



MINUTES of ANNUAL GENERAL MEETING held at Palgrave Community Centre at 7.30 pm on THURSDAY 18 MAY 2017

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Present: Councillors E Bootman, M Bootman (Chairman), M Brown, E Collins, V Pudney, M Sneddon, J Shirley-Smith and N Weston (arrived 19.33). Also in attendance Sarah Foote (Clerk) and three members of the public.

05.17.01 Election of Chairman

Cllr M Bootman was elected to the office of Chairman of the Parish Council. Cllr M Bootman duly signed his Declaration of Acceptance of office.

05.17.02 Apologies for Absence

Apologies were received from Cllr Cooper and accepted by the Council.

05.17.03 Declarations of Interest and Dispensations

05.17.03.01 Councillors were reminded of their obligations under the Suffolk Code of Conduct including the Nolan Principles of Public Office.

05.17.03.02 There were no declarations of pecuniary or non-pecuniary interest. Members were reminded of the need to update their Register of Interests as appropriate.

05.17.04 Electoral/Councillor Membership

05.17.04.1 It was agreed to co-opt Mr Kevin Mobbs to the Parish Council. Mr Mobbs duly signed his Declaration of Acceptance of Office and joined the meeting.

05.17.04.2 The resignation of Mr John Gibbons from the Parish Council was noted. The vacancy was currently being advertised in the parish. The Parish Council recorded its thanks to Mr Gibbons for the work he had done for the Council during the last few years.

05.17.05 The following appointments were unanimously agreed:

05.17.05.1 Vice Chairman – Cllr Pudney.

05.17.05.2 Responsible Financial Officer – the Clerk, Sarah Foote.

05.17.05.3 Personnel Committee (Vice Chairman and Three Councillors) - Cllrs Pudney, E Bootman, Shirley-Smith and Sneddon.

05.17.05.4 Cemetery Committee (Chairman, Vice Chairman, Two Councillors and Cemetery Administrator) - Cllrs M Bootman, Pudney, Mobbs, Collins and Mr Phil Dyer as Cemetery Administrator.

05.17.05.5 Planning Committee (Chairman and three Councillors with Chairman and one other Councillor to be representatives to the Diss and District Neighbourhood Plan Steering Group) - It was agreed to appoint Cllrs Weston, Brown, Pudney, M Bootman. Second representative to D&DNP to be considered when Committee first meets. Meeting dates and terms of reference to be agreed but to include delegated power for the Committee to consider routine applications received between Parish Council meetings or those where a statutory deadline could not be extended, and to work on the Community-Led Plan and Neighbourhood Plan. Action: Chairman and Clerk to convene meeting.

05.17.05.6 Representation on Palgrave and District Community Council (PDCC) – to appoint one Councillor as Parish Council representative to PDCC and to act as a member of the Play in Palgrave sub-committee. There were proposals for Cllr E Bootman and Cllr Weston to take this appointment. Cllr Weston suggested that it may be beneficial to all for appointments to be rotated between Councillors. It was agreed to appoint Cllr E Bootman to the date of the Parish Council meeting before the PDCC AGM. Votes cast, five in favour for Cllr E Bootman and four votes in favour for Cllr Neil Weston.

05.17.05.7 Representative on Turbine Working Party – Cllr M Bootman.

05.17.05.8 Representatives on St John’s Liaison Group (two Councillors) – Cllrs Cooper and E Bootman. Cllr Weston was thanked for the work he had done as the Council’s representative for the last few years.

Action: Clerk to confirm appointments in writing to all outside bodies.

05.17.06 Public Forum

Suffolk County Councillor- Cllr Fleming had sent her apologies.

Mid Suffolk District Council – Cllr Burn had sent his apologies.

An elector who lived in Burlington Close, off Crossing Road, asked what the Parish Council was going to do about the rat run of traffic through the village.

Denmark Hill residents offered to help with any traffic calming measures the Parish Council may request.

05.17.07 Minutes of last meeting

05.17.07.1 It was agreed to accept the minutes of the meeting of 9 March 2017 and these were duly signed by the Chairman.

05.17.07.2 Matters arising from the minutes of the meeting of 9 March 2017

Cllr Brown reported that he had personally arranged a Lorry Watch meeting on 26 May at 11.00 am to discuss the present situation with Lorry Watch and with a view to it being reinstated in the parish. It was noted that a County Council meeting involving all interested parishes was still to be arranged.

05.17.08 Meeting Calendar for the 2017/2018 Council year was noted. Committee Meetings to be arranged via the Chairman of each Committee liaising with the Clerk.

The newly-elected Councillor Kevin Mobbs left the meeting at 20.20 for a previously-arranged appointment.

05.17.09 Highways

05.17.09.1 A FOI request had been submitted for full reports from the Speed Data Recorders placed on Denmark Hill and Crossing Road. The Chairman summarised the data that had been received and it was noted that a request had been made for the SDR to be re-installed in Crossing Road as it had been sited there during the Easter holidays so the data collected was not representative. *Action: Clerk to liaise with Suffolk Police regarding SDRs.*

Cllr Brown commented that number of HGVs using Crossing Road seemed to be increasing and with no restrictions on the road there was no enforcement that could be taken

The Chairman noted that the Parish Council continued to lobby on all highways matters but parishioners could directly contact the Highway Authority, Suffolk County Council.

05.17.09.2 Community Speed Watch – the Chairman summarised the history of vehicle activated signs and the restrictions imposed on where and how they could be deployed in the parish. With the recent speeding data the preference now appeared to be for Community Speed Watch. *Action: Clerk to ask for a review of the locations where Community Speed Watch could be used in the parish particularly in relation to latest residential development.* It was agreed to progress appropriate sites and then seek volunteers to operate the CSW scheme.

05.17.09.3 Possible sites for Community Speed Watch Refer to minute above, with funds being made available through the Parish Council for the purchase of equipment.

05.17.06 Planning

05.17.06.1 The following planning applications were considered: (20.45 Cllr M Brown left the meeting)

Ref	Location	Application Details
1231/17	Wood Cottage, Denmark Hill	Erection of single storey annexe. Erection of new three bay cart lodge with room over. Erection of new porch to front elevation. Amendments to existing driveway. Planning Consent
1232/17	Wood Cottage, Denmark Hill	Erection of single storey annexe. Erection of new three bay cart lodge with room over. Erection of new porch to front elevation. Amendments to existing driveway. Listed Building Consent
It was agreed to recommend SUPPORT for both the above applications on the basis that all recommendations from the Heritage officer were to be complied with.		
1309/17	Valley Farm Barn, Old Bury Road	Erection of single storey side extension, single storey rear extension and an extension to garage.
It was agreed to recommend SUPPORT for the application.		

02.17.06.2 The following planning determinations were noted:

Ref	Location	Application Details	Determination
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0757/17	Trees on The Green	Tree works	No wish to object
0730/17	The Paddocks, The Green	Tree works	No wish to object
0427/17	Elm Vale Cottage, Denmark Hill	Erection of two storey rear extension and associated landscaping	Planning Permission Granted
1016/17	Stepping Stones, Crossing Road	Erection of garden wall	Planning Permission Granted

05.17.10.3 Mid Suffolk District Council release of Call for Sites submissions was noted. The sites were published for information but no planning assessment of their suitability for development had yet been made.

20.50 Cllr Brown returned to the meeting.

05.17.10.4 Planning Application 0410/16 the erection of five dwellings at Kyloe – the Chairman had attended a meeting at Mid Suffolk District Council to ascertain why the application had taken so long to determine and the applicants' agent had been afforded more than one opportunity to revise the scheme. It had been confirmed that the application would be heard by the Development Management Committee.

#### 05.17.11 Governance

05.17.11.1 The accounts for the year ending 31 March 2017 were approved subject to audit.

05.17.11.2 Section One (Annual Governance Statement) and Section Two (Accounting Statement) of the Local Council's Annual Return for the year ending 31 March 2017 were completed.

05.17.11.3 The statement of significant variances for year ending 31 March 2017 was noted.

05.17.11.4 Councillor Training (up to three new Councillors ) was approved with a budget up to £330.

05.17.11.5 Transfer of all parish files to permanent Clerk to the Council including electronic mailer system. It was agreed that the parish records would be scrutinised by the Clerk and moved to her office with older documents, as appropriate, being deposited at Suffolk Records Office. The safe which holds important documents could be retained or a fireproof cabinet could be purchased. Cllr Weston kindly agreed to train the Clerk on the anonymous mailer system he currently used for the Parish Council. *Action: Chairman, Clerk and Cllr Weston.*

#### 05.17.12 Financial Matters

05.17.12.1 Council's current financial statement was noted and a copy of the financial statement is appended to the minutes.

05.17.12.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
*£669.12	Mrs S Foote	Clerk's Salary April 2017 and May 2017 (*gross figure subject to HMRC payment)	000078	LGA 1972 S112
£21.88	Mrs S Foote	Clerk's expenses – office, postage	000079	LGA 1972 S111
£45.30	Palgrave and District Community Council	Annual Parish Meeting report in The Star	000080	LGA 1972 S111
£355.58	Suffolk Association of Local Councils	Annual subscription	000081	Highways Act 1980 S301
£35.00	Information Commissioner's Office	Annual Data Processor Registration Fee	000082	LGA 1972 S111

05.17.12.3 Community Infrastructure Levy – receipt of £6629.82 from the development at the former Pat Lewis site was noted, with bank statement confirmation being received. The Clerk had prepared the CIL payment recording scheduled as prescribed in the guidance notes, would hold on file until the required publication date of 30 June 2018 and update as spending and/or receipts of further payments took place. *Action: Clerk.*

05.17.12.4 The first instalment of Precept had been received along with a Transparency Fund claim of £49.

05.17.12.5 Payroll provider – it was agreed to appoint Anglia Book Keeping to run the Parish Council's payroll at a cost of £4.50 per payslip.

#### 05.17.13 Cemetery and Churchyard

05.17.13.1 It was noted that Diocesan approval (faculty) was still needed for the removal of Yew Trees in Churchyard and but not needed for coppicing work. The faculty request would not be submitted by the PCC until it was combined with other work which may be required. It was agreed to proceed with the coppicing work

and to ask the contractor to provide an up to date quotation. *Action: Clerk contact contractor and arrange site visits.*

05.17.13.2 Grass Cutting – two quotations had been received for a three year contract to cut the Cemetery, Churchyard and Green. It was agreed to proceed with Quotation R subject to a request to include bi-annual weed treatment (of the Cemetery car park) in the work schedule *Action: Clerk to award contract, request health and safety policy and write to unsuccessful tenderer.*

05.17.13.3 The labour and material costs for both cemetery and front and rear churchyard gates to be oiled as part of maintenance plan were considered.

05.17.13.4 Diamond Jubilee commemorative bench on the Green needed to be maintained. A quotation for £150 to carry out both this and the work in item 05.17.13.3 (including sanding prior to oiling) had been received and was agreed. The Parish Council would need to purchase appropriate oil. *Action: Chairman.*

05.17.13.5 Preventative weed treatment of the gravelled car park area – it was agreed to ask the new grass cutting contractor to undertake this as part of their contract or to provide a quotation if not acceptable. *Action: Clerk.*

05.17.13.6 On the Western boundary of the Cemetery a tree had a large branch that had broken but remained suspended and which needed to be removed for safety reasons. This work was approved within a delegated budget of £100. *Action: Chairman or Clerk to appoint contractor.*

#### 05.17.14 Paths and Open Spaces

05.17.14.1 The final report from the Working Group was received. The footpaths were all in fairly good condition although as summer approached some were starting to become overgrown. Cllr Brown summarised outstanding issues as; FP8 The Lows the grips still to be cut; FP3 had been destroyed by agricultural activity; FP 11 was churned up. Cllr Brown also reported destruction at Priory Wood where the new development had commenced and requested guidance on where the boundaries were. The Chairman confirmed that this issue had been reported to Planning Enforcement.

21.44 Cllr Pudney left the meeting.

05.17.14.2 Replacement Bus Shelter – it was agreed to form a Working Group of Cllrs M Bootman, Shirley-Smith and Weston to investigate styles and costs of bus shelters. Cllr Shirley Smith offered to cut back the tree growth closely overhanging the existing shelter.

05.17.14.3 Correspondence from Mid Suffolk District Council, as Scheme Managers, for the Green was noted. The Council was concerned that an assumption had been made as to the miscreant and no action had been taken by the Scheme Manager to reinstate the area of green that had been damaged through the creation of a parking space. *Action: Clerk to correspond with Scheme Manager.*

#### 05.17.15 Diss and District Joint Neighbourhood

05.17.15.1 The majority endorsement from Annual Parish Meeting for Palgrave's inclusion in the Diss and District Neighbourhood Plan and commitment to a Community-Led Plan was noted.

05.17.15.2 Timetable for progression of Neighbourhood Plan – those Councillors appointed by their parishes would meet on 1 June to make a formal decision to apply for designation of the area for which applications were to be submitted to both South Norfolk and Mid Suffolk local planning authorities and their decisions could take up to 20 weeks. Cllrs M Bootman and Weston to attend. The next event would be on 22 June by invitation only and is for those people that are likely to represent stakeholders or become community champions.

05.17.15.3 Palgrave Community-Led Plan engagement meeting timetable was noted for Fridays 26 May, 23 June and 21 July. The Chairman gave an overview of how the sessions may be structured. The cost of the room hire was agreed at £19.20 per evening and the Parish Council also agreed to cover the costs of room hire for any community group meetings to be held at the Community Centre in relation to the above.

05.17.16 Palgrave and District Community Council – Cllr E Bootman reported current membership of 183 and that a new Booking Secretary was needed for the Community centre.

05.17.17. Cllr E Bootman reported that the Play in Palgrave Joint Working Party task was finished and Play in Palgrave was now the PDCC's responsibility with the objective of installing the first pieces of equipment and fundraising the remaining money needed to complete the project. . Cllr Bootman reported that she had made the PDCC Chairman aware of the need for health and safety checks and insurance of the equipment, and that the new equipment must not be used in the first three weeks after installation. CCTV was to be installed at the Community Centre.

The PDCC decided to set up a sub-committee to continue with the fundraising for this and Cllr E Bootman had been co-opted to it

**At 22.03 Standing Order 3W was suspended to allow the meeting to continue.**

05.17.18 Correspondence

The following items of correspondence were noted:

Date Received	From	Details
12.05.2017	Suffolk County Council	Temporary Traffic Order Millway Lane 26 June 2017
11.05.2017	Suffolk County Council	Temporary Traffic Order Lion Road 12 - 16 June 2017
09.05.2017	Suffolk County Council	Emergency Temporary Traffic Order Denmark Hill 18 May 2017
With all of the above the Parish Council were concerned about lack of appropriate diversions and relevant signage.		
03.05.2017	Suffolk Association of Local Councils	Transparency Grant Fund applications for year 2017-2018
12.04.2017	Suffolk County Council – Cabinet Member for Highways and Transport (Cllr James Finch)	Response to several highways issues reported by Parish Council.
The Council agreed that the response was not satisfactory and on the issue of street naming, the Chairman would contact the Street Naming authority, MSDC, to ask for their opinion.		

05.17.19 Matters for information

None.

05.17.20 Date of next meeting

Thursday 15 June 2017 at 7.30 pm Palgrave Community Centre (rescheduled due to a General Election being called for June 8<sup>th</sup>). Cllr E Bootman gave her apologies in advance for this meeting.

*Agenda item: Replacement bank signatory.*

22.08 Meeting closed.