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MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 13 December 2018

Present: Cllr Collins, Cllr W Cooper, Cllr D Long, Cllr Sneddon and Cllr N Weston

Also in attendance: Suffolk County Cllr J Fleming; one member of the public

11.18.01 Apologies for Absence

Apologies were received and accepted from Cllr M Brown and District Cllr D Burn.

11.18.02 Declarations of Interest and Dispensations

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

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

11.18.03 Public Forum

11.18.03.1 County Cllr Fleming went through her report followed by District Councillor Burn (see separate two appendixes). A discussion prevailed re the right turn from Palgrave south onto the A140 near the North roundabout. Can drivers still turn right onto the A140 from this road? What signage is there going to be? Can we view the engineering documents? County Cllr Fleming to check the website link as it was difficult to locate on the planning portal. The consultation period is 6 weeks so there is time **for all Councillors** to review it and discuss at the next meeting.

Action: County Cllr Fleming to check status of the road in question & the planning portal link

Access Road – No further update as yet from Highways to Cllr Fleming – she requested that we are patient and await her feedback. A 10-minute maximum waiting period was suggested to put in place around the school.

Action: Clerk to write to the school in this regard

District Cllr Burn mentioned the revised polling stations in his report. Thrandeston are nominated to use Palgrave as their future polling station.

Action: Clerk to write to MSDC expressing concern over further erosion of rural services

11.18.04 Minutes of the Previous Meetings

11.18.04.1 There was one minor amendment to the previous minutes of 8 Nov 2018 which were annotated and then accepted and signed.

11.18.05 Councillor Vacancies

One applicant, Sharon Quantrell introduced herself to the Parish Council. She was invited to sit through the meeting with the option of being co-opted at the next meeting if she still wished to be a councillor.

Action: Clerk to ensure this is early on the next agenda

Clerk explained a Community Governance Review has to be undertaken to increase or decrease the number of Councillors. MSDC would carry this out following a public petition. It was suggested that we should delay any action until post - May 2019 elections.

11.18.06 Suffolk Highways, Speeding and Road Related Issues

11.18.06.1 Update on Access Road given by County Cllr Fleming under 11.18.03.1. **Action:** JF to expedite

11.18.06.2 Update on request to extend the 30mph limit signs on the edges of the village – Highways have requested that we submit photographs from each end of the proposed extension to speed up their report.

Action: Cllr Weston to take and forward to the clerk

Suffolk Highways had noted the white lines and various drains that had been reported (clerk has report numbers for all the ongoing concerns)

Action: Clerk to draw up a finite list for easy referral

It was noted that the recent Priory Road improvement does not appear to be as far reaching as the initial plans indicated. It only appears to have been extended by approx. one foot whereas the drawings showed that the build out was going to be approx. six feet in width. The small buildout has hardly made any difference.

Action: Clerk to contact a local resident (KM) to determine what info he has on the scheme.

Crossing Road is closed for improvements from 14 January.

Action: Clerk to ensure that the road south of the railway crossing is being resurfaced.

- 11.18.07** Update of all grass, hedge and footpath cutting incl. village green, and village pond – clerk confirmed a local worker had quoted £130 to clear the o/s ditches down the Lows as required by the voluntary working party. Work approved unanimously. Another contractor was due to jet out the blocked pipe near Millway Lane, clerk has expedited this and awaiting date for work to be completed. Rotten Lime tree near the entrance to The Lows has been reported to Highways as a result of an email from a local resident. It was agreed that we should monitor all Highways cuts in 2019 so that there is no confusion as to whether they have been properly carried out by the County Council or not.

11.18.08 Planning

11.18.08.1 There were no planning applications to consider.

11.18.08.2 The following planning determinations were noted:

| Ref | Location | Details |
|---------------|------------------------------|---|
| DC/18/04692 | 3 Church Terrace, The Green | MSDC offered no objection to tree works |
| DC/18/03747/8 | Sunnyside Cottage, Lows Lane | Refusal to discharge conditions |

11.18.08.3 There was one other planning matter that required urgent attention or for information as follows:
DC/18/05384 – 14 Blands Farm Close – further works to trees which the clerk will log a ‘no objection’.

11.18.09 Paths and Open Spaces

11.18.09.1 Priory Wood – District Cllr Burn will endeavour to have information for the next meeting.

11.18.09.2 Footpaths – District Cllr Burn will endeavour to have information for the next meeting.

11.18.10 Defibrillator - To note training date of Wednesday 9th January 2019 at 6.30pm in the Primary School. The school can accommodate approx. 50 people in the hall. The Clerk is unavailable so someone needs to manage the evening – attendees to be registered and someone has to take responsibility to carry out the regular checks on the Defibrillator and log that information on the Webnos website. It is hoped someone will come forward that evening to take this on. In the interim all documentation handed over to Cllr Weston along with extra signage stating where the defibrillator is sited. Clerk to investigate the purchase of 2 more external signs.

1 sign to be sited at the PDCC - **Clerk to request and arrange**

1 sign to be sited at the industrial estate – **Cllr Long to request and arrange**

1 sign to be sited at the church – **Cllr Weston to request and arrange**

Action: Clerk to request school to use their text message facility to invite parents to the training session.

11.18.11 Reports from PC representatives on outside bodies

11.18.11.1 Diss and District Neighbourhood Plan – Cllr Weston confirmed very little had taken place since the last meeting. New Chair still to be nominated.

11.18.11.2 PDCC – Cllr Long gave his report of the AGM.

11.18.11.3 Village Liaison Group – Cllr Cooper gave her report re the meeting held earlier that week.

11.18.12 C I L (Community Infrastructure Levy)

11.18.12.1. PIIPs (Parish Infrastructure Investment Plan) – only Cllr Long had come forward with ideas. Clerk to write a separate article for the Star to try and engage with residents to come forward. Clerk gave an update on a neighbouring parish’s actions to elicit ideas on spending the CIL income with a detailed questionnaire, drop off points and so forth. Clerk issued everyone with relative handouts to consider.

11.18.13 Village Emergency Plan (VEP) – Template handed out by the Clerk for consideration. Two examples were shown, one of which was distributed for more detail. Clerk to draw up our own VEP asap.

11.18.14 Financial Matters

11.18.14.1 The following payments were approved:

| Amount | Payee | Details |
|---------|----------------|--|
| £195.00 | Paul Digby | Hedges and trees trimming |
| £110.99 | LexisNexis | Arnold Baker 11 th edition reference book |
| £35.88 | Caroline Emeny | Clerks Expenses |
| £528.00 | Caroline Emeny | Clerks Salary |

An additional payment of £50 was approved being re-imbursed for the gift to Cllr Brown due to his ill health and authorised as under the £100 Transparency Code declaration criteria.

11.18.14.2 To note receipt of the following payments: Cemetery receipt £180.00

11.18.14.3 To start review of budget preparation for 2019/2020 – Clerk distributed updated budget forecast which was discussed in detail. Clerk to amend following that discussion and re-distribute to all Councillors for approval at the next meeting and setting of the Precept.

11.18.15 General Data Protection Policy (GDPR) and other policy documents and supporting reference books

Update from Clerk, review of councillor details on website. Clerk confirmed councillor's responsibilities / appointments under the PC should be declared on the website so will update accordingly. No other work done on GDPR to date due to time constraints.

11.18.16 Correspondence - The following items of correspondence were noted: since the last meeting and agree action where appropriate:

| Date Received | From | Details | Action |
|---------------|--------------------|---|---|
| 20 Nov | Diss Express | Fossilised villages report | Cllr Long already responded to Diss Express |
| 3 Dec | S C C | Draft Suffolk Minerals and Waste Local Plan | Clerk to investigate if there is anything mentioned in our area that will affect us |
| 7 Dec | Electoral services | Review of arrangements for 2018 elections | Discussed already under District Cllr Burns report |

11.18.17 Palgrave Star – clerk to write content for next article incl. defibrillator and PIIP

11.18.18 Matters for information

The following additional matters were brought to everyone's attention:

Thanks from Cllr Brown to the voluntary work team organised by Ian McClintock down the Lows which he stated had been an excellent job in clearing it out with added good comments from residents.

Oiling of the church gates – raised by the Church as a concern – clerk to ask local workman if he is able to do. Cllr Weston suggested that the gates may have to be physically lifted off their hinges in order to oil properly. The cemetery gates may need replacing in the near future.

11.18.19 Date of next meeting – Thursday 10th January 2019, 7.30pm at Palgrave Community Centre.

Note change of dates of the following meetings:

Cemetery committee put back to February, hopefully before the PC meeting which will be on Wednesday 20th

February instead of Thursday 14th February.

The Annual Meeting of the Parish will take place in the Primary School on Tuesday 23 April at 7.30pm. Note this has traditionally taken place in a Friday evening in the past.

Meeting closed at 21.45