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MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 17 October 2019

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

Also in attendance: District Cllr Burn, and County Councillor Fleming and Charlotte Ditchburn,, Rights of Way Officer for some of the meeting; no members of the public.

10.17.01 Apologies for Absence

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

10.17.02 Declarations of Interest and Dispensations

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

10.17.02.2 There were no declarations of pecuniary or non-pecuniary interests and no requests for dispensations. Note there is still one outstanding Register of Interests Online Form to complete. **Action:** Clerk to chase

10.17.03 Councillor Vacancies and Elections

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

10.17.04 Public Forum

10.17.04.1 District Councillor David Burn informed the members about the £0.5M extension to Botesdale Health Centre completed last month, and partially funded with approximately £100K from CIL monies. There are 38 new homes being built on the old middle school site in Stowmarket which will provide a mix of affordable housing. The plans for the new visitor centre at Needham Lake are on view if anyone should wish to see them. Regarding the herb pickers and the toilet / hedge issue we had in the summer, clerk to confirm case worker's details, case reference 260474 refers. He confirmed it had found its way to the Food Safety Department. **Action:** Clerk to put in a complaint direct to the Health & Safety Executive

The A140 improvements have started and will take approximately a year to complete. The new Cranswick chicken factory at Eye will have its own entry and exit onto the A140.

County Cllr Fleming reviewed her report that had previously been circulated. She had a meeting with David Chenery of Suffolk Highways this week and was keeping the momentum up regarding our improvements as follows: The Access Road – awaiting cost estimate and design; 40mph limits on outskirts of the village is going ahead; Lion Road bends – awaiting measurements from the clerk; Crossing Road limits – TRO on his agenda to incorporate this and all other works. When asked about the partial re-surfacing on Crossing Road, she replied that Highways often encounter problems with Network Rail when wanting to carry out roadworks within a set distance from railway lines. There are communication delays with obtaining their approval to carryout works and this is probably the reason for the partial resurfacing. There has been a cabinet reshuffle: Mary Evans no longer holds the Highways portfolio which has been given to Andrew Reid.

10.17.05 **Public Rights of Way** – Charlotte Ditchburn from Public Rights of Way gave a brief talk about local footpaths. She covers the west area. Glen Garnham is responsible for the grass cutting in our area, lives locally, but has a large area to cover working from west to east resulting in us being near the end of the cycle. However, if the Lows footpath gets really bad, we are to alert her and she will try to arrange something sooner. The Lows is an anomaly as it is not a Public Rights of Way; it is a shared use / public Highway. It only becomes a Public Rights of Way /footpath where the tarmacked path ends.

She advised we can always request for a different footpath within the schedule to be cut **BUT** we cannot add new ones; there is no budget for this. Cross field routes are the responsibility of the landowner including any hedges etc. A notice can be served on landowners to cut back brambles, nettles etc. If any land is churned up, then it needs reporting to Charlotte. She will look specifically at FP4 (off Lion Road) next week as this is in a bad way. If it is too muddy to walk she can close it off for 6 months to allow it to recover. It may involve her talking to the landowner regarding a temporary

closure. Technically landowners have 14 days to reinstate any path not open or SCC will carry out the work and charge them for it. Paths in cropped fields are expected to be sprayed off at knee height to ensure the path is visible. Repeat offenders are served an immediate notice with no leniency. There may be different widths applicable to the side growth across the various footpaths. If there is no definite width, then it will usually be cut to 1.5 metres, or 1 metre for cross field paths.

Waymarking of footpaths is not a legal statutory duty and is no longer carried out by SCC. If there are any voluntary groups wanting to reinstate some of the waymark signs and posts, she can provide them free of charge. SCC are trying to create an overview of all routes and so they would like walkers to make a note of all fingerposts, bridges etc on our footpaths and report these back to help provide all the information they require for this project. This can be reported and plotted via the Highways Reporting Tool which is available via the following link <https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/report-a-public-right-of-way-issue/>

Note a small training session would be required for anyone willing to undertake this.

10.17.06 Minutes of the Previous Meetings

10.17.06.1 The minutes of the meeting of 12 September 2019 were amended with the year 2020 under item 09.12.18 and references renumbered from 09.12.18 onwards, then approved and signed.

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

10.17.07 Suffolk Highways, Speeding and Road Related Issues

10.17.07.1 An update was given by the Clerk on the Highways meeting outcomes. An email was sent to Highways earlier that week asking for an update, County Cllr Fleming had also pressed them for an update. (see notes under 10.17.04.1 above). Clerk asked for clarification that no further information was required from us in order to move things forward.

10.17.07.2 The SIDs purchase order had been issued. Total price £3903.74 including delivery, excluding vat. Delivery is approx. 3-4 weeks. Clerk had also expedited the installing of the posts with Highways ; they quoted up to 14 weeks from date of order which takes us to mid-December. The Clerk noted we still need more volunteers to help manage the SIDs as the response has been minimal to date.

Action: Clerk to reemphasise in next edition of Palgrave Star and on website

10.17.07.3 Two replies had been received from Highways regarding reported issues as follows: _
Report 253585 – shoddy work on resurfacing of Access Road where yellow hatchings are showing through – response received said that it was yellow tape, not paint. It was agreed to report the work as unsatisfactory but not to waste any more time on it.

Report 228262 – rotten lime tree on The Lows – an arboculturalist will carry out an assessment on the tree and report back. **Note post meeting:** The tree was removed on Tuesday 22 October. The clerk alerted neighbours to the intended works.

Heavy rainfall caused severe flooding earlier in the month, coming off the fields at the top of Lion Road. Clerk had initial chat with Highways who advised us to use the Reporting Tool to highlight our concerns.

Action: Clerk to report to SCC as advised

10.17.08 Ditches, grass, hedges and footpaths

10.17.08.1 The Clerk provided up to date costs in regard to the grass cutting. Compliments had been received in regard to the cut churchyard. Anticipate another cut before year end with a final one in early spring. The hedges had been cut, this being the final year of the 3-year contract awarded to Waveney Trees.

Action: New prices to be sourced over the next few months so contract can be awarded

10.17.08.2 Clerk had received an enquiry re the footpath heading west from Denmark Bridge. It was confirmed that this section was a permissive path that has since lapsed.

10.17.09 Open Spaces and Village Green

10.17.09.1 The Green Working Party need to meet to move matters forward. **Action:** Chair to arrange asap

10.17.09.2 The Clerk confirmed the application has been sent to relist The Green as an Asset of Community Value.

10.17.09.3 A request had been received to look at the front memorial bench on the manorial waste opposite the church which is looking very tired.

Action: Clerk to investigate family ties for the bench. Cllrs Weston and Brown to look at it to see if it can be restored or needs replacing

10.17.10 Planning

10.17.10.1 The following planning application was reviewed:

Ref	Location	Details
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So signed by the Chairman at the meeting of 14 Nov 2019

DC/19/04310	Wood Cottage, Denmark Hill	New Vehicular Access
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Determination: The Parish Council understands the need for improved access but note Highways comments about the visibility splays which they cannot ignore and refer back to that information.

10.17.10.2 The following planning determinations were noted:

Ref	Location	Details
DC/19/03753	Wood Cottage, Denmark Hill	Discharge of Conditions 3, 4, 5 and 6. Conditions satisfied
DC/19/03739	Wood Cottage, Denmark Hill	Discharge of Conditions 6, 7, 8 and 9. Conditions satisfied
DC/19/04577	Land to the East of Priory Rd	Discharge of approved condition 3. Conditions satisfied
DC/19/03886	Land to the East of Priory Rd	Discharge of Approved Condition 7. Conditions satisfied
DC/19/03576	Land opposite Home Cottage, Lows Lane	Erection of 1 two storey dwelling: Determination: Outline planning permission has been refused

10.17.10.3 The Planning Enforcement Team will investigate the new business(s) operating in Upper Rose Lane, reference EN/19/00440 refers.

10.17.11 Governance and General Data Protection Policy (GDPR) – There were no updates. Note website accessibility training may be required at some point.

10.17.12 Cemetery and Churchyard – The Clerk confirmed the damaged tree in the churchyard was being pollarded next week in half term. No cheaper price had been obtained therefore lowest quote £475 applies. No one had come forward to take up the position of cemetery administrator.
Action: Clerk to request again through Palgrave Star article. Clerk to liaise with current volunteer and arrange next Cemetery Committee meeting prior to the next Parish Council meeting

10.17.13 Defibrillator – Hard standing beneath defibrillator is complete and volunteers notified.

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

10.17.14.1 Diss and District Neighbourhood Plan - Cllr Weston /Cllr Cousins-Clarke – the next meeting is on Monday 21st October. The consultants, Parker Planning, pulled out so a new consultant has been brought on board.

10.17.14.2 PDCC – a meeting was held last week but unfortunately Cllr Cousins-Clarke was ill and unable to attend. Apologies had been sent. Their AGM is in November.

10.17.15 Parish Infrastructure Investment Plan (PIIP) – An updated version was presented for adoption and unanimously approved. Note it is not a mandatory document and has no legal standing meaning that suggestions for spending CIL money can be amended. It was agreed that any applications for CIL monies should be made via the Clerk. The Clerk advised members that we need to start spending some of the CIL money in order to satisfy the auditors. *Action: Clerk to send to BMSDC and publish on website. All Councillors to review in detail for the next meeting. Note possible manorial bench replacement post adoption as minuted in 10.17.09.3 above*

10.17.16 Village Emergency Plan – no update as yet

10.17.17 Neighbourhood Watch – an update is expected at the next meeting of the Parish Council with costs for all the signage, post etc given by our local representative.

10.17.18 75th Anniversary of VE Day Weekend of 8/5/2020 – the Clerk had not received any further information regarding the formation of the working party but had put forward Cllr Cooper as our contact. The Clerk had received the information re closing The Access Road for a street party- cost approximately £50 with online form to be completed. *Action: Clerk to enquire if Working party formed yet*

10.17.19 Financial Matters

10.17.19.1 The following payments were approved:

Amount	Payee	Details	Cheque No.
£545.60	Caroline Emeny	Clerks Salary - September	000223
£35.77	Caroline Emeny	Clerks Expenses	000223
£1.60	H M R C	PAYE	000224
£6.75	David Long	Key cut at Timpsons Diss for n/board	000225
£1050.00 & vat	Waveney Tree Specialists	Invoice 417 re hedge cutting contract	000226
£440 & vat	Excite Solutions	Invoice 1016 re grass cutting	000227
£25.00	P D C C	Invoice OC 19 Q4 re Room hire	000228
£36.00 & vat	Mid Suffolk District Council	Difference in dog/litter bin invoicing	000229

10.17.19.2 To note £255 Cemetery income.

10.17.19.3 Note incorrect invoicing by BMSDC for dog bins. Invoice paid as noted above.

10.17.19.3 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 budget column for consideration was included in the circulation for consideration over the next two months.

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

Date Rec'd	From	Details	Actions if any
11/10	SALC	SALC AGM - Tuesday 26/11 - Blackbourne Community Centre, Elmswell, IP30 9UH, registration from 6.30pm for a 7.00pm start.	None
9/10	Mid Suffolk CAB	Mid Suffolk Citizens Advice Bureau Annual General Meeting - 10am Friday 15/11 - Stowmarket Community Centre, Hillside, IP14 2BD, 10am for a 10.30am start	None
Sept 19	SALC	SALC Annual Conference 18/11, Ipswich, 11-4.30pm	Clerk attending
17/8/19	Brome & Oakley PC	Palgrave Speedwatch equipment loan	Pending site assessment
13/9/19	Norfolk Minerals & Waste Local Plan	Preferred Options Consultation on the Norfolk Minerals and Waste Local Plan (M&WLP) will take place over a six-week period from 18 September to 30 October 2019 (inclusive)	No comments to pass on
19/10	Coffee Morning	To note Coffee Morning at PDCC 19/10 with Rural Coffee Caravan	Cllr Cooper and clerk attending

Various other SALC, Rural Bulletin and CAS newsletters

10.17.21 Palgrave Star – suggested content for next article to cover call for various volunteers, SIDs ordered, coffee morning, replacement bench, VE Day street party.

10.17.22 Matters for information

Laminated bus timetables were given to the Chair to put up.

Fly Tipping sign given to the Chair to put up.

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

10.17.23 Date of next meeting – The next meeting of the Parish Council is on Thursday 14 November 2019, 7.30pm at Palgrave Community Centre.

The meeting closed at 21.40 hours.

FINANCIAL REPORT – 17 October 2019

Current account Natwest Account No. Sort code

Statement Number 51 dd 01/10/19

	Bank statement balance	£63,857.98
including Precept	- Payments (cheques not cleared)	
	chq 221 Excite Solutions	-£528.00
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£63,329.98