



palgravepc@gmail.com

MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Wednesday 10 July 2019

Present: Cllr Brown, Cllr Collins, Cllr Cooper, Cllr Cousins-Clarke, Cllr Long, Cllr Sneddon and Cllr Weston.

Also in attendance: District Cllr Burn for the majority of the meeting; one member of the public

07.10.01 Apologies for Absence

Apologies were received from County Cllr Fleming.

07.10.02 Declarations of Interest and Dispensations

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

07.10.02.2 Cllr Long declared a pecuniary interest under planning 07.10.09. A general dispensation was granted by the Clerk to all members for discussions under the Draft Local Plan.

07.10.03 Councillor Vacancies and Elections

It was noted there are currently 4 vacancies on the parish council. There were 2 outstanding Register of Interest, clerk to re-send link for the online version and to scan and email BMSDC the manual version for the other Councillor. **Note post meeting** above completed by clerk 15/7/19.

07.10.04 Public Forum

07.10.04.1 County Cllr Fleming's report was issued prior to the meeting.

District Councillor David Burn confirmed his locality awards was open for requests for grants. He confirmed all District Council meetings including planning meetings were now available for viewing on You Tube. He also confirmed that the PCSO Referral Form was to be made available to Parish Clerks - he will forward the link to the clerk. There were other matters but it was felt that the **Joint Local Plan** was of primary importance and this agenda item (07.10.13.1) was brought forward for discussion under the Public Forum.

He confirmed that the latest draft version should be approved for final consultation on or about 22 July. There will be a 10-week window for consultation, lasting to approx. 30 September, allowing for Parish Councils' August breaks. This version will carry amendments required from the current version. As we fall under the DDNP, our comments as a PC should be consistent with those of the DDNP and should therefore be fed through them as our collective voice on the matter. Due to time constraints all comments must be with the DDNP for their meeting on Monday 16 September. The next Parish Council meeting is on Thursday 12 September, so final comments can be officially minuted at that meeting for taking to the DDNP. An updated version of the SHELAA will be published with the revised document. Currently Palgrave has an allocation of 48 houses for the next 18 years of the Joint Local Plan. He added that the Government requires MSDC to build 10,000 homes over the 18-year life of the Plan. The question with Palgrave is whether the 21-house development on Lion Road is included in the figure of 48 or not and it was expressed to District Cllr Burn how vital that answer was before any comments could be made. He agreed to investigate and come back with the specific answer. It was agreed that a Public Meeting will be held so the views of all residents can be considered. **Note post meeting:** - Thursday 22 August 7.30pm agreed for date of meeting in the Primary School. Cllr Cooper will be the key holder. **Action:** Clerk to advertise through all available channels

07.10.04.2 There were no matters brought to the Parish Council's attention.

07.10.05 Minutes of the Previous Meetings

07.10.05.1 The minutes of the meeting of 13 June were approved and signed after it was noted that the words "and Independent" had to be added to the section under minute reference 06.13.04.1 referring to Conservative members and Councillors.

07.10.05.2 There were no matters arising not covered elsewhere on the agenda.

07.10.06 Suffolk Highways, Speeding and Road Related Issues

07.10.06.1 How to deal with Highways at the meeting on 23 July – it was agreed to ensure we do not reflect any disagreement with the school and are harmonious in our views. Cllr Weston will discuss with the school's representative pre-meeting.

It was noted that cars currently park across the dropped kerb near the school which is effectively a crossing point for the school children. A small white or yellow line would prevent cars parking there. Clerk to ensure this is added to the agenda which was reviewed at the same time.

07.10.06.2 The Clerk confirmed we have 3 approved SID sites, on the proviso that we obtain residents agreements where appropriate. Draft letter already prepared which the Clerk will send out next week. A review was carried out of the different SIDs available. Westcotec, a Norfolk based company, are the most common company used in Suffolk. Some Parishes use the German Radarlux models.

Reasons agreed to purchase through Westcotec minuted as follows: -

- Visual preference on available styles
- Norfolk company for easy contact in the event of any problems
- No foreign exchange required i.e. Euros via International Banking
- Local service support
- Recommended by Suffolk Highways
- Used widely throughout Suffolk by other Parish Councils
- Major requirement of the PIIP as voiced by Palgrave residents
- Data recorder additional £250 cost

It was unanimously agreed to purchase two SIDs, with SLOW DOWN legend beneath, battery powered with spare battery, one to have the additional data recorder, the other without. Cost is £2800 each plus vat and £250 additional data module. Lead time is 6-8 weeks as they are made to order.

Action: Clerk to pursue further once all agreements in place

07.10.06.3 Any other Highways issues for discussion – the clerk confirmed she is still awaiting a response from Highways as to installing a no stopping zone on the west side (Priory Road) of the school.

07.10.07 Ditches, grass, hedges and footpaths

07.10.07.1 An update was given: all grass areas have been cut regularly by the contractor and most residents are pleased with the visual aspect. However two residents have asked us to reconsider cutting back so frequently due to habitat, butterflies, wild flowers and so forth. The Clerk also expressed concern that we may go over budget with the frequency of grass cuts. It was agreed to review the overall number of cuts carried out to date at the September meeting. Cllr Brown is in liaison with the contractor as to when to carry out each cut. Clerk to remind contractor to weed the cemetery car park which is in a relatively poor state due to the weeds.

Action: Clerk to contact contractor re weeds

Highways have carried out their first cuts of the year – note we are at the end of their cutting schedule. As we had trimmed The Lows a few weeks before their contractor arrived, they deemed it not necessary to carry out the official cut, which resulted in discussions with Highways. They eventually agreed to order their contractor to return to carry out a full cut. They have requested that we inform them if we intend carrying out any 'trims' again before their scheduled works. We are at the back of their 6-week schedule approx. i.e our cut is approx. w/c 17 June. Another cut is due Sept / October.

The Village pond area is in good repair and does not need any work at present.

Action: To review again towards end of year

Ditch off Millway Lane has been reported to Highways re a blockage approx. 10-foot in. or partial collapse of the drain itself. Report no. 245077 19 June refers.

There were further toilet issues with contract workers in the nearby fields which has been taken care of by the tenant through the local landowner. MSDC also contacted the landowner in this regard. However dissatisfaction was expressed to District Cllr Burn as to how MSDC Environmental Health handled the initial and subsequent complaints made by residents. District Cllr Burn agreed to investigate and report back.

Action: District Cllr Burn to report back

FP12 Jobs Lane- the full length of the footpath is now passable. There is a reported broken stile which will be repaired in the autumn after the 2nd cut.

07.10.08 Open Spaces and Village Green

- 07.10.08.1 An update was given by The Green working party:- A meeting was held (minutes to follow for the Clerk) and a plan formulated for areas of additional wooden bollards as some are missing / damaged. The WP will then look at quotes followed by possible funding sources for the designated work.
- 07.10.08.2 It was agreed to relist The Green as an Asset of Community Value if no cost is involved. **Action:** Clerk

07.10.09 Planning

- 07.10.09.1 The following planning application was discussed:

Ref	Location	Details
DC/19/09287	Land to East of Priory Rd	Application for reserved matters re appearance, landscaping, layout and scale for erection of 9 dwellings under DC/17/03178 Determination: The Parish Council will make comments regarding plot layout, turning circle off the access road, and restricting the hours of work.

- 07.10.09.2 The following planning determinations were noted:

Ref	Location	Details
DC/19/01957	Elm Vale Cottage, Denmark Hill	Amendment to roof - application withdrawn
DC/19/02825	Former Rose Lane Garage, Upper Rose Lane	Discharge of Condition 13 re land contamination
DC/19/02225	Land to the Rear of Kyloe, Priory Road	Approval of reserved matters re access, appearance, landscaping, layout and scale for erection of 5 dwellings under DC/16/4010

- 07.10.09.3 There were no other planning matters that required urgent attention or for information. Two further applications had been received but could not be discussed as not on the agenda.

07.10.10 Governance and General Data Protection Policy (GDPR) – There are no further updates. Note the Clerk is enrolled on a planning course next week.

07.10.11 Cemetery and Churchyard – Sign erected re dog fouling in cemetery which we have received several reports about. A ‘Please Shut The Gate’ sign will also be installed at the Cemetery as gates are often left open. There are reported moles in the cemetery but no action to be taken yet in this regard. Due to time constraints, the Parish Council deferred making any decisions on the damaged tree in the Churchyard until the next meeting. **Action:** Clerk to advise the companies accordingly

07.10.12 Defibrillator – update on hard standing beneath defibrillator: Cllr Brown has this in hand.

07.10.13 Reports from PC representatives on outside bodies

07.10.13.1 Diss and District Neighbourhood Plan including **Draft Local Plan** – Cllr Weston /Cllr Cousins-Clarke- see minute no. 07.10.04.1 above. Note the next DDNP meeting is next week. Parker Planning Services are the appointed contractor.

07.10.13.2 PDCC – no meeting agenda or draft minutes were issued therefore the meeting was missed which the Clerk has queried. Cllr Cousins-Clarke to attend next one if she is available on Wednesday 7 August.

07.10.13.3 Village Liaison Group – No issues to report. St Johns will support us in any capacity they can regarding safety initiatives to slow traffic down on Lion Road and further west. Clerk already has email from them to this effect for the Highways meeting.

07.10.14 Parish Infrastructure Investment Plan (PIIP)– the Clerk confirmed she has received further quite detailed input from residents. The SIDs as minuted in 07.10.06.2 will be the first item of expenditure. MSDC have still not reviewed the PIIP despite several requests. **Note post meeting** – Clerk has been given a new contact and PIIP has been sent to him for consideration 16 July.

07.10.15 Village Emergency Plan – no update as yet.

07.10.16 Neighbourhood Watch – note Suffolk NW chair awaiting Suffolk Highways costings before update can be given.

07.10.17 Financial Matters

- 07.10.17.1 The following payments were approved:

Amount	Payee	Details	Chq No.
£545.60	Caroline Emeny	Clerks Salary - June	000207
£11.29	Caroline Emeny	Clerks Expenses incl signage	000209
£3.20	H M R C	Paye June /July	000208
£545.60	Caroline Emeny	Clerks Salary – July postdated	000210
£870 & vat	Excite Solutions	Grass Cutting 2 x cuts June	000211
£45.00	P D C C	Hall hire	000212
£10.00	Phil Dyer	Cemetery Admin costs P&P	000213

07.10.17.2 There were no receipts to note

07.10.17.3 An up to date financial report was distributed to each Parish Councillor and the Bank reconciliation approved as appended at the end of this report.

07.10.18 Correspondence - The following was noted and actions agreed where appropriate:

Date Rec'd	From	Details	Fwd
18/6/19	Police Locality Meeting	meeting at Eye Town Hall Council Chambers at 10 am	Emailed all. No-one attended
18/6/19	Draft Local Plan	Online version available to study.	Emailed all 18/6
20/6/19	Community Led Housing event	Talk by BMSDC in Bildeston on 3 July	To note
24/6/19	BMSDC re Bin Collections	Possible change to bin collection day w/c 15 July	Confirm Palgrave is now Tuesdays
1/7/19	Ipswich Northern Route	Consultation on proposed Northern bypass for Ipswich	Emailed all
4/7/19	Highways	A14 Roadworks Westbound J51 – 43	To Note

07.10.19 Palgrave Star – suggested content for next article – public meeting, SIDs, Highways meeting

07.10.20 Matters for information

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

07.10.21 Date of next meeting – The next meeting of the Parish Council is on Thursday 12 September 2019, 7.30pm at Palgrave Community Centre. Note there is not a meeting in August unless an extraordinary meeting is called for.

The meeting closed at 2230 hours

FINANCIAL REPORT – 10 July 2019

Current account Natwest Account No. 4561 1300 Sort Code 52-30-31

Statement Number 48 dd 1/7/19

	Bank statement balance	£61,205.88
including Receipts of	- Payments (cheques not cleared)	
	000204 £240.00	
	000206 £540.00	
	TOTAL £780.00	
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£60425.88