



palgravepc@gmail.com

MINUTES OF MEETING held at Palgrave Community Centre at 7.30 pm on Thursday 9 January 2020

ACTION

Present: Cllrs Brown, Collins, Cooper, Cousins-Clarke, Long, Sneddon and Weston.		
In attendance: No members of the public and District Councillor David Burn for some of the meeting.		
01.09.01	Chairman's welcome – The Chair welcomed everyone to the meeting.	
01.09.02	Apologies for absence- a) Apologies were received and accepted from County Cllr Fleming who is currently on leave.	
01.09.03	Declarations of Pecuniary and local non-pecuniary Interests and dispensations a) There were no declarations of pecuniary, and local non-pecuniary interest(s). b) There were no requests for dispensations.	
01.09.04	Note there are still 4 Vacancies on the Parish Council.	
01.09.05	The minutes of the Parish Council Meeting held on 12 December 2019 had an addendum added after which they were unanimously agreed by all present, as follows:- Amendment to Page 3 Item 12.12.17 re Points 1 and 4:- With regard to the representation referred to at 4, an early indication be given that the PC is not in favour of approving the site north of Lion Road for development in the Diss and District Neighbourhood Plan. This opposition is consistent with the Parish Council's own representation in respect of the Babergh Mid Suffolk Local Plan Preferred Options document referred to in 1 above i.e. it is opposed to any new sites being added over and above the quota for new housing as this has already been met. The amended minutes were then signed as a true and accurate record by the Chair.	
01.09.06	There were no matters arising from the minutes of the meeting of 12 December 2019 not covered elsewhere on the agenda. The Clerk had received thanks from the previous cemetery administrator for his gift and card.	
01.09.07	Public Forum -to receive reports for information <ul style="list-style-type: none"> • County Councillor Jessica Fleming – no report available as on leave. • District Councillor David Burn wished everyone present a Happy New Year. There were 2 monetary matters he wished to report on as follows: <ol style="list-style-type: none"> a) Locality Budget grant – the rules are quite specific about how this can be spent. Applications must be received by end January with the money spent in the current financial year. As the PC cannot provide any costings / quotes at this stage for the Highways work they would like a contribution to, no funds can be allocated at this time. It may be possible to apply for money next year once the PC has received more information from Highways. b) The Assisted Living Grant has been increased from £30K to £40K. This provides money to enable individuals to adapt their homes so that they can remain in them for longer. It is not means tested and covers both private and social housing. Could we please advertise by word of mouth and include in the Palgrave Star. <p>MSDC is continuing to support the Citizens Advice Bureau (CAB) and have committed to a minimum of 3 years, thus giving the CAB some continuity. SCC have committed to supporting them for the next 2 years, but are dividing the current annual level of support equally over this period i.e. 50% per annum. At this point the Chair apologised as he had to leave the meeting due to an emergency.</p>	Clerk

	<p>The rest of the meeting was chaired by the Vice Chair.</p> <ul style="list-style-type: none"> • Members of the public – there were no members of the public present therefore no matters of concern raised. • Members of the public (not present) - the clerk had received one item of concern regarding the unacceptable quality of the work carried out by Highways when resurfacing the roads. The Clerk will take this up with County Cllr Fleming on her return from leave. 	Clerk															
01.09.08	<p>To consider matters relating to planning for Palgrave</p> <p>a)The following planning applications were considered:</p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Location</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>DC/19/05804</td> <td>Netherfields Crossing Road Palgrave</td> <td>Erection of part single/ part 2-storey extension following demolition of existing garage & workshop, erection of single storey extension to replace existing conservatory, insertion of 1 no. window to existing South-East elevation and erection of single garage to the front of the dwelling. The Parish Council voted to approve the above application.</td> </tr> </tbody> </table> <p>b)The following planning determinations were noted:</p> <table border="1"> <thead> <tr> <th>Ref</th> <th>Location</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>DC/19/05134</td> <td>Barn 1, Bridge House Barn, Denmark Bridge</td> <td>Renewed application for Change of Use from Agricultural to Dwelling Use due to variance in glazing; Prior Approval given subject to various conditions.</td> </tr> <tr> <td>DC/19/05253</td> <td>Goldcrest Cottage, The Green</td> <td>Erection of a single storey orangery with lantern roof following demolition of existing conservatory: Planning Permission granted.</td> </tr> </tbody> </table> <p>c) Any other planning matters that require urgent attention as follows:- Planning enforcement reference EN/19/00562 re 2 Lime Close. The clerk has queried whether the extension is allowed under permitted development and is awaiting a response from MSDC. The clerk reported the 2 x large road signs at the old Woodyard to MSDC who have passed the query onto Highways generating report no. 00263657. She voiced concern that MSDC should still have looked at this in more detail due to the rules and regulations regarding signage irrespective of whose land the signs are on. MSDC have said the signs are on Highways land therefore it is their problem. District Cllr Burn expressed concern at this and will look into the matter. Clerk to send him the relevant information.</p>	Ref	Location	Details	DC/19/05804	Netherfields Crossing Road Palgrave	Erection of part single/ part 2-storey extension following demolition of existing garage & workshop, erection of single storey extension to replace existing conservatory, insertion of 1 no. window to existing South-East elevation and erection of single garage to the front of the dwelling. The Parish Council voted to approve the above application.	Ref	Location	Details	DC/19/05134	Barn 1, Bridge House Barn, Denmark Bridge	Renewed application for Change of Use from Agricultural to Dwelling Use due to variance in glazing; Prior Approval given subject to various conditions.	DC/19/05253	Goldcrest Cottage, The Green	Erection of a single storey orangery with lantern roof following demolition of existing conservatory: Planning Permission granted.	Clerk
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01.09.09	<p>Highways, Speeding and Road Related Issues:</p> <p>a) Clerk confirmed she received a reply today from David Chenery at Highways as follows:- “Regarding Lion Road bend I’ve asked our design team for an estimate to replace the posts and chevron signs on the current 2 locations and for a further chevron on the grass area as requested. I’ll advise you of the costs in due course. Regarding the proposed changes to Priory Road (east side of the school) I’m just drafting the design brief and will forward a draft for your ok.” The Clerk will ensure County Cllr Fleming is kept up to date to try and move things along.</p> <p>b) Update on SIDs / Volunteers: Clerk confirmed all volunteers bar 2 are able to make the meeting on 6th February. Alternative arrangements will have to be made for them. The Chair is contacting a volunteer to assist with the unpacking and checking of the SIDs etc. The clerk confirmed she had received a complaint about the location on Denmark Hill. She explained she had requested Highways to inform her when the contractors were on site but this did not happen, hence the slight anomaly in the siting which she felt the P.C. need to correct asap. It should be sited to the left of Hillside as you leave that drive with the 2 brick posts. At the moment it is to the right of the drive. Cllr Brown to contact a local handyman to have it moved as a matter of urgency. Cllr Brown was given the necessary images to pinpoint correct location.</p> <p>c) Any other Highways issues for discussion including spate of recent reporting issues: The clerk to expedite all o/s matters on the reporting tool as well as the complaint minuted under 01.09.07 above with County Fleming on her return from leave. Highways had replied regarding</p>	<p>Clerk</p> <p>Chair to contact</p> <p>Cllr Brown</p> <p>Clerk</p>															

	the broken school sign (report 253125), that with ever decreasing budgets it may be some time before the sign is repaired.	
01.09.10	<p>Ditches, grass, hedges and footpaths:</p> <p>a) Clerk confirmed invitations to tender have been sent out for both the grass and hedge cutting to at least 4 companies. She requested their quotations by end January so decisions can be made at the February meeting.</p> <p>b) Any other matters relating to the above:- It was noted the The Lows was overflowing again and that the underground pipework needs urgent maintenance and replacing. It was noted that volunteers had offered to carry this work out but Councillors felt that it was a large job which needs to be done professionally with workmanship guarantee. Clerk to research previous price through the minutes / records and request an updated price. Due to the cost this needs to be put out to tender. All PCs to consider suitable companies the clerk can approach for a price and revert back to her asap.</p> <p>It was also noted that FP4 between Millway Lane and Lion Road is now completely unwalkable. FP12 (Jobs Lane) is very difficult to walk as the grass is very long.</p> <p>Clerk to report both of these to our Public Rights of Way Officer.</p>	<p>Clerk</p> <p>All PCs</p> <p>Clerk</p>
01.09.11	<p>Open Spaces and Village Green:</p> <p>a) Update from meeting with MSDC Public Rights of Way re proposed works on The Green; The points were summarised as follows – It was agreed to concentrate on the worst bits of The Green rather than the whole Green as per the recent Draft Plan. Article required in Star reminding of responsibility to protect the Village Green from damage etc and parking. MSDC looking at possible additional bollards as a protective measure to more areas. Various houses to be written to in regard to parking. MSDC to investigate status of small grass triangle to northern end of green at entry to Lows Lane and report back. Letter required to the school as part of this process. MSDC to report on the lopping of protected lime trees to the Tree Officer. MSDC to come up with a fully costed scheme. Consideration is then to be given to sources of funding. The Clerk confirmed she had written to Mrs Thorndyke and had received a reply which was read out.</p> <p>b) The Clerk confirmed The Green has now been listed as an Asset of Community Value.</p> <p>c) Update on Apthorpes bench on manorial waste opposite the church –the Chair is still to remove the bench whilst retaining the inscription section.</p>	<p>Clerk to action all points where relevant.</p> <p>Chair</p>
01.09.12	<p>Cemetery and Churchyard – The clerk confirmed there are 2 imminent interments and confirmed all actions and necessary liaising carried out in regard to these.</p> <p>The trailer was reported to the police who contacted the clerk. No-one knows who it belongs to. The police reported it to MSDC for further action. Clerk to send relevant info to County Cllr Burn so he can investigate further. It was agreed to purchase a No Overnight Parking sign for erecting at the cemetery as a first step. Note post meeting 13/1/20 Trailer removed.</p>	<p>Clerk</p>
01.09.13	<p>Parish Infrastructure Investment Plan (PIIP)– To review spending plans / projects</p> <p><i>Bird and bat boxes</i> – a parishioner contacted the clerk about this item. Her friend may be able to offer advice about type and locations etc -they are going to walk the routes and report back to the Clerk who will update the PC when feedback received.</p> <p><i>Petanque area at the PDCC</i> – no response received via the Palgrave Star article on this project so no further action at this stage until feasibility proved.</p> <p><i>Tourist Information Board</i> – Clerk had a brief discussion with JMc about this. She suggested siting it near the existing Apthorpe’s bench. This location was unanimously approved by the PC. We will need Highways permission to site on their land. Cllr Cousins-Clarke is keen to be involved in this project. Clerk to update JMc and arrange date for initial meeting after holidays.</p> <p><i>Lows Footpath improvements</i> – suitable area identified as past the underground pipe, on the right-hand side where the old lane was - the ground is quite flat and shaded, looking towards Diss. It is ideal as approximately halfway along the length of the Path. It was suggested that a recycled wood effect bench be installed similar to the ones on the playing field. Note a bin will also be required. Clerk to enquire with Mrs Bootman re benches and with Highways re emptying of the proposed bin.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<i>Jobs Lane</i> – suitable site identified where the path meets the open field with views into the open countryside and the railway track. Similar bench to the Lows as suggested above.																	
01.09.14	Village Emergency Plan – the clerk confirmed she has started the process having been in touch with the Emergency Planning Officer who would like to meet up to discuss. Template begun awaiting his further advice in order not to overcomplicate it. Clerk to liaise with PDCC as the community centre is the obvious place of refuge in the event of an emergency and to put a piece in the Palgrave Star about volunteers for the Plan.	Clerk – various points																
01.09.15	Neighbourhood Watch – Awaiting Highways approval before purchase can go ahead.																	
01.09.16	75 th Anniversary of VE Day Weekend of 8/5/2010 – The first meeting is taking place next week, Clerk to resend VE link to our representative.	Clerk																
01.09.17	Reports from PC representatives on outside bodies: a) Diss and District Neighbourhood Plan - Cllr Cousins-Clarke confirmed she was unable to attend the last meeting. Cllr Weston will attend the next meeting. She has reviewed various documents for the DDNP. Funding has been successful with approx. £9K received to cover consultants' fees etc. b) PDCC – the next meeting is 15 January so no update as yet. c) Village Liaison Group – Clerk confirmed she had passed on St John's House request for more involvement from the School and the PCC to both parties. Request could also be put into the Star, space permitting, for any parishioners who wish to get involved or learn more about it.	Clerk																
01.09.18	General Governance- The Policy for Financial Support, Grants and Awards was reviewed. This hasn't been updated since May 2016. The Clerk highlighted that we are not adhering to the timetable set out in the policy so will ensure it is carried out on time in future. Annual donations will be reviewed in February but should have been considered alongside the Policy requirements in December. It was agreed to include 'a copy of their accounts to be submitted if appropriate' under item 4. The Policy was unanimously adopted subject to the discussed amendments. Clerk to update.	Clerk																
01.09.19	Finance – a) The following payments were approved: <table border="1" data-bbox="320 1205 1235 1357"> <thead> <tr> <th>Amount</th> <th>Payee</th> <th>Details</th> <th>Cheque No.</th> </tr> </thead> <tbody> <tr> <td>£718.73</td> <td>Caroline Emeny</td> <td>Clerks remuneration</td> <td>000239</td> </tr> <tr> <td>£24.47</td> <td>Caroline Emeny</td> <td>Clerks expenses</td> <td>000239</td> </tr> <tr> <td>£60.18</td> <td>H M R C</td> <td>PAYE</td> <td>000240</td> </tr> </tbody> </table> b) The following receipts were noted: Cemetery income £450, Vat refund of £2092.37. c) The Financial report including the bank reconciliation for the period ending 31/12/19 was received and signed by the VC.	Amount	Payee	Details	Cheque No.	£718.73	Caroline Emeny	Clerks remuneration	000239	£24.47	Caroline Emeny	Clerks expenses	000239	£60.18	H M R C	PAYE	000240	
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01.09.20	Clerk's Report – there was nothing to report on as traditionally a very quiet period. To note the following correspondence previously circulated for information: <table border="1" data-bbox="261 1585 1406 1753"> <thead> <tr> <th>Date</th> <th>Detail</th> <th>Actions, if Any</th> </tr> </thead> <tbody> <tr> <td>28/11</td> <td>Great British Spring Clean dates 20 March - 13 April 2020</td> <td>Set date for 2020- Clerk to contact Cllr Brown to agree date and advertise it.</td> </tr> <tr> <td>3/1</td> <td>MSDC Town & Parish Council Liaison Meeting, Stowmarket</td> <td>Clerk attending</td> </tr> </tbody> </table> Various Community Action, Rural Bulletin and SALC newsletters	Date	Detail	Actions, if Any	28/11	Great British Spring Clean dates 20 March - 13 April 2020	Set date for 2020- Clerk to contact Cllr Brown to agree date and advertise it.	3/1	MSDC Town & Parish Council Liaison Meeting, Stowmarket	Clerk attending								
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01.09.21	Palgrave Star – assisted living grant, litter pick, St Johns. emergency plan, The Green.	Clerk																
01.09.22	There were no urgent matters and matters for information.																	
01.09.23	Date of next meeting – Thursday 20 February, 7.30 pm, in the main hall The meeting closed at 9.20 pm.																	

FINANCIAL REPORT – 31 December 2019

Current account Natwest Account No. Sort Code Statement Number 54 dd 30/12/19

	Bank statement balance	£56,329.01
including Precept	- Payments (cheques not cleared)	
	no cheques outstanding	
	RECONCILES WITH ACCOUNTS BALANCE AS PER SPREADSHEET	£56,329.01