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MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 14 November 2019

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

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

11.14.01 Apologies for Absence

All present so no apologies.

11.14.02 Declarations of Interest and Dispensations

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

11.14.02.2 There were no declarations of pecuniary or non-pecuniary interests and no requests for dispensations. All Register of Interests Forms have now been completed.

11.14.03 Councillor Vacancies and Elections

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

11.14.04 Public Forum

11.14.04.1 District Councillor David Burn summarised the following: The Cranswick Chicken Factory at Eye has approximately seven retrospective planning applications lodged for alterations to their original design to the main structure. This is due to a new contract which will require additional rooms for processing tanks. The building extensions were approved by the MSCC planning committee a few weeks ago. There is a new planning application for a 12-room motel at Stuston which will replace the three holiday lodges near the driving range.

His locality awards budget is still open for applications of £250 or more – applications will be extended to 31st January 2020 due to the General Election. Civil parking enforcement within MSDC will be carried out by a partnership with Ipswich and West Suffolk and should begin February / March 2020.

County Cllr Fleming reviewed her report that had previously been circulated. It consisted of changes to the SCC cabinet meaning that Mary Evans has moved from Highways to Children's Services, and Andrew Reid was now the member for Highways. A new recycling centre will soon open in Bury St Edmunds, the old one at Rougham Hill will be closed.

The two members of the public were there only to observe.

11.14.05 Public Rights of Way – The Clerk updated members on the follow up advice received since the last meeting from the Rights of Way officer as follows: - The officer had walked FP4 (north end of Lion Rd footpath) and agreed that while the path was not ideal, it did not represent a danger to walkers so would remain open as is. She also confirmed she had requested the landowner not to permit heavy machinery to use this route until it had time to recover to ensure no further damage is caused. If the route becomes dangerous due to their contractor's usage, it will be up to the landowner to pay for a legal closure. If anyone sees farm machinery using this route, they should inform us immediately so we can inform the officer for subsequent action to be taken

11.14.06 Minutes of the Previous Meetings

11.14.06.1 The minutes of the meeting of 17 October 2019 were approved and signed by the chair.

11.14.06.2 There were no matters arising from those minutes not covered elsewhere on the agenda.

11.14.07 Suffolk Highways, Speeding and Road Related Issues

11.14.07.1 An update was given by the Clerk on the Highways meeting outcomes. Various chaser emails had been sent to Highways seeking answers and a timescale for the overall project. David Chenery, Highways, had replied acknowledging the signage info requested re the Lion Road bends near St Johns House, but had queried one of our comments about the entry from the A143 onto Lion Road. Clarification on what we are requesting was confirmed by members and the clerk will respond to David Chenery accordingly.

He confirmed that he would update us on the other outstanding matters shortly. Note County Councillor Fleming confirmed she is also chasing this on our behalf. **Action:** Clerk to reply re Lion Rd bends, to ensure a weekly chaser sent if no response received soon re the other matters

11.14.07.2 The Clerk gave an update on the SIDs as follows:- We have 12 volunteers, a good group to form a rota with, to share the responsibility of changing the SIDs etc. She received an update from Highways about the posts – expected to be by end January latest which was very unsatisfactory. All our documentation was finalised mid-August pending final checks by Highways. The order was only signed off by Highways on 23 October, a delay of 2 months. She has asked for an explanation. The SIDs are being delivered Friday 15 November to the Chair's home.

Action: Clerk to contact all volunteers with a view to holding a meeting end January / early February to draw up a site and volunteer rota, as well as an induction on moving the SIDs & changing the batteries

11.14.07.3 Recent reporting responses from the Highways Reporting Tool were read out by the Clerk in regard to flooding down Lion Road. Another unsatisfactory answer was received stating no further action. It was reported at the meeting that there was another blocked drain that was exacerbating the problem – located on the left-hand side of Priory Road, near a very large Sycamore tree just past the school and Church Farm Close, as you head towards Diss. The drain is blocked with gravel. **Action:** Clerk to report

11.14.08 Ditches, grass, hedges and footpaths

11.14.08.1 Update of all ditches, grass, and hedges cutting – the last grass cut has been done till the Spring. The verges near the level crossing are churned up as a result of Network Rai and needs reporting to them to remedy asap. **Action:** Clerk to contact Network Rail with complaint

11.14.08.2 New prices to be sourced for 2020 contracts delayed until the 'wildlife area' of The Green clearly established so the Clerk can incorporate this information into the request for quotes.

11.14.08.3 A reply was received from The Health and Safety Executive regarding the problems experienced with the herb pickers in the Summer. The matter was closed as far as they are concerned as the cropping was complete for the winter. We should advise them immediately if the matter re-occurs.

11.14.09 Open Spaces and Village Green

11.14.09.1 The Chair gave an update from the working party (WP) on The Green and presented their plans. These were formally adopted and approved by all members as the Draft Plan for the Protection of The Village Green. Due consideration needs to be given to the triangular area on the map near the school as teaching staff use this to park and is a necessity for them. The Draft Plan is trying to look to the future to prevent problems in ensuing years. A copy of the highlighted map is attached to these minutes. The map and Draft Plan need to be sent to the landowner(s) and to MSDC, reminding them of their responsibility to the protection of The Green. The Clerk had made an initial contact with MSDC and their response was read out. It was agreed that our reply should stress that they are duty bound to look after The Green but we will offer our wholehearted support in whatever way we can by helping to source funding. Emphasise that they have the resources to experts / contacts to carry out the work. Do they have any indication as to what new bollards would cost? Ultimately, they are responsible according to the terms of Management.

MSDC were not in favour of planting another tree and would not support this action listed in item 4 of the WP minutes.

The Clerk had made initial enquiries with Suffolk Wildlife Trust for advice on the wildlife area under item 3 of the WP minutes. Their reply was read out. Clerk to try and source a local expert on this subject who can offer us official advice, perhaps a 3-year plan so that we are confident the work is being done in the correct manner and will be long-lasting. This will ensure the project is worked through properly. The members voted unanimously in favour of sourcing a local expert. **Action:** Clerk to endeavour to source, possibly using SALC to enquire if other villages have carried out a similar scheme

11.14.09.2 The Clerk confirmed that there had been a query as to what properties had Rights of Way across The Green regarding the relisting as an Asset of Community Value. A public notice will be put up at the site for all interested parties as an intermediary measure before final approval of the relisting.

11.14.09.3 The Clerk confirmed that the Apthorpes did not have any children. There is a very elderly nephew who may or may not be alive. The bench itself was beyond repair. A suggestion was to dedicate a new bench down The Lows to the Apthorpes and to remove the old bench asap. All members to consider

the options and gauge responses from parishioners for the next meeting. **Action:** All Councillors

11.14.10 Planning

11.14.10.1 The following planning applications were reviewed:

Ref	Location	Details
DC/19/04310	Wood Cottage, Denmark Hill	Revised new Vehicular Access Determination: The Parish Council await the response from Highways as to the new splay
DC/19/05003	Kyloe, Priory Road	Erection of garden gazebo and a 4-post canopy Determination: The Parish Council rejected the application because of the design and impact in the area

11.14.10.2 There were no planning determinations to note

11.14.10.3 The Clerk updated members on the response re enforcement request EN/19/00440 – The site has approval for Class B2 (General Industrial) use. The new garage business falls under this classification therefore no further action will be taken.

11.14.11 Governance and General Data Protection Policy (GDPR) – The annual review of the Powers Specifically Delegated to the Clerk document was approved.

11.14.12 Cemetery and Churchyard – The Chair updated members on the Cemetery Meeting that took place earlier that evening. It was noted that we had a volunteer administrator for the cemetery who then withdrew. **Action:** *The Chair to write something for the Palgrave Star seeking out a volunteer*
The damaged tree had been removed from the old churchyard in the October half term and the wood delivered to the Chair who should make some recompense for this. A short discussion ensued. Members agreed that the Chair should purchase a card and gift tokens for the retiring cemetery administrator as a means of being able to thank him appropriately whilst unable to purchase anything through the Parish Councils accounts. Everyone was in agreement This would settle the matter of the wood.

11.14.13 Reports from PC representatives on outside bodies including Draft Local Plan

11.14.13.1 Diss and District Neighbourhood Plan - Cllr Weston gave an update: It was unclear as to who was to carry out the work – the Steering Group or the consultants. The Steering Group has directed the Chair to make decisions and appoint the necessary people and get the plan moving with the new consultants.

11.14.13.2 PDCC – Cllr Cousins-Clarke reported that certain areas around the Playing Field were to be left to ‘re-wild’; the Palgrave Allstars were an increasing success with the youth of the village; a successful Fireworks event was held but the cinema nights were declining in attendance. The gates were required to prevent teenagers driving onto the playing field at night and causing a disturbance in the small hours of the morning. This ensued into a discussion about the recent complaints received by Councillors and the Clerk about the new kissing gates and fencing around the playing field area and the article in the Palgrave Star. The clerk had received confirmation from the former PDCC chair that the gate was unlocked in daylight hours and any time left locked during the day was an oversight and not intentional. Further discussion followed.

Action: *The Chair to contact Ian Mc and Phil Dyer in regard to the playing field*

11.14.14 Parish Infrastructure Investment Plan (PIIP)– Due to time constraints this was deferred to the December meeting. All councillors have an updated copy of the PIIP to review next spending decisions.

11.14.15 Village Emergency Plan – no update as yet but the clerk confirmed this will be prepped soon.

11.14.16 Neighbourhood Watch – NW were still awaiting final costings from Highways re new posts. Actual signage will come to approximately £162 plus delivery and vat. Overall costs could be several £100s due to the cost of the posts.

11.14.17 75th Anniversary of VE Day Weekend of 8/5/2020 – the Clerk confirmed that a response was pending from the Church before the Working Party is finalised and works starts on this. The P C still like the idea of a street on the Access Road.

11.14.18 Financial Matters

11.14.18.1 The following payments were approved:

Amount	Payee	Details	Cheque No.
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£545.60	Caroline Emeny	Clerks Salary - September	000230
£24.02	Caroline Emeny	Clerks Expenses	000230
£1.60	H M R C	PAYE	000231
£50.00 & vat	Community Action Suffolk	Website renewal	000232
£440 & vat	Excite Solutions	Invoice 1042 re grass cutting	000233
£475.00	Peter Kerry	Tree pollarding in old churchyard	000234

11.14.18.2 There were no receipts to note.

11.14.18.3 An up to date financial report was circulated to all which is inserted at the end of these minutes. Up to date accounts spreadsheet and provisional 2020/2021 budget column for consideration was included in the circulation for final decision and agreement at the December meeting. **Action:** All to review

11.14.19 Correspondence - The following items of correspondence received since the last meeting were noted:

Date Rec'd	From	Details	Actions if any
6/11	Police	Safer Neighbourhood Team Quarterly meeting at Eye Town Hall on 22/11, 10 – 11.30am	No-one attending
28/10	Suffolk Design	Suffolk Parish Engagement Event	Presentations sent to all

Various other SALC, Rural Bulletin and CAS newsletters

11.14.20 Palgrave Star – suggested content for next article to cover 12 SID volunteers, SIDs receipt, vacancies on the Parish Council. **Action:** Chair to write a small piece about cemetery administrator volunteer

11.14.21 Matters for information

The Church requested a Councillor to do a reading at the Carol Concert at 6.30pm on Sunday 15 December. Cllr Cooper volunteered to carry this out. **Action:** Clerk to let PCC know

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

11.14.22 Date of next meeting – The next meeting of the Parish Council is on Thursday 12 December 2019, 7.30pm at Palgrave Community Centre. **Please note this will be held in the main hall due to the lounge being used as a Polling Station for the General Election**

The meeting closed at 2210 hours.

FINANCIAL REPORT – 14 November 2019

Current account Natwest Account No. Sort Code

Statement Number 52 dd 01/11/19

	Bank statement balance	£61,623.81
including Precept	- Payments (cheques not cleared)	
	chq 227 Excite Solutions	-£528.00
	chq 225 D Long	-£6.75
	chq 228 P D C C	-£25.00
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£61064.06

Appendix – Map showing the Draft Plan for the Protection of The Village Green

