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MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 11 October 2018

Present: Cllr M Brown, Cllr Collins, Cllr W Cooper, Cllr D Long, Cllr N Weston

Also in attendance: District Cllr D Burn, Suffolk County Cllr J Fleming; two members of the public

09.18.01 Apologies for Absence

Apologies were received and accepted from Cllr Sneddon.

09.18.02 Declarations of Interest and Dispensations

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

09.18.02.2 No declarations of pecuniary and non-pecuniary interests were declared. Members were reminded of the requirement to update their Register of Interests as appropriate.

09.18.03 Public Forum

09.18.03.1 County Cllr Fleming went through her report (see separate appendix).

District Cllr Burn reported of a recent case by a developer in the MSDC area who contested and won a case based on an alleged shortfall in the 5-year land supply by MSDC. This has caused MSDC to review the land supply in more detail. He re-iterated that he has funds in his locality budget for any projects. He confirmed his approval of a PIIP plan (see minute item 09.18.16.2). He confirmed he was temporary chair of the DDNP following the resignation of the previous chair and is seeking someone to take on this role who lives within the current DDNP area, and who has the time to chair the steering group. This provoked a detailed conversation about the DDNP, its aims, its cross-boundary uniqueness, and the 7 parishes it involves.

09.18.03.2 A member of the public expressed his concern that Diss Town Council was not consulted by MSDC about the Lion Road development and how it would impact on the local infrastructure until the site was nearing completion.

09.18.04 WWI Centenary Remembrance - The Royal British Legion (RBL) confirm they would like all primary school children to join in the commemoration of this event in schools on Thursday 8th November so they have an understanding of what it is about. Palgrave school will have a gathering with input from John Gibbons (JB) as local co-ordinator. He has ordered a token to place on each of the 2 war graves. Some children will recite war poems at the Sunday service. The clerk confirmed 3 wreaths and 3 Perspex figures ordered on behalf of the Parish Council. The PC are offering any technical assistance they can to JB in order to make the event a success. Clerk to tweak poster and send to and liaise with JB. PC still needs to confirm who is going to lay their wreaths on 11 November. **ACTION: Clerk to liaise with JB**

09.18.05 Minutes of the Previous Meeting

09.18.05.1 The minutes of the meeting of 13 September 2018 were approved and duly signed.

09.18.05.2 There were no matters arising not already on the agenda.

09.18.06 Councillor Vacancies

Note there are still 5 Councillor vacancies. Notices are on the website and notice board.

09.18.07 Suffolk Highways, Speeding and Road Related Issues

09.18.07.1 Update re Access only road:- Both the Parish Council and County Councillor Fleming are unhappy with the negative response from Suffolk Highways in regard to the Access Road. It was noted that a coach drove down it the previous day. Cllr Fleming is going to dig further as to Highway's reasoning behind their rejection of the proposals. She is also to contact Mary Evans, County Cllr for Clare and cabinet member for Highways, as a matter of urgency to try and move this forward. Cllr Fleming to report back to us. **ACTION: County Cllr Fleming to contact Mary Evans**

09.18.07.2 Update on request to extend the 30mph limit signs on the edges of the village – clerk to expedite with Suffolk Highways as to how to move forward with this. **ACTION: Clerk to chase**

09.18.08 Update of all grass, hedge and footpath cutting inc. village green, and village pond – The Clerk confirmed the only o/s work was Garnhams clearing of the final section of the Lows as awaiting access from the farm land once the crop has been harvested. It was confirmed that Suffolk County Council had not yet carried out the 2nd annual cut of its contracted areas.

09.18.09 Planning

09.18.09.1 The following application was considered and support given by the Parish Council:

Ref	Location	Details
DC/18/04281	Badgers Drift, Priory Road	Erection of a first floor extension, front porch, carport and to form pitched roof to dormer extensions & new dormers

09.18.09.2 The following planning determination was noted:

Ref	Location	Details
DC/03323	14 Blands Farm Close	Felling of 2 Ash Trees – Permission Granted

09.18.09.3 It was noted that DC/04147 Burlington Lodge re felling and replacement of an ash tree – permission had been granted.

09.18.10 Cemetery and Churchyard

09.18.10.1 Churchyard and village clean up Sat 13 October – Clerk to source risk assessment. Reminder sent by e-shot to all subscribers and notices in the community centre and notice board. Audit to be carried out on all missing street furniture e.g. the 30mph repeater signs are missing on Denmark Hill.

ACTION: *NW to carry out audit of street furniture & report back to the clerk for reporting to Highways*

09.18.10.2 To review latest quotes for rebuild of section of Churchyard wall – 3 quotes have been received, Contractors A and B both in the region of £6500 - £7000. Contractor C came in at a considerably lower cost, agreeing to carry out the work at cost. It was noted that this was not a fixed price. The Parish Council agreed unanimously to cap the amount it is willing to spend on the wall rebuild to a max of £5K to allow for replacement materials that may not be re-usable after dismantling. Clerk has investigated grants but to date has not been able to source any available funding. There was one o/s possibility but it was a very slim chance and would take months to get approval due to it being on the grounds of the school children’s health and safety. The school are pressing for the work to be carried out as a matter of urgency. It was also noted that there were some more holes in the flints near the south gates and opposite the bus shelter which need repairing.

ACTION: *Clerk to issue Works Order to Contractor C*

09.18.11 Bus Shelter – Local workman submitted a price of £35 to trim the trees around the bus shelter. PC voted unanimously for him to go ahead. **ACTION:** *Clerk to contact workman to confirm work*

09.18.12 Paths and Open Spaces

09.18.12.1 Priory Wood – no updates available as yet from District Cllr Burn re the FOI request to Mid Suffolk District Council.

09.18.12.2 Footpaths – no updates available yet from District Cllr Burn on the permissive path through the Lion Road development.

09.18.13 Defibrillator - It was unanimously agreed to go ahead and purchase the Zoll AED3 as quoted by Community Heartbeat in June. Clerk to check if any price change and make the necessary arrangements including training. The PC agreed an overall spend of up to £2800 to cover this project. Clerk confirmed CIL funds can be used for this purpose. **ACTION:** *Clerk to obtain price confirmation and purchase*

09.18.14 Reports from PC representatives on outside bodies

09.18.14.1 Diss and District Neighbourhood Plan – refer to District Councillor Burn’s report under item 09.18.03.1

09.18.14.2 PDCC – Cllr Brown – AGM in November and will report back thereafter.

09.18.15 Lows Lane Bollards Padlock - Suffolk Highways confirmed that there has only been one padlock since 2015 - the other padlock was removed to allow for farm access. As there have been no reported incidents of unauthorised vehicles driving down the footpath, Highways intends to leave things as they are. If we find there is attempted vehicle access and report it, they may reconsider.

09.18.16 C I L (Community Infrastructure Levy)

09.18.16.1 CIL Expenditure bid by Suffolk Highways re new bus stops – Clerk to revert back to Highways advising that the PC do not support the proposals. **ACTION:** *Clerk to contact Highways*

09.18.16.2 PIIPs (Parish Infrastructure Investment Plan) – all Councillors were given a template to consider what the village needs in terms of projects that can be paid for by the CIL income. Also need to garnish ideas from the residents.

ACTION: Clerk to include in Palgrave Star article & Councillors to consider ideas to put forward at next meeting

09.18.17 **Village Emergency Plan** – It was agreed this is something we should look at- there was one many years ago. **ACTION:** Clerk to source template for next meeting

09.18.18 To review possible membership of the Local Council Public Advisory Service – it as agreed that we would hold off from becoming members for the present.

09.18.19 **Financial Matters**

09.18.19.1 The payments were approved:

Amount	Payee	Details
£72.00	P D C C	Hall hire April – Sept '18
£60.00	Community Action Suffolk	Website hosting 1 year 1/11/18- 31/10/18
£211.18	Caroline Emeny	Clerks Expenses incl Remembrance Day Items
£461.69	Caroline Emeny	Clerks Salary
£74.11	H.M.R.C.	PAYE/NICs
£2406.36	Vertas	Grass cutting green and cemetery & ivy spraying

09.18.19.2 To note receipt of the following payments: £410.00 Cemetery receipts. The Clerk confirmed that Natwest had agreed to credit us with £150 due to their incompetence over the lost paperwork.

09.18.19.3 Update on final account signatory – Cllr Brown to ensure form authorised by next meeting. The Clerk advised him what paperwork Natwest needed to send off together with the additional signatory form.

ACTION: Cllr Brown to ensure form submitted to Natwest

09.18.20 **General Data Protection Policy (GDPR) and other policy documents**

The following policies were reviewed and adopted: Revised Standing Orders; Dispensation Policy; Guide to Information Document; Powers Specifically delegated to the Clerk/RFO and website updates

09.18.21 **Correspondence** - To note the following items of correspondence received since the last meeting and agree action where appropriate:

Date Received	From	Details	Fwd
2 Oct	Resident	Query as to complaint with planning at MSDC re DC4010/16 Kyloe outline planning permission Clerk updated the PC on the query which she is chasing on behalf of the resident.	N

09.18.22 **Palgrave Star** –Content considered for the next article. **ACTION:** Clerk to write and submit on time

09.18.23 **Future meetings calendar** – Friday 26th April needs changing as Clerk away. Possible date 17th April.

ACTION: Clerk to make enquiries with Bookings at PDCC re availability and revert at next meeting

09.18.24 **Matters for information**

There were no urgent matters brought by the Chairman, Councillors or Clerk.

09.18.25 **Date of next meeting** – Thursday 8 November 2018, 7.30pm at Palgrave Community Centre.

Meeting closed at 22.00