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MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 13 June 2019

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

Also in attendance: County Cllr Fleming and District Cllr Burn for some of the meeting; no members of the public

06.13.01 Apologies for Absence

Apologies were received and accepted from Cllrs Brown and Sneddon.

06.13.02 Declarations of Interest and Dispensations

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

06.13.02.2 There were no declarations of pecuniary / non-pecuniary interests and no requests for dispensations.

06.13.03 Councillor Vacancies and Elections

The clerk confirmed there are still 4 vacant positions available on the parish council. Councillors were reminded to complete their Register of Interests either online or manually asap. Each Cllr needs to submit a Return of Election Expenses, which were handed out to all present and duly completed. Clerk will scan and send to the appropriate department of BMSDC.

06.13.04 Public Forum

06.13.04.1 County Cllr Fleming reviewed her report (see attached appendix 1). District Councillor David Burn gave the following report: - changes within BMSDC Council as no longer Conservative held but a split council of 17 Conservative and Independent members and 17 Opposition members. The new cabinet consists entirely of Conservative and Independent Councillors as talks regarding a collaboratively run council did not work out. District Cllr Fleming is the environment portfolio holder and District Cllr Burn is the planning portfolio holder.

The Joint Local Plan will be made public on 27/6 for the final public consultation and he stressed the importance of everyone responding to it. The McDonalds illuminated sign at the new BP garage on the outskirts of Diss has been passed by planning. **Action:** Clerk to add Local Plan to next agenda. The Chair congratulated both Councillors on their re-election and their new roles within the cabinet.

06.13.04.2 There were no members of the public to bring any matters to the Parish Council's attention.

06.13.05 Minutes of the Previous Meetings

06.13.05.1 The minutes of the meeting of 16 May 2019 were approved and signed.

06.13.05.2 There was only one matter arising from those minutes not covered elsewhere which was The Rural Coffee Caravan. The Clerk confirmed it was going to call at the Community Centre on Tuesday 23 July 2-4 pm alongside the Friendship Club in the centre, with the approval of the PDCC who confirmed they had discussed with the Friendship Club. Flyers will be made available in due course.

06.13.06 Suffolk Highways, Speeding and Road Related Issues

06.13.06.1 The Clerk confirmed she is awaiting confirmation of the revised date for the meeting with Highways at Rougham. Participants to include: - County Cllr Mary Evans (Portfolio holder for Highways)
County Cllr Fleming District Cllr Burn if he is available Highways engineers
Palgrave clerk School representative – Patrick Harrington Cllrs Weston, Long and Brown (if possible all 3 present) which will cover the following in priority –

1. Access Road
2. 30mph extension to the west and east entrances
3. Speeding on Lion Road near St Johns
4. Crossing Road 7.5T limit
5. White lines reinstating
6. Minor issues via the Reporting Tool / drainage

It is hoped the final SID location will be agreed before the meeting or else it will be added –

Action: Re SID's - Clerk to investigate what is available /acceptable incl. prices for next meeting including regulations as to how long a SID can be in situ before needing to be moved

06.13.06.2 School Keep Clear Roadmarkings – The Clerk confirmed an email had been received from Highways enforcing no stopping zones outside of schools. Palgrave only has yellow zig zag lines on the east

entrance. The clerk has made an enquiry with Highways as to installing a no stopping zone on the west side (Priory Road) of the school and is awaiting feedback.

06.13.06.3 Any other Highways issues for discussion including feedback from businesses re large lorries. The Clerk confirmed Steele Fine Foods has daily deliveries in trucks over 7.5T. She has spoken with the owner in this regard. Note post meeting the clerk has spoken with Mark Marriott from Star Transport (Thetford based) who deliver to the aforesaid and requested he inform all his drivers not to use either Denmark Hill or Crossing Road but to use the official routes.

06.13.07 Ditches, grass, hedges and footpaths

06.13.07.1 The clerk confirmed both the Lows and the first part of Jobs Lane footpaths were given a quick trim by two different contractors f.o.c. pending SCC's first cut of the year. **Note post meeting SCC is cutting the footpaths w/c 17 June which would confirm we are at the end of the 6-week schedule.** The grass areas were cut by our contractor after a period of 4 weeks due to quick growth with the rainfall. It was agreed to bring the 2nd cut forward for two reasons a) substantial growth and b) if not cut regularly, the job will become more onerous taking longer thus throwing the contractors schedule out of kilter. Cllr Brown to monitor every 3 weeks as previously agreed.

There were recent toilet issues along one of the footpaths off Lion Road – residents had reported the incidents to BMSDC with no action being taken. The clerk liaised with the landowner requesting him to raise the matter with his tenant and we can now report that a portaloo is now on site.

06.13.07.2 Millway Lane ditch to the pond still o/s – the clerk confirmed that when the pipe was jetted out earlier in the year, a blockage was encountered approx. 10-foot in. It was concluded that the drain has collapsed or is in the process of collapsing at that point. The volunteers dug the ditch out as much as they could but they are concerned that the spoil they dug out will wash back into the ditch with heavy rain, thus blocking it again. There is supposedly a mains gas pipe running beneath it at right angles which was put in approx. 20 years ago. During normal weather, the water does seep away but when there is heavy rain, the ditch floods again. **Action: Clerk to report to Highways asap**

06.13.08 Paths and Open Spaces and Village Green – The Village Green working party has not yet met. The Clerk provided a detailed map and the documents relating to the bollards for the party to begin their review of these and parking on the Green. Cllrs Weston, Brown, Sneddon and Long are in the WP. Correspondence had been received by the clerk about re-listing the Village Green as an Asset of Community Value (ACV) as the 5-year period is coming to an end.

Action: Clerk to investigate how much work is required re ACV and review at next meeting
District Cllr Burn confirmed he is still our intermediary regarding Priory Wood.

06.13.09 Planning

06.13.09.1 The following planning applications were discussed:

Ref	Location	Details
DC/19/00521	Yew Tree, Lows Lane	Erection of rear extension following demolition of conservatory and insert 2 x windows. Determination: Approved on the proviso there are no objections from neighbours regarding being overlooked
DC/19/02513	Kyloe, Priory Road	Erection of garage & sunroom & relocation of vehicular access. Determinations: Approved on the proviso there are no objections from neighbours regarding being overlooked

06.13.09.2 There were no planning determinations to note.

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

06.13.10 Governance and General Data Protection Policy (GDPR)

06.13.10.1 Planning Committee – it was agreed not to appoint a Planning Committee but to deal with any urgent applications as and when they arose by means of an Extraordinary Meeting if necessary.

06.13.10.2 Palgrave Welfare Trust – This trust had been brought to the attention of the Clerk who read out a report from M Lockett. Two of the Trust's Trustees are nominated by the Parish Council for a term of 4 years. Michael Lockett and Ian McClintock's terms have just expired, both are willing to continue and it was unanimously agreed to ask them to continue on behalf of the Parish Council.

Action: Clerk to contact above re how the Trust can advertise its services to those in need

06.13.10.3 Future training courses – Councillor training course info given to Cllr Cousins-Clarke for consideration
 06.13.10.4 Meeting calendar -note July meeting venue still village hall and not the school.

06.13.11 Cemetery and Churchyard – The clerk reported that the two broken branches had been removed from the tree in the churchyard as reported at the last meeting. It was then reported to the arboriculturist at BMSDC backed up with a report from Waveney Trees detailing their suggestions re further action. Clerk still awaiting feedback from BMSDC. **Action:** Clerk to expedite with BMSDC

06.13.12 Defibrillator – Clerk to confirm with homeowner that plant needs removing asap so agreed hard standing can be laid for the defibrillator volunteers. **Action:** Clerk to inform asap and liaise

06.13.13 Reports from PC representatives on outside bodies

06.13.13.1 Diss and District Neighbourhood Plan – Cllr Cousins-Clarke gave an update. Discussion at the last meeting centred on Affordable Housing. Decisions had to be evidence based, not anecdotal. The Consultant was present at the meeting. **Action:** Clerk to advertise on website that another Palgrave resident required to sit on the DDNP as a village representative

06.13.13.2 PDCC – Cllr Cousins-Clarke gave an update. The constitution was looked into in terms of the PC and the PIP was discussed. Cllr Cousins-Clarke to attend the next meeting as agreed.

06.13.13.3 Village Liaison Group – meeting next week.

06.13.14 Parish Infrastructure Investment Plan (PIIP)– the clerk confirmed she had only received one piece of feedback as a result of the Palgrave Star which concerned a footpath on Denmark Hill which she had replied to. It was agreed that it should be an agenda item at each PC meeting. The 1st item of expenditure will be the SIDs as minuted under 06.13.06.1 above. This will allow us to maintain a running total of expenditure.

06.13.15 Village Emergency Plan – no update as yet but plenty of templates available.

06.13.16 Neighbourhood Watch – a report should be available at the next meeting with costs etc.

06.13.17 Financial Matters

06.13.17.1 The following payments were approved:

Amount	Payee	Details	Chq No.
£545.60	Caroline Emeny	Clerks Salary	000201
£60.31	Caroline Emeny	Clerks Expenses incl. anti virus & stamps	000201
£1.60	H M R C	Paye	000202
£156.00	Trevor Brown	Internal Audit	000203
£200 & vat	Waveney Tree Specialists	Work on broken tree branches in churchyard	000204
£522.03	Came & Co	Annual insurance renewal	000205
£450 & vat	Excite Solutions	Grass cutting as per contract (note this payment was made as an addendum to the submitted list)	000206

06.13.17.2 There were no receipts to note

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

Date Rec'd	From	Details	Fwd
23 May	Harleston Cider	Theft of road signs in Palgrave in May	to note

06.13.19 Palgrave Star – Content for next article- condensed Meeting Calendar, SIDs and Highways Meeting.

06.13.20 Matters for information

The Chair received a report from a resident about a car driving over part of The Green near her home. She asked if a bollard could be put in place to prevent this happening again.

Action: To be discussed by the Working Party.

The Clerk had received confirmation from BMSDC that the illegal Residents Parking sign on Forge Close will be taken down shortly.

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

06.13.21 Date of next meeting – The next meeting of the Parish Council is on Wednesday 10 July 2019, 7.30pm at Palgrave Community Centre.

Meeting closed at 2130 hours