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## MINUTES OF ANNUAL GENERAL MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 16 May 2019

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

Also in attendance: County Cllr J. Fleming for some of the meeting; one member of the public

### **05.19.01 Election of Chairman**

Cllr Weston was unanimously proposed to be re-elected as Chair. The Chair signed the Declaration of Acceptance of Office.

### **05.19.02 Apologies for Absence**

Apologies were received from District Cllr Burn.

### **05.19.03 Declarations of Interest and Dispensations**

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

05.19.03.2 Cllr Long declared a Pecuniary Interest in item 05.19.12.1 on the agenda, specifically to application DC/19/01926. The Clerk reminded Councillors of the requirement to update their Register of Interests as appropriate once the link has been emailed to them. This is required to be within 28 days from the date of the election. The Clerk confirmed that she had expedited the log-in from the District Council in order to comply with the legislation.

### **05.19.04 Electoral/Councillor Membership**

05.19.04.1 It was noted there are currently 4 vacancies on the Parish Council and interested parties can be co-opted within 35 days from the date of the election (2<sup>nd</sup> May) without the need for a Notice of Vacancy to be published. This is the start of a new 4-year term for all Councillors.

### **05.19.05 The following appointments were unanimously agreed:**

05.19.05.1 Vice Chairman- Cllr Sneddon. The Vice Chair signed the Declaration of Acceptance of Office.

05.19.05.2 Responsible Financial Officer - the clerk, Caroline Emeny.

05.19.05.3 Personnel Committee – Cllr Weston, Cllr Sneddon and Cllr Cooper.

05.19.05.4 Cemetery Committee - Cllr Weston, Cllr Sneddon, Cllr Brown and Mr Phil Dyer as Cemetery Administrator.

05.19.05.5 Representation on the Diss and District Neighbourhood Plan Working Group (Two Councillors) – Cllr Weston and Cllr Cousins-Clarke.

05.19.05.6 Representation on Palgrave and District Community Centre (PDCC) – it was agreed that this would be undertaken on a rotational basis, but it was stressed that it must be taken seriously.

*Action: Clerk to ensure agenda and minutes are forwarded to both the Chair and herself in future so as not to miss any dates*

05.19.05.7 Representatives on St John's Liaison Group – Cllr Long and Cllr Cooper.

*Action: Clerk to confirm appointments in writing to all outside bodies.*

05.19.05.8 Planning Committee – it was agreed to defer this decision pending further advice.

### **05.19.06 Public Forum**

05.19.06.1 County Cllr Fleming reviewed her report (see attached appendix 1). She confirmed the speed / traffic surveys have been completed by Highways but the data was not yet available.

05.19.06.2 A member of the public who lives on the outskirts of Lion Road was present to discuss the 30 mph extended limits on the edges of the village. He was concerned the P.C. was not taking any further action in this respect. He said the accident black spot had impacted on his own life. He was asked to provide as much information as possible to the clerk so that it could be collated and discussed at the proposed Highways meeting. It was agreed that it was worth raising the speeding issue with St John's as well for their view on the matter. He was assured that the P.C. are keen to come to a

resolution with Highways and that it was high on their agenda. **Action:** Clerk to contact St Johns

**05.19.07 Minutes of the previous meeting**

05.19.07.1 The minutes of the meeting of 11 April 2019 were approved and signed.

05.19.07.2 There were several o/s matters arising from those minutes not covered elsewhere on this agenda as follows:

- a. Parking on the Green. It was agreed to set up a working party consisting of Cllrs Weston, Brown, Sneddon and Long, tasked with an action plan to review the parking around The Green. It was suggested the Commons Registration Map is required and a map showing where the missing bollards are – **Action:** Clerk to source both maps and forward asap so first meeting can take place
- b. Millway Lane ditch running down to the pond. Clerk has been unable to move on with this as awaiting further information re spoil removal etc as previously minuted.

**Action:** Clerk to contact Ian McClintock to ask that he get in touch with Cllr Weston to discuss further

**05.19.08 Meeting Calendar** for the for the 2019/2020 Council year was agreed. Committee Meetings to be arranged as required liaising through the Clerk. It was agreed to bring the July meeting forward by one day to facilitate the clerk. **Action:** Clerk to investigate if the PDCC is available or else the school

**05.19.09 Suffolk Highways, Speeding and Road Related Issues**

05.19.09.1 As advised by Suffolk County Cllr Fleming in minute 05.19.06.1 above, the data is not yet to hand.

05.19.09.2 Update on Speed Indicator Signs (SIDs) sites and related issues- it was agreed for Cllr Weston, Cllr Long and the clerk to meet on site on Tuesday 22 May to finalise proposed sites and submit paperwork to Highways.

05.19.09.3 Update on diversion route re closure of Stuston Bridge for 6 weeks from 10 June – clerk confirmed route published on roadworks.org taking traffic to the A140 / A1066 roundabout, through Diss.

05.19.09.4 Update on any other Highways related issues including drainage issues - The Clerk confirmed she had met with Highways at the Self-Help Event the previous day and had spoken with the Community Liaison Officer, Luke Merton and Cllr Mary Evans who both confirmed that we could have a meeting at their Rougham Depot to discuss the various issues. Cllr Weston, Cllr Brown and the clerk to attend. A date / time of 2pm on 7 June was agreed if Highways can confirm that date.

**Action:** Clerk to get in touch with Highways as a matter of urgency re date

This will give the Parish Council the opportunity to find a way forward with Highways over all the outstanding issues listed as follows:

<i>SID locations</i>	<i>Access Road</i>	<i>30mph extension east and west of the village</i>
<i>7.5mt signage for Crossing Road</i>	<i>Drains</i>	<i>Missing / broken signage</i>

Clerk to chase response from businesses re large lorries using Crossing Road and Denmark Hill.

**Action:** Clerk to expedite businesses

**05.19.10 Ditches, grass, hedges and footpaths**

05.19.10.1 Update of all ditches, grass, hedge and footpath cutting incl village green, village pond and The Lows including dead tree – Clerk confirmed that Andy Graham, Asst. Arboricultural Officer at BMSDC, had alerted SCC regarding the rotten tree at the start of The Lows and he advised them that they needed to carry out urgent work on the Lime tree in question.

The contractor carried out the first official cuts a few weeks ago and did a good job. However, the grass was already very long at that point thereby causing the job to take longer than planned. He suggested that a more regular schedule needed to be in place. It was agreed that Cllr Brown will diarise every 3 weeks in his calendar to review the grass as to when it next needs cutting.

**Action:** Cllr Brown to diarise and liaise with the Contractor each time and inform clerk of dates

05.19.10.2 Update from Highways re grass cutting and Self-Help Scheme - The Lows and Jobs Lane footpaths were already in need of a cut. Complaints have already been received regarding The Lows in particular. It was agreed the clerk could obtain urgent quotes and authorise under emergency work, to trim the Lows prior to SCC carrying out their scheduled cut which the clerk will expedite so we have a record of the due dates. **Action:** Clerk to get prices and chase SCC for scheduled dates

The Clerk advised she had attended the Highways Self Help scheme the day before which had met with a lot of scepticism by most of the attendees. The general feeling was that it was a means of Highways reducing their outgoings whilst pushing the work onto Parish Councils. The audience was assured by Highways that it was primarily about health and safety to enable volunteers and

contractors acting on behalf of Parish Councils to carry out the work safely, and to inform Highways of when works alongside any road are being carried out so as not to clash with their own programme.

**05.19.11 Paths and Open Spaces –**

Any further updates including Priory Wood – It was noted that the new estate has a tarmacked path leading to the footpath as part of the planning process. The Clerk had also received some correspondence regarding Priory Wood in terms of demarcation between the woodland and the new estate which had been raised through District Cllr Burn, who has confirmed he is still trying to resolve with BMSDC.

Refer to minute item above re further information on footpaths.

**05.19.12 Planning**

05.19.12.1 The following planning determinations were noted:

Ref	Location	Details
<a href="#">DC/19/01957</a>	Elm Vale Cottage, Denmark Hill	Amendment to roof proposed under extant permission 3262/16 (Erection of replacement stable block). Determination: Further information requested on the specific amendments
<a href="#">DC/19/01926</a>	Sarum, Lion Road	Erection of 2 storey side extension, demolition of garage, addition of cladding and fenestration works Determination: OBJECTION
<a href="#">DC/19/02225</a>	Land to rear of Kyloe, Priory Road	Application for reserved matters for approved outline planning permission re 4010/16 Determination: OBJECTION

05.19.12.2 The following planning determinations were noted:

Ref	Location	Application Details	Determination
<a href="#">DC/19/01264</a>	Orme House, The Green	Erection of a rear garden room	Planning permission granted
<a href="#">DC/19/01231</a>	1 Kimberley, Upper Rose Lane	Erection of a rear single storey extension	Planning permission granted
<a href="#">DC/19/00650</a>	8 Burlington Close	Conversion of existing double garage to living accommodation & erection of a single garage	Planning permission granted
<a href="#">DC/19/00932</a>	Land at Lower Rose Lane	Change of use to site 53 storage containers	Planning permission refused
<a href="#">DC/19/00926</a>	Woodside, Lion Road	Erection of a 2-storey dwelling	Planning permission refused

05.19.12.3 Any other planning matters that require urgent attention or for information –

Prior Approval has been granted re DC/19/01420 Bridge House Barns subject to conditions.

Outline Planning Permission Refused re DC/19/01424 Land opposite Home Cottage, Lows Lane.

**05.19.13 Cemetery and Churchyard –**

Any matters to note including update on broken branch in churchyard – **Action:** Cllr Weston to look urgently and report back if he is unable to carry out the work

**05.19.14 Defibrillator –** update on hard standing request –

**Action:** Clerk to contact home owner and ask her to remove any precious plants. Cllr Brown has some spare slabs which Cllr Weston will put in situ once plants removed

**05.19.15 Neighbourhood Watch –**

Clerk liaising with NP coordinator re list of streetlights and awaiting further progress.

**05.19.16 Parish Infrastructure Investment Plan (PIIP) –**

Clerk confirmed an abridged version will be in the June issue of The Star for further feedback.

**05.19.17 Governance**

05.19.17.1 The accounts for the year ending 31 March 2019 were approved. The annual CIL statement was approved and signed.

05.19.17.2 Section One (Annual Governance Statement) and Section Two (Accounting Statement) of the Local Council's Annual Return for the year ending 31 March 2018 were completed.

- 05.19.17.3 The statement of significant variances for year ending 31 March 2019 was noted.
- 05.19.17.4 Future training courses for clerk and councillors – the clerk is attending a planning course in July. Post-Election Councillor training was available, however the date clashes with the next Parish Council Meeting.  
The next SALC joint Mid Suffolk area forum is on Tuesday 11 June at Eye Town Hall at 7pm. The clerk, Cllr Weston and Cllr Brown to attend. **Action:** Clerk to send information to Cllrs Weston and Cllr Brown as reminder

**05.19.18 Financial Matters**

- 05.19.18.1 The Council's current financial statement was noted and a copy of the financial statement is appended to the minutes.
- 05.19.19.2 The following payments were approved:

Amount	Payee	Details
£557.23 & vat	Vertas Group Ltd	Last grass cut of existing contract
£547.20	Caroline Emeny	Clerks Salary
£25.50	Caroline Emeny	Clerks Expenses
£35.00	ICO	Annual subscription should be collected by direct debit

- 05.19.18.3 There were no receipts to note.
- 05.19.18.4 Update re o/s bill for Lows work carried out in January with a view to payment thereof – no further action at this stage.
- 05.19.18.5 The internal audit has been completed with a clean bill of health and the report circulated.
- 05.19.19 Reports from PC representatives on outside bodies**
- 05.19.19.1 Diss and District Neighbourhood Plan – Cllr Weston confirmed no real progress since the last update but the committee is confident that they are moving forward with the plan.
- 05.19.19.2 PDCC – update – no-one attended the last meeting. See minute 05.19.05.6 about future attendance. St John's - The next meeting is on 17 June.

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

Date Rec'd	From	Details	Action if any
April 19	Eye Town Council	Invitation to Mayors Parade 23 June 10.15am	Politely decline
April 19	Suffolk Police re SNT newsletters	Monthly newsletters to be a new county wide newsletter with sections for each area (East, South, West) and the SNTs within	for info only
May 19	Suffolk Constabulary	Survey completion required re changes in their operating procedures	Clerk to complete
May 19	Rural Coffee Caravan	To consider whether to request they come to Palgrave	Clerk to discuss parking with PDCC and then invite RCC to Palgrave
Spring 19	Suffolk View	Suffolk Preservation Society magazine	For distribution

- 05.19.21 Palgrave Star** – content for next article- which will be the July issue - Meetings calendar.
- 05.19.22 Matters for information**  
There were no urgent matters brought by the Chairman, Councillors or Clerk.
- 05.19.23 Date of next meeting(s)** – The next Meeting of the Parish Council is on Thursday 13 June 2019, 7.30pm at Palgrave Community Centre.

Meeting closed at 2200 hours