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

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

Also in attendance: District Cllr Burn, and County Councillor Fleming for some of the meeting; three members of the public

### 09.12.01 Apologies for Absence

Apologies were received and accepted from Cllr Brown and Cllr Sneddon.

### 09.12.02 Declarations of Interest and Dispensations

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

09.12.02.2 There were no declarations of pecuniary or non-pecuniary interests and no requests for dispensations.

### 09.12.03 Councillor Vacancies and Elections

It was noted there are still 4 vacancies on the parish council.

### 09.12.04 Public Forum

09.12.04.1 County Cllr Fleming reviewed her report that had previously been circulated. She was asked about the outstanding response from Highways following the July meeting and the replacement and enhanced signs on the Lion Road bends as no reply had been received from Highways as yet in regard to costs. She confirmed additional signage costs could come from her budget so there should be no delay. As yet, we believe none of the damaged signs have been replaced so this matter is urgent.

**Action:** Clerk to chase Highways and copy JF into the email

She was also asked about the resurfacing of the remainder of Crossing Road as only the top and bottom ends have been done. **Action:** Clerk to ask her again for resurfacing timetable for 2019 / 2020

District Councillor David Burn had nothing new to report as August is traditionally a quiet month.

09.12.04.2 The 3 members of the public all had questions for the Parish Council:

a) Greening of The Green – minuted under 09.12.08.1 below.

b) Some parents have started a community sports kids club on a Sunday morning for children aged 3 – 10. They are having a big success, with the PDCC being very supportive. They wanted to update us on their actions to date and have sought sponsorship through various local channels. The Chair confirmed the PC is in favour of any initiative like this to engage with children and to contact us should they need any additional financial support.

c) A member of the public requested consideration be given to extending the 30mph speed limits on Priory Road and to limiting it to 7.5T vehicles. The Chair explained that Highways would not extend any of the 30mph limits but had agreed to add a 40mph limit to either end of Lion Road / Upper Rose Lane. As decisions had already been made with Highways following the July meeting, any changes we now wish to make to that agreement could jeopardise the whole TRO that has been voted on. To date, this is the first complaint we have formally received about Priory Road. PC to monitor the situation. It may be possible to add these two factors to a TRO sometime in the future.

County Cllr Fleming left the meeting.

### 09.12.05 Minutes of the Previous Meetings

09.12.05.1 The minutes of the meeting of 8 August 2019 were approved and signed.

09.12.05.2 Matters arising from the minutes of the meeting of both 10 July and 8 August 2019 not covered elsewhere were as follows: -

District Cllr Burn still to investigate the initial poor response from MSDC when it was reported that agency workers were using the local hedges as toilets a few months ago. There were no other matters not elsewhere on the agenda.

## 09.12.06 Suffolk Highways, Speeding and Road Related Issues

- 09.12.06.1 Update on outcomes of meeting of 23/7/19 with Highways - as minuted in 09.12.04.1 above, clerk to expedite response from Highways including all aspects discussed at the July meeting.
- 09.12.06.2 A detailed review was conducted of the various SID options. The Clerk had a third manufacturer's prices - Morelock, but these were discounted as a choice due to their higher pricing structure. It was unanimously voted and agreed to purchase two SIDs from one manufacture, TWM, one displaying the sad face / happy face legend, the other displaying the Slow Down legend, both including the actual speed of the oncoming vehicle and in a single colour option. The PC could not justify spending nearly £1600 more on the Westcotec versions. The Clerk to contact TWM to finalise all pricing including brackets, batteries (lead not lithium), data recorder (one required), USB cable and battery charger. The basic price is £1614.57 each plus vat and ancillaries. **Action: Clerk to arrange purchase order**
- 09.12.06.3 Any other Highways issues for discussion including recent reporting issues:  
District Cllr Burn asked if Brome and Oakley could borrow our Speedwatch equipment. It was agreed they could borrow it for a 3 or 6 month period with the possibility of purchasing it from us.  
**Action: Clerk to contact Brome and Oakley PC**  
It was reported that Millway Lane has been subject to fly tipping again. **Action: Clerk to enquire whether MSDC have any free signs otherwise to purchase a small sign approximately 30 x 30cm**  
It was reported that some of the resurfacing outside the school on the Access Road had actually fallen away and that the yellow road markings underneath were visible. **Action: Clerk to report to Highways**

## 09.12.07 Ditches, grass, hedges and footpaths

- 09.12.07.1 Note all Highways maintained footpaths have had their second cut of the year and are in good order. All grass cut with one invoice to pay. The hedges down the Lows and in the Cemetery will be cut this week by Waveney Trees. The Rights of Way officer has offered to attend PC meetings as a way of educating us about Rights of Way and how we can work together with volunteers to keep the network open for all. The Parish Council agreed this would be useful. **Action: Clerk to co-ordinate**

## 09.12.08 Open Spaces and Village Green

- 09.12.08.1 The PC has received two requests about making The Green a little 'greener' in terms of encouraging wildlife including the Bugs and Blossom project, which is partly about mowing less, re-wilding small areas and making them habitable for insects and wildlife. A plan was handed out by the member of the public with the suggested ideas. It was also requested if the lower part of the cemetery could be left as a 'greener' area as well. It was agreed this should fall under The Green Working Party to review the suggestions and come back to the PC with their recommendations. **Action: Green Working Party**
- 09.12.08.2 There is no cost involved to relist The Green as an Asset of Community Value, just admin time.  
**Action: Clerk to do as soon as time permits**

## 09.12.09 Planning

- 09.12.09.1 There were no planning applications to consider
- 09.12.09.2 The following planning determinations were noted:

Ref	Location	Details	Determination
<a href="#">DC/19/09287</a>	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	Reserved matters have been approved including a restriction on the site operating hours
<a href="#">DC/19/02732</a>	Weavers Mark, The Green	Listed building consent to replace single glazed window units	Listed Building Consent has been granted
<a href="#">DC/19/03456</a>	Land at Lower Rose Lane	Change of use of land for the siting of up to 55 storage containers (re-submission of refused application DC/19/00932)	Planning Permission has been refused based on the Impact on Highway Safety

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

**09.12.10 Governance and General Data Protection Policy (GDPR)** – The Clerk advised that the ongoing issue at present is the Accessibility Regs that we must comply with by Sept 2020. Some training may be required in order to ensure we are fully compliant. **Action:** Clerk to keep the Webmaster up to date

**09.12.11 Cemetery and Churchyard** – The Cemetery Administrator is retiring in November and we need to advertise for a replacement. The clerk to ensure he is thanked accordingly for all his hard work. The Chair to investigate the moles in the cemetery. A review was carried out of the 3 quotes received for pollarding the damaged tree in churchyard. It was agreed to go with the lowest quote unless the clerk could get a cheaper quote elsewhere from a reputable tradesman. Work needs to be carried out in the school half term. Note: if the timber can be logged and saved, the Chair will have it and make a donation to the PC. **Actions:** Clerk to advertise for administrator as part of The Star content, and try and obtain further tree quote and order subsequent works, Chair to investigate moles

**09.12.12 Defibrillator** – Clerk to chase Cllr Brown for hard standing to be put in situ. Chair will assist if needed

**09.12.13 Update on Public Meeting 22 August** – see separate report previously circulated.

**09.12.14 Reports from PC representatives on outside bodies including Draft Local Plan**

**09.12.14.1** Diss and District Neighbourhood Plan update – nothing new to report as very quiet in August. Note Cllr Cousins-Clarke has sent her apologies for the next meeting as she cannot attend. Chair to send in his apologies as well as also unable to attend.

Draft Local Plan – The Parish Council agreed comments previously circulated and drafted by Cllr Long, in response to the Draft Local Plan. **Action:** Clerk to embed these in our reply within the timescales

**09.12.14.2** PDCC – update given by Cllr Cousins-Clarke who volunteered and was approved as the permanent representative on the PDCC. Talked about the football dads as mentioned in the public forum.

**09.12.15 Parish Infrastructure Investment Plan (PIIP)** – report was circulated following the meeting with MSDC earlier that week. It precis the meeting which highlights the use of external funding through the Communities Grant scheme for improvements to the Community Centre which should be more aspirational and forward thinking, not looking at the short term. The PIIP will now be tweaked and presented at the next meeting for formal approval before sending to MSDC as a formal copy. Note the Clerk has sent the PDCC a copy of the meeting report for their information as they are mentioned several times. Overall our PIIP was met with their approval and the work acknowledged that had gone into creating it.

**09.12.16 Village Emergency Plan** – no update as yet, this will be done as and when time allows.

**09.12.17 Neighbourhood Watch** – no update on costings for new posts where needed – note Suffolk NW chair was awaiting Suffolk Highways costings. **Action:** Clerk will expedite once again

**09.12.18 75<sup>th</sup> Anniversary of VE Day Weekend of 8/5/2020** – The PDCC had emailed requesting we work together with other community groups to commemorate this auspicious weekend. The PC approved the idea. Cllr Cooper volunteered and voted on as the PC representative on the Working party. The PC envisaged a street party on the Access Road on the Saturday afternoon. **Action:** Clerk to inform PDCC of representative to move plans forward. Clerk to enquire re road closures for this to take place

**09.12.19 Financial Matters**

**09.12.19.1** The following payments were approved:

Amount	Payee	Details	Cheque No.
£545.60	Caroline Emeny	Clerks Salary - August	000218
£51.80	Caroline Emeny	Clerks Expenses	000218
£1.60	H M R C	PAYE August	000219
£110.00 & vat	Fatstickman Ltd	PVC Special Meeting banner	000220
£440.00 & vat	Excite Solutions	Grass Cutting 1 x cut August	000221
£200.00 & vat	PKF Littlejohn LLP	External audit	000222

**09.12.19.2** To note £135 Cemetery income and 2<sup>nd</sup> instalment (£7297.50) of the Precept received.

**09.12.19.3** An up to date financial report was circulated to all which is inserted at the end of these minutes.

**09.12.19.4** The Notice of Conclusion of Audit has been received from the external auditors, PKF Littlejohn, showing a clean audit with no amendments required. The notice will be on public display as required.

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

Date Rec'd	From	Details	Actions if any
Aug/Sept	Residents on new Lion Rd development nr. ear playing field	Problem with rats	To note only. PDCC involved in discussions with residents
22/8/19	Police and Crime Commissioner	Informal drop-in session 4.30 - 7pm Thurs 19/9 Eye Town Hall. Everyone welcome, no need to book in advance.	On notice board & website if anyone wishes to attend
19/10/19	Rural Coffee Caravan at PDCC 19 October	Energy Event in PDCC. Councillors asked to attend as well to engage with public	It was agreed that PCs would support this event and attend the coffee morning. Clerk will also attend. Notify PDCC
5/9/19	SALC newsletter	Link to latest edition of The Local Councillor	Emailed all Hard copy for MS
3/9/19	The Village Survival Guide	Link via Rural Bulletin to this guide	Emailed all

**09.12.21 Palgrave Star** – suggested content for next article to cover SID Volunteers, Cemetery administrator volunteer, Highways update, Rural Coffee Caravan morning and VE Weekend.

**09.12.22 Matters for information**

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

**09.12.23 Date of next meeting** – The next meeting of the Parish Council is on Thursday 17 October 2019, 7.30pm at Palgrave Community Centre. Note the date has been put back by one week to accommodate the clerk's holiday.

**The meeting closed at 21.40 hours.**

**FINANCIAL REPORT – 12 September 2019**

Current account Natwest Account No. .... Sort code .....  
Statement Number 50 dd 31/8/19

	<b>Bank statement balance</b>	<b>£57,456.48</b>
including Precept Receipt not shown	- Payments (cheques not cleared)	+7297.50
	no chqs uncleared	
<b>RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET</b>		<b>£64,753.98</b>