the parish area of Palgrave in the Plan but Cllrs requested further information on governance arrangements and what the milestones would be for reporting back to the full Council. **Action: Cllr M Bootman.**

09.16.11 Reports

To receive reports from the following/on the following matters:

09.16.11.1 Palgrave and District Community Council – The Chairman reported that there was an outstanding matter on the draft constitution, particularly about ownership. Two clauses had been proposed which dealt with ownership of items by a third party e.g. the Parish Council buys something it could remain the property of the Parish Council while maintenance and insurance arrangements would need to be agreed. An additional proposal was that any donations being made for a specific purpose should be held separately in a 'client' account and were not the PDCC's until the funds were applied to the purpose they were donated for. If the set project did not go ahead the benefactors would get their money back.

09.16.11.3 Joint Working Party (JWP) Play Area – Councillor M Bootman confirmed the planning application had been submitted, most potential funding streams would need sight of the planning approval. The JWP continues to meet and would have stand at the fete and a quiz night later in September. It was noted that a local business had made a generous donation to the Play Area project.

09.16.12 Correspondence

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

Date Received	From	Details
05.09.16	Suffolk Police	Eye SNT on-line newsletter
17.08.16	Suffolk Police	Firearms Training

An explanation of the above would be included in the next article in The Star.		
12.08.16	Mid Suffolk District Council	Town and Parish newsletter August 2016
01.08.16	Suffolk County Council	'Walkers are Welcome' Scheme
This would be considered by the Footpaths Working Group		
03.08.16	Suffolk Police	Public Meeting dates
03.08.16	Suffolk County Council	Highways Matters – Edition 8
22.07.16	Suffolk County Council	Highways Matters – Edition 7

09.16.13. Matters for information

The Clerk raised two issues; first for agreement to be given to explore an alternative, possibly suffolk.gov. uk, email address for the Parish Council, and second if going forward the seating arrangements for Parish Council meetings could be in a boardroom style as she felt this would lead to a more effective meeting.

A parishioner had raised concerns for the shrub growth around the pond on the Village Green needs to cut back. They had approached the Lord of Manor (via solicitor) and had received an unsatisfactory response. Councillor M Bootman added that the basal growth to the trees was extensive and blocking visibility of through traffic from the access tracks, that at least one bollard needed replacing and there were other long-standing issues. **It was agreed the Clerk to approach MSDC, as scheme manager, to take the issues up with the Lord of Manor.**

09.16.14. Date of next meeting

Thursday 13 October 2016 at 7.30 pm Palgrave Community Centre.

**22.10** Meeting closed.

DRAFT