



[palgravepc@gmail.com](mailto:palgravepc@gmail.com)

## **MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Wednesday 20 February 2019**

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

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

### **02.19.01 Apologies for Absence**

Apologies were received and accepted from Cllr M Brown and Cllr Quantrell.

### **02.19.02 Declarations of Interest and Dispensations**

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

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

### **02.19.03 Councillor Vacancies and Elections**

Note still 4 vacant positions available on the parish council. Clerk updated everyone on the procedures for the forthcoming elections on 2 May 2019. Nomination forms had been sent to all existing Councillors prior to the meeting, hard copies were available for non-internet users. The Clerk re-iterated the importance of the date on the forms which should not be dated prior to 12 March. Witnesses must be on the Palgrave electoral role which the clerk can cross refer against and she will complete the electoral register no. on the forms once handed back to her. The clerk has to physically hand in the nomination papers in Eye on 13 March. It was agreed that all Councillors would endeavour to get their forms to her at the Community Centre Conversation Café on Saturday 2 March between 10-12 am. The clerk confirmed papers and links were already on the website for anyone wishing to nominate themselves.

**Action:** Clerk to ensure missing Councillors have the papers in good time

### **02.19.04 Public Forum**

02.19.04.1 County Cllr Fleming reviewed her report and District Cllr Burn both reviewed their reports. See separate appendixes. Discussion regarding the various Highways issues is reported under 02.19.06.

02.19.04.2 Members of the public were present regarding two agenda items and were invited to speak at those specific points. Note comments under 02.19.09 and 02.19.20.

### **02.19.05 Minutes of the Previous Meetings**

02.19.05.1 The minutes of the meeting of 10 January 2019 were approved and signed.

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

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

02.19.06.1 **Update to Access only road** – County Cllr Fleming confirmed that following a review by the Head of Highways and Cabinet Member there was no support by them for a no-entry prohibition from the north into the access road due to highway safety, policy, and resource. Highways does not believe that it would help improve safety in this area. County Cllr Fleming subsequently met with officers to review options including the potential build-out scheme, the outcome of which is that while there is support for it, there is likely to be a loss of several car parking spaces due to the need to prevent parking on approach to the structure which in effect would introduce a very short one-way system (the number of spaces potentially lost was not confirmed but could be about 5 if parking must be prohibited by yellow lines). A build-out would be installed on the school side of the road meaning traffic coming south would give way to traffic from the north. The Parish Council does not approve a build out of this sort. She confirmed that Highways would want to undertake speed surveys at two points but it was unanimously agreed that speeding was not the issue on the Access Road so this was deemed a possible waste of resource. Illegal use of the Access Road is, and always has been, the main issue, and therefore the sheer

volume of traffic illegally using the road. County Cllr Fleming countered this by saying that speed surveys can determine the number of cars and larger vehicles using the road and thereby produce hard data which we do not have at the moment. The cost of the survey would come out of her Highways budget. It was noted by some Councillors that speed tests have been carried out on numerous occasions in the past. She also confirmed that the build out is supported by the school and governors as it is predominantly for their safety. No-one has any legal right to car park spaces and she finished by confirming that the build out is the only scheme that will attract Highways support. The specific reasons as to why Highways have ignored our proposal have still not been answered.

02.19.06.2 **Priory Road 'build out'** – County Cllr Fleming confirmed Highways concluded that the alterations have been narrowed to the greatest degree and angle possible to enable enough carriageway width for large and emergency vehicles, they could not have extended it more. County Cllr Fleming had personally looked at the works and believes it to be an improvement on what was there before although she admitted it does not in effect slow traffic to the extent hoped for. This was contrary to the view of residents and the school alike, who all agree that the changes make the road more dangerous, as vehicles are able to enter it at higher speeds than before because of the gentler curve, and the suggested route to cross the road is no improvement on what was there previously. Cllr Weston had looked at google earth photos taken prior to the work for evaluation purposes but the quality was not good enough to make any true comparisons.

Given the impasse on both of the above points (02.10.06 1 & 2), County Cllr Fleming has asked Highways to consider what viable methods they can suggest to improve safety around the school and reduce use of the access road, stressing that the school has voiced strong safety concerns over a long period of time which should not be lightly dismissed. Highways will conduct the speed surveys as minuted above and once complete the situation including all options for traffic calming can be looked at again with the benefit of hard data which has been lacking in the past.

02.19.06.3 **Update on request to extend the 30-mph zones** – Highways suggestion is to put in a 40-mph zone on the outer reaches of the village, and to maintain the existing 30-mph zones with no alterations thereto. According to their data there is no justification to extend the 30-mph speed limits at this present time. This led to a discussion as the reasons requested for the extension in the first instance which is partly to accommodate speed indicator devices (SIDs) at various entry points to the village which the Parish Council were previously could not be sited within the current 30-mph zones because of lack of visibility etc. This was a few years ago and it was suggested that the rules and regulations regarding the siting of SIDs has changed significantly. The clerk is to enquire as to the up to date regulations and report back.

**Action:** Clerk to investigate and report back

The Clerk confirmed she has updated all the outstanding matters as reported on the Highways Reporting Tool and it was agreed that a formal letter to Highways will follow attaching a copy of the table requesting timescales for the completion of the works. It was also noted that the rotating Community Speed Watch SID has not been in the village for some years ; clerk to ask why it no longer visits Palgrave.

**Action:** Clerk to contact Suffolk Road Safe team regarding the 2 points above and report back

02.19.07 **Update of all ditches, grass, hedge and footpath cutting incl village green, village pond and The Lows.** Clerk advised that blocked pipe on Millway Lane had been jetted out. It was solid but eventually the contractor managed to jet all the way to about 15 ft towards the pond. He could not get any further and estimated that the pipe had collapsed. The water is now flowing away. The contractor also cleared the nearby drain which was full of dirt. The ditch itself now requires digging out to ensure a good flow to the pipe and to any remaining soil/debris needs removing. A mechanical digger is required to do the job properly. Clerk has received one quote for this work which was quite expensive. It was agreed to look at other options before committing due to the cost involved.

**Action:** Clerk to liaise with Cllr Sneddon and to obtain further quotes

Village pond – the Palgrave Gardening and Social Group (PGSG) has recently paid for the pond to have a good 'short back and sides' which was an extensive task as it had not been cur since the Restoration Project. They cannot continue to fund the work required to keep the pond looking attractive and would like the Parish Council to consider including the pond in its annual maintenance budget. If it was trimmed back twice a year, the task should not be too onerous or expensive. The Parish Council accepted their concerns and agreed in principal to pay for its upkeep, with the matter being reviewed in four months' time and any action to be agreed at that time with regard to strimming etc.

**Action:** Clerk to inform PGSG accordingly

The Lows – Final clearing was carried out down The Lows at end Jan / beg Feb. It was concluded that the work carried out by the contractor was not what was expected and the volunteer work party had effectively done most of the work. The Parish Council would like to express its thanks to all involved in the volunteer work party under the stewardship of Ian McClintock who had done a fantastic job.

**Action:** Invoice currently being queried by the clerk and to report back

## **02.19.08 Planning**

02.19.09.1 The following planning application was approved

Ref	Location	Details
<a href="#">DC/19/00714</a>	Netherfields, Crossing Road	Erection of part single and part 2 storey extension following demolition of existing garage plus other works

02.19.09.2 There were no planning determinations received.

02.19.09.3 Any other planning matters that require urgent attention or for information :- Clerk advised that enforcement request no. EN/19/00028 was being carried out by BMSDC regarding the fencing on the Lion Road development: There was also an enforcement request no. EN/19/00068 made by a resident who complained to BMSDC regarding a vehicular access created at Kyoie, Priory Road. A member of the public presented his plans under [DC/0917/16](#) which included proposed changes to the application from a semi-detached property to a detached property. The Parish Council studied the plans and will consider it when they receive the official planning application through the correct channels.

## **02.19.10 Paths and Open Spaces**

02.19.10.1 Priory Wood –District Cllr Burn advised that two planning enforcement officers made a site visit a week ago and he is awaiting the outcome.

02.19.10.2 Footpaths –District Cllr Burn confirmed that the permissive footpath approval expired in October 2018. There is an anomaly on the plans as it shows a gateway. The path was moved two metres to allow the growth of the hedges. No further info available at this stage. It was agreed to remove both from the agenda - District Cllr Burn will update us when he has further information on either issue.

**02.19.11 Defibrillator** - Clerk advised that there had been an issue with the weekly testing process but this had been resolve. An additional 115 security tags had been received from the supplier and there was no cause for further concern. Signs were still o/s. The clerk confirmed the PCC agreed that a sign could be sited in the south porch of the church. The Lows was agreed as another site to put up a Defibrillator sign as it is such a popular walk. **Action:** Cllr Weston to put Defib signs up in the Church and The Lows

## **02.19.12 Reports from PC representatives on outside bodies**

02.19.12.1 Diss and District Neighbourhood Plan – Cllr Weston confirmed the plan was being scaled back into something more workable. In terms of Palgrave, our wish list consisted of a) control over the expansion of the village and b) investigating / allocating a site for a new primary school. The bulk of the work will be carried out by consultants who are experts in this field. No new Chairperson had yet been appointed.

02.19.12.2 PDCC –Cllr Long gave his report reviewing items on the minutes of the last meeting which can be found on the PDCC's website and in the Palgrave Star. Parish Council content within The Star was discussed. It was noted that the deadline for the next issue was today, therefore we are too late to submit anything. Cllr Long agreed to attend the next meeting but it was agreed to rotate it thereafter.

## **02.19.13 C I L (Community Infrastructure Levy)**

02.19.13.1. PIIPs (Parish Infrastructure Investment Plan) – an up to date list of ideas was given to all Councillors. The clerk will ensure she has guideline prices available for the forthcoming Conversation Café on 2 March. Cllrs Cooper and Quantrell will also be present that morning.

**02.19.14 Village Emergency Plan** – no update due to time constraints. Templates have been received.

## **02.19.15 Financial Matters**

02.19.15.1 The following payments were approved:

Amount	Payee	Details	Chq No.	Power
£528.00	Caroline Emeny	Clerks Salary	000188	LGA 1972 S112
£48.76	Caroline Emeny	Clerks expenses incl receipts	000188	LGA 1972 S111
£190.00	TSM Plumbing & Drainage	Pipe jetting on Millway Lane	000189	Public Health Act 1936, S260
£10.00	S.A.L.C	Clerk Election Training (1/3 cost)	000190	LGA 1972 S111

02.19.15.2 £260.00 Cemetery income with a further £260.00 to bank.  
Letters of thanks had been received from the two donations made after the last Parish Council meeting. It was agreed to make a donation in memory of Mr Edward (Ted) Ling c/o Rosedale Funeral Services payable to the Norfolk & Norwich Hospital for the Stroke and Neurology+ Units. Chq no. 000191 was issued using S137 powers.

**02.19.16 General Data Protection Policy (GDPR) and general Governance**

No further updated from the clerk at present. There will be some mandatory reviews required before the financial year end which will be presented at the next meeting.

**02.19.17 To invite quotes for any annual works / contracts to be awarded**

Clerk to request quotes for the annual grass cutting and to review the final year of the hedge cutting contract. Clerk to send hedge cutting specification to Cllr Weston for reviewing.

*Action: Clerk to obtain quotes and send spec to Cllr Weston*

**02.19.18 Spring Litter Pick** - Date agreed - Sunday 17<sup>th</sup> March, 10 – 12 noon. Clerk to liaise with Cllr Brown to see if he will co-ordinate as usual and to check if we need any equipment. Clerk already has spare rubbish bags. E-shot to be sent out to all subscribers. Possible refreshments in the Community Centre - clerk to query. Cllr Sneddon also involved in this task.

*Action: Clerk to action all points*

**02.19.19 Request from PCC re financial assistance with gate past at south entrance to churchyard**- clerk to ask local builder if he knows of any joiners who would be able to do the work on our behalf and to report back.

*Action: Clerk to obtain quote*

**02.19.20 Neighbourhood Watch (NW)** – Mr Sparks, as village co-ordinator for the last 5 years, provided an update to the Parish Council. There is only one NW sign at present in the village, plus a broken one on the Lows which is useless. He confirmed NW was about communicating with each other and our neighbours to help people to help themselves. He would like a NW sign on every main road in the village, about 6 in total. Planning permission is required where there are no current signs and Suffolk County Council appear to be dragging their feet in this regard according to the Suffolk co-ordinator.

**02.19.21 Eye Power Station** – the clerk confirmed that an environmental permit had been granted to Drax Power Ltd.

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

Date Received	From	Details	Fwd /Action
Jan – Feb 19	Palgrave Resident	Van jetwashing and leaving residue and parking and overnight parking issue	Clerk to write to resident.
31 Jan 19	Suffolk County Council	Changes to school travel from Sept 19	Emailed clerk to ensure information is on our website
18 Jan 19	BMSDC	Draft Housing land Supply document	Emailed- no action

**02.19.23 Palgrave Star** – too late for the March issue. Clerk to draw up a plan for the next 12 months.

**02.19.24 Matters for information**

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

**02.19.25 Date of next meeting** – Thursday 14 March 2019, 7.30pm at Palgrave Community Centre.

Meeting closed at 21.45