



palgravepc@gmail.com

MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 12 December 2019

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

In attendance: One member of the public for some of the meeting.

ACTION

12.12.01	Chairman's welcome – The Chair welcomed everyone to the meeting. He reminded everyone that the meeting was going to be recorded. The member of the public confirmed that only the public forum would be recorded.																
12.12.02	Apologies for absence- a) The Council received apologies from Cllr Brown due to personal circumstances. b) The Council consented to accept the apologies received. District Cllr Burn and County Cllr Fleming both submitted their apologies earlier that day.																
12.12.03	Declarations of Pecuniary and local non-pecuniary Interests and dispensations a) There were no declarations of pecuniary, and local non-pecuniary interest(s). b) There were no requests for dispensations.																
12.12.04	Note there are still 4 Vacancies on the Parish Council.																
12.12.05	The minutes of the Parish Council Meeting held on 14 November 2019 were agreed by all present as a true and accurate record and signed by the Chair as such.																
12.12.06	Matters arising from minutes of that meeting not covered elsewhere on this agenda were as follows: Item 11.14.12 Card and voucher still outstanding for previous Cemetery Administrator. Chair to arrange asap. Item 11.14.13.2 Approaches still outstanding as minuted. Chair to carry out.	Chair Chair															
12.12.07	Public Forum -to receive reports for information <ul style="list-style-type: none"> • County Councillor Jessica Fleming was unable to attend due to activities associated with the General Election. She confirmed there was little to report and that she was aware of the slow progress on Highways matters. She will press for action next week on the access road design estimate. • District Councillor David Burn had little to report on and wished everyone the very best for the festive season. • Members of the public – there was one matter of concern as presented by the parishioner present. She re-iterated the points she had made in March 2018 and included some additional remarks regarding the PDCC. • Members of the public – there were no questions received from absent parishioners. 																
12.12.08	To consider matters relating to planning for Palgrave a) The following planning applications were considered: <table border="1" data-bbox="261 1727 1401 1928"> <thead> <tr> <th>Ref</th> <th>Location</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>DC/19/05485</td> <td>Corner Cottage, Lion Rd</td> <td>Works to trees in a conservation area</td> </tr> <tr> <td>DC/19/05134</td> <td>Barn 1, Bridge House Barn, Denmark Bridge</td> <td>Renewed application for Change of Use from Agricultural to Dwelling Use due to variance in glazing</td> </tr> <tr> <td>DC/19/05253</td> <td>Goldcrest Cottage, The Green</td> <td>Erection of a single storey orangery with lantern roof following demolition of existing conservatory</td> </tr> </tbody> </table> All of the above applications were unanimously approved b) The following planning determinations were noted: <table border="1" data-bbox="261 1995 1401 2029"> <thead> <tr> <th>Ref</th> <th>Location</th> <th>Details</th> </tr> </thead> <tbody> </tbody> </table>	Ref	Location	Details	DC/19/05485	Corner Cottage, Lion Rd	Works to trees in a conservation area	DC/19/05134	Barn 1, Bridge House Barn, Denmark Bridge	Renewed application for Change of Use from Agricultural to Dwelling Use due to variance in glazing	DC/19/05253	Goldcrest Cottage, The Green	Erection of a single storey orangery with lantern roof following demolition of existing conservatory	Ref	Location	Details	
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	DC/19/00926	Woodside, Lion Road	To note appeal to the Secretary of State after refusal of planning permission	
	DC/19/04310	Wood Cottage, Denmark Hill	Revised new Vehicular Access : Permission Granted	
	DC/19/05003	Kyloe, Priory Road	Erection of garden gazebo and a 4-post canopy: Permission Granted	
	DC/19/04821	Land rear of Kyloe, Priory Rd	Removal / Variation of Condition S73 and variance to Condition 1: Permission Granted	
	<p>c) There were three matters of concern raised as follows:- Extension on homes in both Limes Close and Lower Rose Lane. Are these allowed under permitted development rules? Clerk to check with MSDC planning dept. A large advertising sign has been erected at the former woodyard. Does it comply with the necessary regs? Clerk to measure / photograph when next in Palgrave and check with MSDC.</p>			<p>Clerk</p> <p>Clerk</p>
12.12.09	<p>Highways, Speeding and Road Related Issues:</p> <p>a) Clerk confirmed she was chasing Highways weekly and will take this up with County Cllr Fleming as the promised response had not yet been received.</p> <p>c) There are 14 SID volunteers all of whom have been updated by the clerk on timings. The machines need to be opened up and checked before the volunteers meet. Clerk to ask if any of the volunteers would like to undertake this with the Chair. It was agreed to check if Thursday 6th February at 7.30 in the lounge bar or main hall was available for a SID volunteer meeting. Clerk to check and contact all volunteers.</p> <p>c) Any other Highways issues for discussion including spate of recent reporting issues The clerk provided all present with an up to date report on the issues raised via the Highways reporting tool. Clerk to send to County Cllr Fleming for actioning by her on some of the more important matters. Network Rail confirmed the complaint regarding the verges near the railway crossing was being investigated. Clerk to request funding from both our Ward and County Councillors locality budgets to assist with the costs associated with the Highways improvements. Deadline is end January.</p>			<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk to request</p>
12.12.10	<p>Ditches, grass, hedges and footpaths:</p> <p>a) Clerk to send out invitations to tender asap for the 2020 grass cutting and hedge cutting. Any amendments due to the proposed 'wildlife' area on The Green will be taken into consideration afterwards, once more detail is established.</p>			Clerk
12.12.11	<p>Open Spaces and Village Green:</p> <p>a) Update re proposed works on The Green – the clerk confirmed that Sharon Berry from MSDC wants to meet representatives of the Working Party to discuss their proposals. NW and DL to meet her. Note post meeting – a date of 8 January, 11am has been agreed and confirmed to all. Clerk to update the Estate's solicitor on the meeting. Clerk to write to Jean Thorndyke expressing their concern at seeing her repairing the corner of the verge near her home. To update her that we are endeavouring to get more protection in place and that we will keep her informed of any progress.</p> <p>b) Update on relisting The Green as an Asset of Community Value – it is being considered and we will be advised in due course.</p> <p>c) Update on Apthorpes bench on manorial waste opposite the church – it was agreed the old bench should be removed before someone gets injured but the inscription must be retained for possible inclusion on a new bench down The Lows.</p>			<p>Clerk</p> <p>Clerk</p> <p>Chair to arrange removal</p>
12.12.12	<p>Cemetery and Churchyard – any updates for information or matters arising: Interment on 15 January at approx.1.45pm. Clerk has carried out all necessary actions and informed relevant parties.</p>			
12.12.13	<p>Parish Infrastructure Investment Plan (PIIP)– A variety of projects were reviewed: Bird and bat boxes – can anyone in the village identify where these should go? Is there a local 'expert' with reasonable knowledge? Petanque area at the PDCC – investigate how much interest to gauge feasibility. Get costings.</p>			Clerk to ask via the Star

	<p>Tourist Information Board – where would it be sited. Ask JMc for her thoughts.</p> <p>Additional lighting down The Lows – it was noted there is no electricity beyond the current supply which feeds 5 lights along the footpath so probably not a viable proposal.</p> <p>Lows Footpath improvements – identify where and why, suitable location for proposed bench area, talk to parishioners and obtain costings.</p> <p>Priory Wood and Jobs Lane improvements – identify where and why, suitable location for bench area, and then obtain costings.</p>	<p>Clerk/JMc</p> <p>All to identify for next meeting</p>
12.12.14	Village Emergency Plan – the clerk confirmed no spare time as yet: various templates available.	Clerk
12.12.15	Neighbourhood Watch – the clerk provided an update on revised costings for new posts / signs. Total is approx. £212 including vat. The Parish Council voted unanimously to approve the expenditure. Clerk to confirm to the NW representative.	Clerk
12.12.16	75 th Anniversary of VE Day Weekend of 8/5/2010 – clerk confirmed the first meeting of the Working Party will take place w/c 6 th January.	
12.12.17	<p>MSDC Joint Draft Local Plan – it was noted that the Public Consultation has ended. There were 5 submitted responses as follows: -</p> <ol style="list-style-type: none"> 1. The Parish Council's support for the settlement boundary as drawn and its opposition to any objections from other parties which seek to add any new sites currently outside the boundary. 2. Comments from the PC about the plan e.g. omission of Priory Wood as a public open space. 3. A personal objection to the site north of Lion Road proposed for large scale residential development plus the inclusion of a new school (the latter aspect was not included in the initial public consultation on the Local Plan and was added afterwards without public knowledge) 4. An objection from agents (acting on behalf of a local farmer) seeking to include the site north of Lion Road in the Local Plan. The agents are contending that the quota of 69 dwellings required for Palgrave during the plan period can be accommodated within this site (albeit the quota has already been met by the grant of permissions elsewhere in the village). They stated they will pursue the inclusion of the site in the Diss & District Neighbourhood Plan. 5. A personal objection that garden land at Blands Farm Close has been excluded from the Settlement Boundary. <p>Full text is on the MSDC website - Local Plan. The next stage of the Local Plan is for it to be submitted along with the responses received to the Secretary of State, following which there is a likelihood there will be a Local Plan Public Inquiry conducted by an Inspector.</p>	
12.12.18	<p>Reports from PC representatives on outside bodies: <i>(Note this was brought forward and discussed earlier in the meeting as SCC had to leave early, but for the sake of uniformity with the agenda is detailed below)</i></p> <p>a) Diss and District Neighbourhood Plan - Cllr Cousins-Clarke confirmed a fruitful meeting was held and the Plan is now moving forward. Funding for the Consultant is being applied for. To note that an objection has been lodged to the Local Plan which the agents intend to pursue for inclusion in the DDNP. Cllr Cousins-Clarke to report back to the DDNP on behalf of the PC that they do not support any new sites in Palgrave and would strongly oppose the site minuted in 12.12.17 above.</p> <p>b) PDCC –Cllr Cousins-Clarke confirmed she is able to take on the role of Trustee to the PDCC and that there are no work conflicts. She stated that the PC needs to draw a line under past differences and start rebuilding a relationship with them from the ground up. She is best placed to do this as she has no past history with them. Clerk to query some previous Star content with MSDC and report back.</p> <p>c) Village Liaison Group – Cllr Cooper advised meeting held earlier that week, only she and Cllr Long were present outside of St Johns personnel. Both the Church and the PDCC should attend these twice-yearly meetings. They are keen to engage with the village and would like to see a greater presence at the Liaison meetings. Clerk to initiate with Church and PDCC.</p>	<p>Cllr Cousins-Clarke</p> <p>Clerk</p> <p>Clerk</p>
12.12.19	<p>General Governance-</p> <p>a)The amended Powers Specifically Delegated to the Clerk document was reviewed and</p>	

	approved which will be available on the website in due course.	Clerk																								
12.12.20	<p>Finance –</p> <p>a) The following payments were approved:</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Payee</th> <th>Details</th> <th>Cheque No.</th> </tr> </thead> <tbody> <tr> <td>£545.60</td> <td>Caroline Emeny</td> <td>Clerks remuneration</td> <td>000235</td> </tr> <tr> <td>£46.52</td> <td>Caroline Emeny</td> <td>Clerks expenses</td> <td>000235</td> </tr> <tr> <td>£1.60</td> <td>H M R C</td> <td>PAYE</td> <td>000236</td> </tr> <tr> <td>£3813.74 & vat</td> <td>T W M Traffic Control Systems</td> <td>Speed Indicator Device inv. 5046</td> <td>000237</td> </tr> <tr> <td>£45.00</td> <td>P D C C</td> <td>Room hire</td> <td>000238</td> </tr> </tbody> </table> <p>b) To note VAT claim receipt due soon of £2092.37 submitted 2/12/19.</p> <p>c) The Financial report for the period ending 30/11/19 was received.</p> <p>d) It was noted that BMSDC services will rise by an anticipated 3% in 2020 /2021 financial year.</p> <p>e) There were no other projects and expenditure to consider for 2020 /2021 other than Highways and the PIIP already discussed.</p> <p>f) The Budget was approved and signed for the 2020 / 2021 financial year. The precept was agreed at £14770, a marginal increase of 1.2% in line with MSDC's overall proposed increases. This is based on the council tax base of £363.16 for 19/20; proposed increase to £368.97, an increment of 1.6% based on a property band D.</p>	Amount	Payee	Details	Cheque No.	£545.60	Caroline Emeny	Clerks remuneration	000235	£46.52	Caroline Emeny	Clerks expenses	000235	£1.60	H M R C	PAYE	000236	£3813.74 & vat	T W M Traffic Control Systems	Speed Indicator Device inv. 5046	000237	£45.00	P D C C	Room hire	000238	
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12.12.21	<p>Clerk's Report – the clerks report was received as follows:</p> <p>Clerk attended SALC annual conference in November which re-emphasised the engagement as noted above. Opportunity to network and ask questions.</p> <p>Clerk attended networking event December – this provides a good opportunity to learn from other clerks, discuss hot topics and review some ongoing issues like GDPR, e-learning etc.</p> <p>To note the following correspondence previously circulated for information:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Detail</th> <th>Actions, if Any</th> </tr> </thead> <tbody> <tr> <td>21/11</td> <td>Draft SALC Constitution</td> <td>To note</td> </tr> <tr> <td>28/11</td> <td>Great British Spring Clean dates 20 March - 13 April 2020</td> <td>To note</td> </tr> <tr> <td>29/11</td> <td>Scam email using parish councillors email addresses</td> <td>To note</td> </tr> <tr> <td>29/11</td> <td>Support of the Local Electricity Bill</td> <td>To note</td> </tr> </tbody> </table> <p>Various Community Action, Rural Bulletin and SALC newsletters</p>	Date	Detail	Actions, if Any	21/11	Draft SALC Constitution	To note	28/11	Great British Spring Clean dates 20 March - 13 April 2020	To note	29/11	Scam email using parish councillors email addresses	To note	29/11	Support of the Local Electricity Bill	To note										
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12.12.22	Palgrave Star – suggested content includes PIIP items, SID volunteer for product review.																									
12.12.23	There are no items over and above the normal headers to consider for a future agenda.																									
12.12.24	The following matter was raised as allowed by the Chair for review next year: Attendance at the Diss Mayor's Carol Concert in 2020. It was a very enjoyable evening and an opportunity to network with the Mayor.																									
Pursuant to the Public Bodies (admission to meetings) Act 1960 the meeting was then closed to public and press to consider staffing matters																										
12.12.24	The Chair updated the PC on the meeting that had taken place earlier that evening by the Personnel Committee.																									
12.12.25	<p>Date of next meeting – 9 January 2020 at the usual time of 7.30pm.</p> <p>Note the Chair is unable to make the February date so clerk to enquire if 20 February is available and report back.</p> <p>The meeting closed at 9.30 pm.</p>	Clerk																								

FINANCIAL REPORT – 12 December 2019

Current account Natwest Account No. Sort Code Statement Number 53 dd 29/11/19

	Bank statement balance	£59,561.44
including Precept	- Payments (cheques not cleared)	
	chq 231 HMRC	-£1.60
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£59,559.84