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## MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 10 January 2019

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

Also in attendance: two members of the public

### 01.19.01 Apologies for Absence

Apologies were received and accepted from Cllr M Brown and County Councillor J Fleming. No apologies have been received from Cllr M Sneddon or District Cllr D Burn.

### 01.19.02 Declarations of Interest and Dispensations

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

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

### 01.19.03 Councillor Vacancies

Sharon Quantrell was accepted, welcomed and co-opted to the Parish Council. The Declaration of Office was signed and witnessed. Note there are still 4 vacant positions on the council.

**Action:** Clerk to send her link for Register of Interests and to make file of all policies for Cllr Quantrell

### 01.19.04 Public Forum

01.19.04.1 County Cllr Fleming's report was read out. See separate document. No report was available from District Cllr Burn.

01.19.04.2 A member of the public was present to raise a few queries as follows: -

- a. Annual Parish Meeting – confusion over the dates published – Clerk to check and amend as necessary
- b. Spring Clean Up Litter Pick – date to be set for March which then needs advertising across the various media
- c. What active engagement is the P.C. making in relation to the CIL available funds for spending?

### 01.19.05 Minutes of the Previous Meetings

01.19.05.1 The minutes of the meeting of 13 December 2018 were approved and signed.

01.19.05.2 The following matters arising from those minutes, not covered elsewhere on this agenda, were noted:

- a. Under 11.18.16 Correspondence- Clerk confirmed there were no sites within the Palgrave district under the Draft Suffolk Minerals and Waste Local Plan which is being submitted on 21 January to Sec of State for approval.
- b. Under the same reference – Clerk confirmed email had been sent to MSDC regarding 2018 election arrangements as instructed.
- c. Under 11.18.18 – Clerk confirmed volunteer had been contacted but was awaiting dry weather before tackling the oiling of the church gates. She had spoken with him the day before. All in hand.

### 01.19.06 Suffolk Highways, Speeding and Road Related Issues

01.19.06.1 Update to Access only road – as County Cllr Fleming not present, clerk to expedite yet again a site meeting with Mary Evans. Clerk had requested the school to ask parents for a maximum 10-minute waiting period as requested, with available parking at the playing field. The school would incorporate this in a forthcoming newsletter. **Action:** Clerk to ask JF to expedite

01.19.06.2 Priory Road 'build out' – clerk had written to Highways expressing our concern over the work carried out and that no improvement was being experienced by pedestrians crossing this junction. Response has been received from Highways which was circulated to all stating that the work carried out was to plan. **Actions:** Cllr Weston to look at on google earth to enable us to compare pre and after images. Clerk to acknowledge email to Highways expressing our dissatisfaction including the flooding issue which has not been resolved and to copy K Mobbs into correspondence

01.19.06.3 Update on request to extend the 30mph limit signs on the edges of the village re report carried out **Actions:** Photos o/s – note received that evening and clerk to forward to Highways as requested

**01.19.07** Update of all ditches, grass, hedge and footpath cutting incl village green, village pond and The Lows. Clerk advised that blocked pipe should be jetted out next week. Contractor had been chased several times but delayed. They confirmed they will contact the nominated liaison person that week. Additional clearing of ditches down the Lows is to be carried out either w/c 21 or 28 January. Volunteer work party organiser has been updated on dates.

All other matters reported to Highways and a log being kept of o/s issues by the clerk.

**01.19.08 Budget and Precept**

The budget as considered at the last meeting was agreed. It was agreed to keep the Precept at £14,595 and the request form was duly signed by the Chair, two Councillors and the Clerk. The following donation payments were unanimously agreed using powers under Local Government Act 1972/s38 (SS2A LGHS 1989)

£150 Chq no. 000186 Diss Citizens Advice Bureau

£150 Chq no. 000187 Suffolk Accident Rescue Service

**01.19.09 Planning**

01.19.09.1 To consider the following planning applications:

Ref	Location	Details
	No applications received to date	

01.19.09.2 To note any planning determinations received.

Ref	Location	Details
DC/18/05384	15 Blands Farm Close	Works to Trees – Permission Granted

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

**01.19.10 Paths and Open Spaces**

01.19.10.1 Priory Wood – as District Cllr Burn unavailable this is carried forward. It was noted that the developers had started to construct fencing around the Lion Rd site. Concerns were raised about far this fencing would go. Would it carry on alongside Priory Wood and thereby block out views of the wood. There is already a mature hedge which should not require fencing to be erected in front of it.

**Action:** Clerk to write to MSDC Planning Dept to enquire as to the Boundary Treatments for the site

01.19.10.2 Footpaths – as District Cllr Burn unavailable this is carried forward.

**01.19.11 Defibrillator** - Clerk advised 57 people had attended the training session the previous evening and was an outstanding success. Several people volunteered to be the monitor for the defibrillator and the clerk to liaise with these over the coming weeks once all admin updated post training. A precis of the session will be put in the Palgrave Star with contact details of the backup team. The Industrial Estate owner did not want Defib signs on the estate. Church still to be asked if a sign can be out up there. The bus shelter was put forward as another suitable location. **Action:** Clerk to action all points. Additional signage still to be put in situ at various points. Clerk to check with Church. Clerk to write to all companies on the Industrial Estate and to St Johns House to advise them there is a defibrillator nearby. Clerk to check back through records about two years ago re the Armour Kombat sign on the estate which is oversized – are there rules about the sizes of signs?

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

01.19.12.1 Diss and District Neighbourhood Plan – Cllr Weston advised no change in the status quo as no chair appointed yet to lead the group.

01.19.12.2 PDCC – Note meeting cancelled so nothing to report.

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

01.19.13.1. PIIPs (Parish Infrastructure Investment Plan) – clerk advised there had been some feedback from residents re future projects. She clarified that CIL money can be spent on maintenance by the Parish Council which broadens the spectrum and apologised for the error. Revised info will be put in the Palgrave Star. A list of suggestions was circulated to all. New ideas were a bench half way down the Lows footpath, on a layby on the left hand side with a retainer wall. It was agreed that the Annual Parish Meeting would be an ideal time to have information about costings on some of the proposals and to actively engage with residents to come along and give their views and opinions. **Action:** Clerk to look into costs where possible in time for APM.

**01.19.14 Village Emergency Plan** – no update due to time constraints. Templates have been received.

**01.19.15 Financial Matters**

01.19.15.1 The following payments were approved:

Amount	Payee	Details	Chq No.	
£528.00	Caroline Emeny	Clerks Salary	000183	LGA 1972 S112
£30.00	Suffolk Preservation Society	Annual membership renewal	000184	LGA 1972 S111
£50.00	PDCC	Meeting Room Hire Oct – Dec 18	000185	LGA 1972 S111

01.19.15.2 No receipts to note but clerk advised a VAT refund claim had been submitted for £1440 approx.

The Clerk advised that the get-well gift made to Cllr Brown was not permissible according to advice from SALC. The cheque had not yet been banked and will be destroyed.

It was also asked if the Parish Council have the power to send funeral flowers in respect of Ted Ling who served approx. 28 years on the Parish Council. **Action:** Clerk to investigate and revert asap

**01.19.16 General Data Protection Policy (GDPR) and other policy documents / reference books**

Latest update from the clerk to ensure that new councillor added, and all committees listed. It was agreed not to put contact numbers on the website as clerk is to be the first port of call.

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

Date Received	From	Details	Action
24 Dec	Police & Crime Commissioner for Suffolk	Survey request for £2/ household p.m to fund extra police	To note
18 Dec	Palgrave resident	Harleston cider signs around the village	Reported to Highways

**01.19.18 Palgrave Star** – Clerk to ensure content for next article completed on time – defib and PIIP review

**01.19.19 Matters for information**

The clerk advised an email was received regarding living near waterways. **Action:** Clerk to Put the information on the website.

**01.19.20 Date of next meeting** – Wednesday 20<sup>th</sup> February 2019, 7.30pm at Palgrave Community Centre. Note change of normal day. This will be preceded by a meeting of the Cemetery Committee at 6.45pm

Meeting closed at 21.15