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## **MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 11 April 2019**

Present: Cllr Brown, Cllr Collins, Cllr Long, Cllr Quantrell, Cllr Sneddon, and Cllr Weston

Also in attendance: One member of the public; County Cllr Fleming and District Cllr Burn for some of the meeting

### **04.19.01 Apologies for Absence**

Apologies were received and accepted from Cllr Cooper.

### **04.19.02 Declarations of Interest and Dispensations**

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

04.19.02.2 A declaration of non-pecuniary interest was declared by Cllr Sneddon in regard to agenda item 04.19.09.1. Members were reminded of the requirement to update their Register of Interests as appropriate.

### **04.19.03 Councillor Vacancies and Elections**

Note still 4 vacant positions available on the parish council which can be co-opted after the 2 May if there are any candidates wishing to come onto the Parish Council. The Clerk confirmed there are no other nominations and that the current councillors will therefore retain their seats after 2 May. The Notice of Uncontested Election and Statement of Persons Nominated have been put on the notice board and website. A formal request has been made as minuted last month in regard to reducing the number of Councillors in the future.

### **04.19.04 Public Forum**

04.19.04.1 County Cllr Fleming reviewed her report. She recommended the Parish Council sign up to the Roadside Vegetation Trimming Guidance when the information is received from Highways. This will enable the P.C to make ad hoc cuts to vegetation if a Highways cut is not due for some time. Clerk confirmed schedule for verges to be cut is by w/c 24 June 2019 according to the information received. See separate report. District Cllr Burn reviewed the following: BMSDC's 5 Year land supply statement shows an improved figure of 5.24-year supply due to adjustments made with official changes in the affordability index which has benefited BMSDC's calculations. The revised Draft Local Plan will be reviewed by Cabinet in June, then submitted to Government, for adoption before the end of the year. It should be available to view from June onwards.

04.19.04.2 One member of the public was present for a planning application, to be discussed under the appropriate agenda item.

### **04.19.05 Minutes of the Previous Meetings**

04.19.05.1 The minutes of the meeting of 14 March 2019 were approved and signed. There was one alteration in regard to planning under Orme House, which was actually a Listed Building Consent and not planning approval.

04.19.05.2 There were no matters arising from those minutes that are not covered elsewhere on this agenda.

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

04.19.06.1 **Update to Access only road and extension of 30 mph limits**– We are still awaiting the outcome of the speed surveys and the subsequent hard data before any further discussion can be made on this matter. County Cllr Fleming confirmed she has made more enquiries a few weeks ago about this but will endeavour to speak to David Chenery to expedite the matter as it is becoming very protracted with no action being taken.

**White lines re-instated on Lion Road and Upper Rose Lane** – this was reported to Highways some months ago who confirm it is on their schedule to do sometime in the future with no commitment as to time scales for this work. Drivers have been seen overtaking other vehicles along these roads because of the lack of white lines. **Action:** Clerk to expedite again with Highways until firm information received

**7.5T Lorry limit on Crossing Road** – It was noted that the biggest problem were large lorries driving to and from the Industrial Estate. The last traffic survey was carried out approx. two years ago but there has been a marked increase in lorry traffic since then. Crossing Road is a narrow road not designed for such vehicles. Options discussed were a) we could ask for another lorry survey to be done and see what the results are or b) write to the businesses on the industrial estate asking them to request all their delivery vehicles use the official roads via the A143 and Diss, not Crossing Road or The Green. The current signage is advisory only, not enforceable. **Action:** Clerk to write to businesses re lorries

04.19.06.2 Update on Speed Indicator Signs (SIDs) sites and related issues – Cllr Weston and the clerk had reviewed the previous guidelines with the current information received and could not see any difference in the advice. Cllr Weston asked County Cllr Fleming if she knew if the regulations had been relaxed. She did not know but suggested we start the process again, complete the paperwork asap and follow that up with a site visit from a representative from the Speed and Road Safety team which County Cllr Fleming would like to attend as well.

**Action:** Clerk to obtain revised sites from Cllr Weston; to complete new paperwork asap for siting of SIDs  
Clerk confirmed the Road Safety Camera Team had visited Palgrave twice in 2018 resulting in 7 offences, and twice already in 2019 resulting in 6 offences.

04.19.06.3 Update on diversion route re closure of Stuston Bridge for 6 weeks from 10 June – clerk has contacted Roadworks.org and Highways as to the diversion route which is not yet published.

**Action:** Clerk to keep monitoring on a weekly basis for updates

04.19.06.4 Update on any other Highways related issues including drainage issues - Priory Road: Clerk confirmed she had received photos of the flooded road which have been forwarded to Highways along with photos of the drains clearly showing the blockages. Report no. 225437 refers. County Cllr Fleming suggested she contact Luke Merton, Community Officer who works from the Rougham depot about this issue.

**Action:** Clerk to contact Luke Merton asap

04.19.06.5 Update on Speedwatch equipment – Clerk received confirmation that the High-Vis jackets were in the container store outside the Community Centre and has arranged for the speed guns to be stored in the safe due to their high value.

#### **04.19.07 Ditches, grass, hedges and footpaths**

04.19.07.1 Update of all ditches, grass, hedge and footpath cutting incl village green, village pond and The Lows  
Clerk confirmed that she is still awaiting further information in order to obtain additional quotes for the work required off Millway Lane ditch leading to the pond. A precise location is required to put into the quote request for the storing of the spoil before removal by a local farmer. Note post meeting that Grange Farms will take the spoil but we need a precise location for the contractor to move it to. Item 04.19.18.3 was brought forward as it involves footpaths. Clerk advised no contact had been reciprocal from the contractor despite messages through four different means. Cllr Brown to follow up on our behalf as bill still not paid. **Action:** Clerk to get location details. Cllr Brown to expedite o/s bill

04.19.07.2 To appoint contractor for annual grass cutting at churchyard, cemetery and green area – three quotes had been received. The price from Contractor C was the cheapest to date. It was agreed to check with them as to the number of cuts as all previous quotes were based on 5-7 cuts per annum, not 14 as quoted. Note post meeting, price remains the same for 5-7 cuts so Contractor C will be awarded the grass cutting contract. **Action:** Clerk to raise official paperwork and liaise with Contractor

**04.19.08 Paths and Open Spaces** - Clerk had a very useful meeting with Sharon Berry, Communities Officer, Public Rights of Way, BMSDC in regard to illegal parking on The Green. It was noted that 2 or 3 of the original bollards erected in 2004 are missing which need replacing. BMSDC does not carry out this work anymore so the P.C. would have to fund it. She suggested we look at where the problems are and work back from there i.e. obtain photos of where cars are parking as evidence. The owner of The Green would have to give approval if we want to install additional bollards (but not the replacement ones), then consent / approval from BMSDC obtained. Any Contractor would have to check for underground service cables before any work commenced. It was noted that it is often the residents themselves that are parking on The Green. **Action:** Clerk to send map of The Green to all Councillors for them to mark where cars are illegally parked and return to clerk to collate the information

Sharon Berry suggested we contact Dave Hughes, Countryside officer in regard to any concerns re Priory Wood. It was noted that footpath FP4 is currently is a poor state due to the electricity works being carried out alongside it. We must ensure the footpath is reinstated to its original condition. Cllr Long is keeping a watch over the work and will report back.

#### 04.19.09 Planning

04.19.09.1 The following planning application were considered:

Ref	Location	Details
<a href="#">DC/19/01424</a>	Land opposite Home Cottage, Lows Lane	Outline planning permission for Erection of 1 x 2-storey dwelling. It was unanimously agreed to SUPPORT this outline application referring back to the pre-planning advice given by MSDC with a preferred cottage style house built
<a href="#">DC/19/01264</a>	Orme House, The Green	Erection of a rear garden room following removal of conservatory. It was unanimously agreed to SUPPORT this application
<a href="#">DC/19/01231</a>	1 Kimberley, Upper Rose Lane	Erection of a single storey extension. It was unanimously agreed to SUPPORT this application
DC/19/00521	Yew Tree, Lows Lane	Application withdrawn
<a href="#">DC/19/01420</a>	Bridge House Barns, Ling Road	Application for change of use of 2 agricultural buildings to residential dwellings. It was unanimously agreed to SUPPORT this application and to support domestic use conversion of the buildings, not commercial use leading to more traffic. The applicant was present to discuss the application

04.19.09.2 The following planning determinations were noted:

Ref	Location	Details
<a href="#">DC/4195/15</a>	21 house development - Land To South East of Lion Rd	Discharge of Condition 9 – required action prior to first occupation – Highways- Footway
DC/19/00714	Netherfields, Crossing Road	Planning permission granted for part single part 2-storey extension
DCV/19/00343	Magnolia House, Upper Rose Lane	Planning permission granted for retention of Summer House

04.19.09.3 There were no other planning matters that require urgent attention or for information.

#### 04.19.10 Governance and General Data Protection Policy (GDPR)

04.19.10.1 The Document and Electronic Data Retention Policy was unanimously approved and adopted.

04.19.11 **Cemetery and Churchyard** – No matters to note.

04.19.12 **Defibrillator** - Update by clerk. Site visit with Sue Mobbs (volunteer checker) and Martin Fagan from Community Heartbeat. The issue causing the delay with the weekly checks is resolved and all now working well. It was requested if we could make the path access to the Defibrillator any easier as it gets quite slimy and wet due to plants underfoot. The Clerk has corresponded with the owner of the garden who has agreed in principle to us removing her plants (for keeping by her) and some sort of hard standing being laid to help the volunteers carry out their checks easier. It could be paving slabs or shingle or similar. **Action: Councillors to look at the area concerned and report back with suggestions**

#### 04.19.13 Reports from PC representatives on outside bodies

04.19.13.1 Diss and District Neighbourhood Plan – Cllr Weston gave update on meeting the previous week. They are seeking a quote from another consultant before appointing a consultant.

04.19.13.2 PDCC – update. Cllr Sneddon was unable to make the last meeting. The Chair asked if Councillors could make a concerted effort that someone attends these meetings. Clerk reminded the P.C. that the rep is a Trustee of the PDCC. Cllr Sneddon will try and make the next meeting. **Action: Clerk to advise Cllr Sneddon when the next meeting is. Cllr Quantrell will attend if Cllr Sneddon is unable to**

04.19.13.3 Village Liaison Group – next meeting is on 17 June, St John's House, 17.45 pm

04.19.14 **Parish Infrastructure Investment Plan (PIIP)**– updated document presented to all for feedback and comments. Clerk advised she has sent draft to CIL Infrastructure team for initial review.

**Action: All Councillors to review and revert to Clerk with feedback asap**

04.19.15 **Village Emergency Plan** – no further progress to date but various templates available.

04.19.16 **Spring Litter Pick** –update from Cllr Brown – very successful, over 50 bags collected all picked up the following day by the refuse department, approx. 24 people took part. It was agreed that another litter pick should be organised in the autumn.

**04.19.17 Neighbourhood Watch** – Clerk advised that John Sparks is currently reviewing appropriate pole positions in the village and is liaising with Highways as to their suitability. He will give an update at the APM.

**04.19.18 Financial Matters**

04.19.18.1 The following payments were approved:

Amount	Payee	Details	Power
£100 & vat	Danny Ward Builder	Repair of churchyard gate	LGA 1972 S111
£528.00	Caroline Emeny	Clerks Salary	LGA 1972 S112
£58.44	Caroline Emeny	Clerks Expenses – receipts where appropriate	LGA 1972 S111
£366.41	Suffolk Assn of Local Councils	Annual Subscription	LGA 1972 S111

04.19.18.2 £7168.45 CIL income due into bank account on 15 April 2019 and first half of precept of £7297.50.

04.19.18.3 This was discussed under item 04.19.07.1.

04.19.18.4 It was noted that PFK Littlejohn were once again the external auditor.

**04.19.19 Correspondence** - The following items of correspondence were noted and actions where appropriate:

Date Rec'd	From	Details	Fwd
15/3/19	Suffolk Police	Annual Crime Figures	emailed & to note
21/3/19	BMSDC	5-Year housing Land Position statement	emailed & to note
27/3/19	BMSDC	Joint Area Parking Plan	emailed & to note
3/4/19	Palgrave resident	Compliment on village appearance	to Note

**04.19.20 Palgrave Star** – consider content for next article – reports from the Annual Meeting of the Parish. Clerk has already requested a minimum of 2 pages. **Action:** Clerk to chase Cllr Weston for his report to include

**04.19.21 Matters for information**

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

**04.19.22 Date of next meeting(s)** – The Annual Meeting of the Parish Council on Thursday 16 May 2019, 7.30pm at Palgrave Community Centre.

The Annual Meeting of the Parish is on Tuesday 23 April 2019 at 7.30pm in the School hall.

Meeting closed at 21.50