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## **MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 14 March 2019**

Present: Cllr Collins, Cllr W Cooper, Cllr D Long, Cllr Quantrell, Cllr Sneddon, and Cllr N Weston

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

### **03.19.01 Apologies for Absence**

Apologies were received and accepted from Cllr M Brown.

### **03.19.02 Declarations of Interest and Dispositions**

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

03.19.02.2 No declarations of pecuniary and non-pecuniary interests were declared. Members were reminded of the requirement to update their Register of Interests as appropriate.

### **03.19.03 Councillor Vacancies and Elections**

Note still 4 vacant positions available on the parish council. Clerk confirmed all nomination papers delivered by hand for the forthcoming elections on 2 May 2019. Further information received regarding progressing a reduction in the number of Councillors as minuted 10.18.05 of 8 Nov 18. We must send a formal request for a Community Governance Review to BMSDC who will then commence proceedings. A report will need to be taken to their full Council to agree the terms of reference for the review. This will not be until after the May elections. **Action:** Clerk to send formal letter to BMSDC to start proceedings

### **03.19.04 Public Forum**

03.19.04.1 County Cllr Fleming reviewed her report adding that if any parent has problems with the changes in school transport, they should contact her directly. Comments regarding the issues under 03.19.06 are minuted under that heading. See separate report. District Cllr Burn reviewed the following: BMSDC's Exacom website has won awards (this details the CIL income), Council tax charges for the coming financial year, BMSDC income from other sources, and a discussion on Priory Wood, comments of which are minuted under 03.19.08. Discussion regarding the various Highways issues is reported under 03.19.06.

03.19.04.2 The member of the public commented on the brick wall 30mph entrances to the village being no longer suitably sited due to the expansion of the village. It was also noted that the Access Road signs were not very visible, perhaps they could be bigger to make more of an impact.

### **03.19.05 Minutes of the Previous Meetings**

03.19.05.1 The minutes of the meeting of 20 February 2019 were approved and signed following a one-word alteration.

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

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

03.19.06.1 **Update to Access only road** – We are awaiting the outcome of the speed surveys and thereby hard data before any further discussion.

03.19.06.2 **Priory Road 'build out'** – Councillors confirmed this floods badly when there is persistent rain and runs all the way to the school. Report no. 225437 refers to Highways. **Action:** Clerk to expedite once again. Any Councillor to take a photo the next time it floods and send to the clerk.

03.19.06.3 **Update on request to extend the 30-mph zones** – Highways still awaiting response from us re their proposal for a 40-mph zone on the outer reaches of the village, maintaining the existing 30-mph zones with no alterations thereto. The Parish Council stress that the current limits are no longer on the edge of the village but right at the very start of the village with no leeway from the 60mph limit until drivers are already in the village. County Cllr Fleming to press Highways and also David Chennery as to their decision above with a possible site meeting. It was commented that most Suffolk villages have a stretch of road where the 30mph signs are sited before entering their villages. It was confirmed we have the funds to pay for the re-siting of the 30mph signs so money is not the issue. It was also noted that if

the brick 30mph entry gates are moved outwards, will the Lion Road developer contribute towards the cost of moving the village sign at that end. The PC paid for the original walls.

**Action:** Clerk to expedite with County Cllr Fleming

03.19.06.4 **Update on Speed Indicator Signs (SIDs) sites and related issues-** clerk has received up to date site criteria which needs to be compared with the 2015 info. She also confirmed that she had been in contact with the roaming camera team and was awaiting a further response.

**Action:** Clerk to send criteria to Cllr Weston to review

03.19.06.5 Closure of Stuston Bridge for 6 weeks from 10 June – it was agreed that it's vital that traffic is not routed through Palgrave. Clerk to enquire as to what the diversion route will be. **Action:** Clerk

03.19.06.6 Update on any other Highways related issues- clerk confirmed she is maintaining an up to date record.

**03.19.07 Ditches, grass, hedges and footpaths**

03.19.07.1 It was confirmed a notice was put up today regarding closure of the Lows footpath 18/19 March. The PC had not received any such notification. It was agreed that we urgently need to know what works are taking place and that the good work carried out by the volunteer party will not be disturbed.

**Action:** Clerk to make urgent enquiries and email all relevant parties

A revised quote had been received re the clearing of the ditch on Millway Lane towards the pond. Clerk is still awaiting further information as to where the spoil will be moved to before any other quotes can be obtained.

**Action:** Cllr Sneddon to provide clerk with that information

03.19.07.2 The quotations for the grass cutting contract at churchyard, cemetery and green area were reviewed. Clerk to enquire with one of the companies as to why they pulled out of the contract last year before a decision is taken. She confirmed a final cut will be carried out shortly completing the existing contract. It was agreed the first cut of the new contract should be carried out at the end of April.

**Action:** Clerk to make enquiries re line 2 above

03.19.07.3 It was confirmed the 3-year hedge cutting contract finishes in the Autumn of 2019.

**03.19.08 Paths and Open Spaces** - Cllr Sneddon confirmed she had spoken with the relevant landowner regarding the permissive path and was confident the path will remain. Cllr Long had discussions with BMSDC with a view to spending some of their CIL income on tidying up Priory Wood because of its link to the Job's Lane footpath. The East and West sides are protected by tree preservation orders. District Cllr Burn stated the fact is it Council owned is considered protection enough. Dead wood lying about is not frowned upon as it is deemed to be food for beetles etc. The wood itself has naturally grown bigger over the years so the Lion Road developer has trimmed it back in regard to its boundary with the new site. The Clerk confirmed an email had been received by the Arboricultural Officer confirming a recent site visit to Priory Wood. Some tree works will take place in the next few weeks including a 'hung up' Oak stem adjacent to the path and a decayed Chestnut tree.

**03.19.09 Planning**

03.19.09.1 The following planning application were considered:

Ref	Location	Details
<a href="#">DC/19/00932</a>	Land at Lower Rose Lane	Change of use of land for the siting of up to 53 x storage containers for B8 use

It was unanimously agreed to OBJECT to this application

<a href="#">DC/19/00650</a>	8 Burlington Close	Conversion of existing double garage to living accommodation and erection of a single garage
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It was unanimously agreed to SUPPORT this application

<a href="#">DC/19/00926</a>	Woodside, Lion Rd	Erection of a detached 2 storey dwelling with parking following demolition of existing garage and artists studio
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It was unanimously agreed to withhold approving or rejecting this application but to refer to the original outcome from the appeal decision

<a href="#">DC/19/00343</a>	Magnolia House, Upper Rose Lane	Erection of a summer house (retention of)
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It was unanimously agreed to SUPPORT this application

03.19.09.2 The following planning determinations were noted:

Ref	Location	Details
<a href="#">DC/19/00181</a>	Orme House, The Green	Listing Building Consent granted for erection of a rear garden room following removal of a conservatory
<a href="#">DC/19/00093</a> (DC/17/05897)	Grange Farm, Old Bury Road	Discharge of conditions: Conditions 3 and 4 discharged, Approved conditions: Conditions 7 and 8 duly fulfilled

03.19.09.3 Update on two enforcement requests:

EN/19/00028 re fencing on Lion Road development – no further update as yet.

EN/19/00068 - Kyoie, Priory Road, Palgrave – confirmation has been received from the enforcement officer that the same developer owns both this land and the land at the rear of The Nook, Priory Road. The works being carried out are necessary investigative works concerning archaeology and surface water drainage which are required by conditions (5 and 11) imposed on the outline planning permission 4010/16 which will inform the details that are submitted for the reserved matters application (details of the appearance, scale and layout of the buildings and landscaping) which is currently being attended to and will be submitted to Mid Suffolk District Council in due course. The developer advised that these works should now be completed and that as the trenches and trial holes will remain exposed, for health and safety reasons the site will be secured by herras fencing and will be left until the reserved matters application has been determined. The Nook land has been staked out in a similar fashion to the Kyoie land as investigative works concerning archaeology and surface water drainage was commencing 11th March. The developer is aware that a reserved matters application for this site will need to be submitted which is currently being attended to. As no breach of planning control has been established, the enforcement case is now closed.

**03.19.10 Governance and General Data Protection Policy (GDPR)**

03.19.10.1 The Council’s Risk Assessment – Assets - was reviewed with no amendments necessary.

03.19.10.2 The Council’s Financial Regulations were reviewed and accepted in a slimmed down version.

03.19.10.3 The Council’s Asset Register was updated with the defibrillator added and duly signed.

03.19.10.4 The Council’s Risk Assessment – Financial - was reviewed with no amendments necessary.

03.19.10.5 The Council’s Statement of Internal Control document was reviewed with no amendments necessary.

**03.19.11 Cemetery and Churchyard** - To note repair of churchyard gate at south entrance carried out and awaiting invoice thereof for payment once received.

**03.19.12 Defibrillator** - Update by clerk – site meeting arranged for 27 March with one of the volunteers, the clerk and representative from Community Heartbeat to understand the issues the volunteers are having with putting the defibrillator back in its casing. Clerk will report back at next meeting.

*Action: Cllr Weston still to put Defib signs up in the Church and The Lows*

**03.19.13 Reports from PC representatives on outside bodies**

03.19.13.1 Diss and District Neighbourhood Plan – Cllr Weston confirmed no real change to report. Next meeting is the following Monday.

03.19.13.2 PDCC – update by Cllr Long on toilet refurbishment, refuse collection space, planning application on an adjoining property and comments regarding The Palgrave Star. It was agreed to rotate attendance between Councillors for future meetings. Cllr Sneddon will attend if she is not working.

*Action: Cllr Long to confirm the date of the next meeting*

**03.19.14 C I L (Community Infrastructure Levy)** – an up to date list was circulated which included all ideas generated at the recent Conversation Café which was deemed a great success with four Councillors and the Clerk present.

*Action: Clerk to now obtain prices where possible*

**03.19.15 Village Emergency Plan** – no further progress to date due to time constraints

**03.19.16 Spring Litter Pick** –Cllr Brown confirmed all arranged with approx. 20+ volunteers for 17 March.

**03.19.17 Neighbourhood Watch** – clerk confirmed she had a conversation with the local area co-ordinator. Budget still being prepared for Council approval by Mr Sparks.

**03.19.18 Financial Matters**

03.19.18.1 The following payments were approved:

Amount	Payee	Details	Chq No.	Power
£769.58	Caroline Emeny	Clerks Salary incl holiday pay	000192	LGA 1972 S112
£29.53	Caroline Emeny	Clerks Expenses – receipts where appropriate	000192	LGA 1972 S111
£19.82	H M R C	Paye / NI	000193	LGA 1972 S112
£901.90 & vat	Suffolk County Council	Annual footway lighting energy & maintenance	000194	Highways Act 1980 S301

- 03.19.18.2 To note £260 received re Cemetery income. A letter of thanks has been received in regard to the donation made in memory of Mr Edward (Ted) Ling.
- 03.19.18.3 To note o/s bill re Lows work carried out in January still awaiting reply from contractor.
- 03.19.18.4 The Council were presented with an up to date financial statement of the accounts as at March 2019 showing the budget variances year to date, and a copy is appended to the minutes. The Clerk reminded Councillors of the need for someone to review the bank reconciliation. It was agreed to send Cllr Weston the details for approval. The Clerk confirmed this is in accordance with the adopted Financial Regulations. **Action:** Clerk to send details to Cllr Weston for checking
- 03.19.19 Correspondence** - There were no other items of correspondence to note not covered elsewhere.
- 03.19.20 Palgrave Star** – The Clerk confirmed we were too late for the last issue. Content for next article was discussed, to be added to by 20 March.
- 03.19.21 Matters for information**  
There were no urgent matters brought by the Chairman, Councillors or Clerk.
- 03.19.22 Date of next meeting** – Thursday 11 April 2019, 7.30pm at Palgrave Community Centre.  
**The Annual Meeting of the Parish scheduled for Tuesday 23 April 2019 at 7.30pm in the School hall.**

Meeting closed at 22.00