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## **MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 8 November 2020**

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

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

### **10.18.01 Apologies for Absence**

No apologies as all present.

### **10.18.02 Declarations of Interest and Dispensations**

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

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

### **10.18.03 Public Forum**

10.18.03.1 County Cllr Fleming went through her report followed by District Councillor Burn (see separate two appendixes). Cllr Fleming to forward the latest plans for the A140 improvement roadworks, which involves the two roundabouts, to us when received by her so we can share that information.

*Action: County Cllr Fleming to forward when received*

10.18.03.2 A member of the public attended to further discuss the ditches down the Lows and this item was brought forward on the agenda to enable that discussion. See item 10.18.20 for further information.

### **10.18.04 Minutes of the Previous Meetings**

10.18.04.1 There were three minor amendments to the previous minutes of 11 Oct 2018 which were annotated and then accepted and signed.

10.18.04.2 It was noted that SCC had not carried out the final cut as far as councillors were aware. There were no other matters arising not covered elsewhere on the agenda.

*Action: Clerk to investigate as Lows not cut to date*

### **10.18.05 Councillor Vacancies**

One applicant, Sharon Quantrell, was due to attend but was unwell at the last minute and sent her apologies. She is to be invited to sit in the public forum at the next meeting so she can experience the usual monthly procedure. It will also be an opportunity for her to present herself to the Parish Council. At present there are still 5 vacant positions. The general requirements are an odd, not even, number of Councillors for voting reasons. The PC voted unanimously to reduce the number of councillors to 9.

*Action: The Clerk is to investigate reducing the no. of councillors from 11 to 9 as there has been very few occasions when the P.C. has had a full board*

The clerk confirmed the costs for next year's elections year as follows: -Uncontested election £110.78, Contested combined with District Election £1014.29, Contested 4 yearly election £1616.17.

### **10.18.06 Suffolk Highways, Speeding and Road Related Issues**

10.18.06.1 Update to Access only road. County Cllr Fleming confirmed that Matthew Hicks, leader of SCC, is going to review the Access Road information. Cllr Fleming still to enquire re the specifics why Suffolk Highways rejected the P.C.'s proposals. Also o/s the request for Mary Evans to a site visit. The Parish Council are keen to have this followed up as a matter of urgency.

*Action: Clerk to chase with JF*

10.18.06.2 Update on request to extend the 30mph limit signs on the edges of the village – no further information available. Cllr Fleming confirmed she would pay the initial survey costs from her budget.

*Action: Clerk to expedite with Suffolk Highways re the survey taking place and copy JF in on email*

It was noted that most of the white lines in the village need repainting. This was possibly going to be carried out at the same time as the Priory Road junction improvements but nothing has been done to date. Note this covers all T-junctions in the village, the crossroads at Priory Road, and all white lines down the middle of all roads in the village. The drains also need clearing out as they consistently flood when there is heavy rain. There are also some dangerous drain covers that need attention – on Upper

Rose Lane near the new bungalows, Cherry Tree bungalow has a very bad drain cover, and the drain on the corner of Priory Road and Lion Road opposite the telephone box needs urgent attention.

**Action:** Clerk to report to Suffolk Highways

**10.18.07** Update of all grass, hedge and footpath cutting incl. village green, and village pond – councillors confirmed they did not think Suffolk Highways had carried out the second cut (see 10.18.04.2). Waveney Tree are awaiting final harvest of sugar beet before they can finalise their contracted cuts. See also item 10.18.20 for further information.

**10.18.08 Planning**

10.18.08.1 The following planning application was considered and no objection raised:

| Ref         | Location                    | Details                                                                    |
|-------------|-----------------------------|----------------------------------------------------------------------------|
| DC/18/04692 | 3 Church Terrace, The Green | Works to trees in a conservation area – Fell T1 Eucalyptus and T2 Chestnut |

10.18.08.2 The following planning determinations was received:

| Ref         | Location                   | Details                                                                              |
|-------------|----------------------------|--------------------------------------------------------------------------------------|
| DC/18/04281 | Badgers Drift, Priory Road | Planning Permission granted for first floor side extension as per planning documents |

10.18.08.3 There were no other planning matters that required urgent attention or for information.

**10.18.09 WWI Centenary Remembrance** - Clerk showed the purchased silhouettes for the Remembrance Service. Cllr Weston to drop these off at Hugh Bunbury's. Cllrs Sneddon, Cooper and Brown will lay the wreaths and will liaise with HB regarding timings etc.

**10.18.10 Cemetery and Churchyard**

10.18.10.1 The clerk confirmed the work on the wall rebuild was complete. Clerk to ask HB for his approval as he drew up the specification before payment is made. A volunteer has come forward for future patching repairs to the wall – clerk to obtain his details from HB.

**Action:** Clerk to request from HB

**10.18.11 Paths and Open Spaces**

10.18.11.1 Priory Wood – any further updates still o/s from District Cllr Burn re the FOI request to Mid Suffolk District Council.

10.18.11.2 Footpaths – any further updates still o/s from District Cllr Burn on the permissive path through the Lion Road development.

**10.18.12 Defibrillator** - The PC discussed the ten-year support plan offered by The Community Heartbeat Trust and voted unanimously not to take up this option for the present but may review it in a years' time. Clerk to inform CHT accordingly. Training was discussed as the community hall is not generally available except for a Friday evening. Alternative venue was discussed, the school being a suggestion. Note post meeting the school has agreed that the defibrillator training can be held in the school w/c 7 January 2019 if CHT can accommodate us that week. Dates of 8<sup>th</sup> and 9<sup>th</sup> January have been proposed to CHT and clerk awaiting response.

**10.18.13 Reports from PC representatives on outside bodies**

10.18.13.1 Diss and District Neighbourhood Plan – Cllr Weston gave his report. Not much has happened since the last report as a new chair still has to be elected.

10.18.13.2 PDCC – Cllr Brown gave his report and confirmed he will be attending the AGM in November.

**10.18.14 C I L (Community Infrastructure Levy)**

10.18.14.1 CIL Expenditure bid by Suffolk Highways re new bus stops – update on last response and fresh update by County Cllr Fleming that the PC is not liable if there are any challenges under the Disability Act, but the County Council. The PC reiterated their objections to the proposals.

10.18.14.2 PIIPs (Parish Infrastructure Investment Plan) – Cllrs were asked to consider projects within the village for the spending of the CIL money. Ideas include:

|                         |                        |                                   |
|-------------------------|------------------------|-----------------------------------|
| Outside Gym             | A Hardcourt Play Area  | Additional Lighting               |
| New Cemetery Gates      | Benches                | Speed Indicator Device (SID)      |
| New Village Entry Gates | Sculpture on The Green | Further Footpath on Crossing Road |
| Tree Planting           |                        |                                   |

Clerk to put more info and ideas in the next issue of the Palgrave Star to encourage responses.

Costings can then be looked into once proposals are agreed and prioritised.

**10.18.15 Village Emergency Plan** – template still o/s as clerk did not have time to pursue.

**10.18.16 Financial Matters**

10.18.16.1 The following payments were approved:

| Amount   | Payee                         | Details                                                                           |
|----------|-------------------------------|-----------------------------------------------------------------------------------|
| £4548.00 | Danny Ward Builder            | Churchyard wall rebuild and repairs (await HB approval)                           |
| £2300.00 | The Community Heartbeat Trust | Defibrillator without support package                                             |
| £19.00   | Caroline Emeny                | Clerks Expenses                                                                   |
| £489.96  | Caroline Emeny                | Clerks Salary                                                                     |
| £1140.00 | Waveney Tree Specialists      | Grass cutting green and cemetery & ivy spraying (await confirmation of final cut) |

10.18.16.2 The following receipts were noted: CIL £7168.45 income re Lion Rd development, Cemetery income £260.00

10.18.16.3 Update on final account signatory – Cllr Brown confirmed documentation processed that day with the Natwest mobile unit.

**10.18.17 General Data Protection Policy (GDPR) and other policy documents and supporting reference books**  
The Parish Council agreed to purchase the latest edition (11<sup>th</sup>) of Arnold Baker on Local Council Administration by Paul Cleyden approx. £130. Previous version has been mislaid some time ago due to staff changes.

**10.18.18 Ditch clearance re Lows** – It was agreed that Mr McClintock would form a volunteer work party under the umbrella of the Parish Council thereby being covered by the P.C.'s public liability insurance. Mr McClintock to ensure a suitable Risk Assessment is carried out before any work commences. Assistance is required to remove the spoil from the clearing out of the ditch. Suggested that the spoil is spread along the old unused lane which lies on the Mortlock land. **Action:** Clerk to obtain Mortlock's permission Cllr Weston confirmed that A Garnham offered to carry out some additional work as a gesture of good will. Cllr Weston to ask him if he will cut back some of the trees that are actually in the ditch and quite soon will cause damage. On another ditch matter, the clerk has expedited the Suffolk Highways report re the blocked pipe on Millway Lane. Note the pipe needs jetting to clear it. **Action:** Cllr Weston to take a look at both areas of concern with Mr McClintock on Sat 10 Nov and revert back to clerk with decision

**10.18.19 Correspondence** - To note the following items of correspondence received.

| Date Rec'd | From                               | Details                                                                                                                                                |
|------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25 Oct 18  | Locum Trusts & Estate Practitioner | Request on behalf of the owners of The Green as to any events planned on it for insurance purposes. The PC confirmed no events take place on The Green |
| 29 Oct 18  | S A L C                            | SALC Membership subscription remains unchanged in 2019                                                                                                 |
| 1 Nov 18   | MSDC                               | Litter and Dog Bins rates are to increase in 2019 to £35 and £41 respectively                                                                          |

**10.18.20 Palgrave Star** – clerk to prepare monthly update with Cllr Weston re next article

**10.18.21 Future meetings calendar** – review of alternative date instead of Friday 26<sup>th</sup> April as clerk away. The Clerk confirmed that the Community Centre hall is not usually available during the week, Friday is the only available evening.

**Action:** Clerk to contact the school with a view to hosting the Annual Parish Meeting there instead

**10.18.22 Matters for information**

The Clerk brought the following matter to the attention of the PC:

Forge Close Parking for Residents Sign – people now parking on The Green as a result which is illegal. Clerk to contact MSDC expressing our concern at possible damage to The Green.

**10.18.23 Date of next meeting** – Thursday 13<sup>th</sup> December 2018, 7.30pm at Palgrave Community Centre.

Meeting closed at 21.30