

Present: Councillors E Bootman, M Bootman (Chairman), M Brown (arrived 20.43), E Collins, W Cooper, M Sneddon, V Pudney, N Weston. Also in attendance Sarah Foote (Clerk), District Councillor David Burn and one member of the public (left 21.20).

1. Election of Chairman

It was unanimously agreed to elect Cllr M Bootman as Chairman. The newly appointed Chairman duly signed the Declaration of Acceptance of Office.

2. Election of Vice Chairman

It was unanimously agreed to elect Cllr V Pudney as Vice Chairman.

3. Apologies for Absence

Apologies were received from Cllrs Charman and Gibbons and accepted by the Council. It was noted that Cllr Brown would be arriving late and that County Councillor Fleming had offered her apologies.

4. Declarations of Interest and Dispensations

There were no declarations of pecuniary and non-pecuniary interests or requests for dispensations. Members were reminded of the requirement to update their Register of Interests as appropriate.

5. Public Question Time

5.1 Reports from County Councillor Jessica Fleming and District Councillor David Burn.

A report supplied by Cllr Fleming was read by the Clerk. The report detailed the new Community Transport service and dates of drop-in sessions to find out more.

Cllr Burn referred to the latest edition of the Town and Parish Council newsletter. Details of District Council's offer on compost bins, as may have been publicised in the Parish, would be advertised in The Star. **Action: Chairman.** Cllr Burn confirmed that his future reports would only contain information relevant to the parish unless he was specifically asked to report on a certain matter.

6. Minutes of last meeting

6.1 To consider acceptance of the minutes of the meeting of 14 April 2016.

It was unanimously agreed to accept the minutes of the meeting of 14 April with one typographical amendment to a name.

6.2 Matters arising from the minutes of the meeting of 14 April 2016.

4.16.5.1 – Windturbine. This would be discussed as part of meeting.

04.16.7.1.2 - Churchyard tidy had been organised for 14 May

04.16.8 iv – Planning Changes. A response had been submitted on behalf of the Parish Council

04.16.8.v – Diss Town Council Joint Neighbourhood Plan. A response had been sent.

7. Appointments

The following appointments were unanimously agreed:

7.1 *Responsible Financial Officer* - Sarah Foote

7.2 *Personnel Committee* (Vice Chairman and Three Councillors) – Cllrs Pudney (Committee Chairman), Gibbons, Charman and Elaine Bootman.

7.3 *Cemetery Committee* (Chairman, Vice Chairman, Two Councillors and Cemetery Administrator) – Cllrs Pudney (Committee Chairman), Mike Bootman, Sneddon, Weston, and Mr Phil Dyer as Cemetery Administrator.

Action: Terms of reference for this committee to be agreed.

7.4 *Representation on Palgrave and District Community Council* (PDCC) – it was agreed the newly appointed Chairman, Cllr M Bootman, would represent the Parish Council at a Special General Meeting on 17 May and that Cllr E Bootman would be appointed as the Parish Council representative on the PDCC and that the term would be for the whole Council year i.e. to 17 May 2017.

7.5 *Representative on Turbine Working Party* - Cllr Mike Bootman

7.6 *Representatives on Joint Working Party (Play Area) (Three Councillors) - Cllrs Elaine Bootman, Cooper, Charman.*

7.7 *Representatives on St John's Liaison Group (Two Councillors) - Cllrs Cooper and Weston.*

7.8 *Representative(s) for Joint Neighbourhood Plan - Cllrs M Bootman and Weston.*

A revised list of Councillors individual responsibilities would be compiled and published on the website. **Action: Clerk.**

8. Meeting Calendar

The 2016/2017 Meeting Calendar was approved and would be published on the website. **Action: Clerk.**

9. Planning

9.2 The following planning determination was noted:

Ref	Location and Details	Determination
08321/16	Pond View Cottage, The Green - erection of first floor extension over existing lean to extension	Planning Permission GRANTED

9.3 Any additional planning matters which require attention.

Application Ref 2004/16 – Wood Cottage, Denmark Hill had been received since publication of would be considered at the next meeting.

10. Financial Matters

10.1 Council's current financial statement – a report was provided by the Clerk and is appended to the minutes. The report confirmed the bank balance as £33,184 and that the first instalment of Precept (£6,950) had been received.

10.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£262.59	Sarah Foote	Locum Clerk Salary – May 2016	000032	LGA 1972 S 112
£2268.93 inc £378.16 VAT	Greenbarnes Ltd	Supply of Notice Board (Order No. 15-16.12, Minute 03.16.7.11	000033	LGA 1972 S 111

10.3 Transparency Code Fund

It was agreed an application would be made to the NALC (via SALC) Transparency Code Fund for the financial year commencing 1 April 2016 to mitigate against the costs of maintaining a website and publishing documents in order to be Transparency Code compliant. **Action: Chairman and Clerk to make application.**

11. Palgrave and District Community Council revised Constitution

11.1 To consider the latest version (draft 9) of revised Constitution and Resolutions for the Special General Meeting on 17 May 2016. The Parish Council's previous comments on the amendments to the Constitution had been submitted to the PDCC and a response had been received (appended to Minutes for clarity of the following)

11.2 To agree the Parish Council vote on each Resolution for the above meeting. It was agreed the Chairman would relay the following agreements at the Special Meeting on 17 May 2016.

Resolution one – vote in favour that the organisation is renamed. That the names should then be considered as a separate resolution.

Resolution two – had been amendment to deal with much of what the Parish Council were concerned about but did not deal with treatment of assets. It was agreed that the constitution should define who owns what assets and how they would be deal with on dissolution (particularly relevant to play equipment).

Resolution Three – if the Executive Committee accepted the comments the Parish Council had submitted then the Chairman would vote in favour of this resolution. Regarding changes to membership it was agreed the vote should be against.

Resolution Four – it was agreed to propose an amendment that there should be external members on the governing body and they should outnumber internal members and that the Executive Committee be renamed to Management Committee.

20.43 Cllr M Brown arrived

12. Cemetery and Churchyard

Cemetery:

12.1 To agree scope of tree works at Cemetery and seek quotations for consideration at next meeting.

This work had previously been considered and included in the budget as the roots of the now mature trees were lifting existing memorials and, if not dealt with, would make digging graves in the lower section of the Cemetery extremely difficult. As discussion took place on if all trees, which currently separated the consecrated and non-consecrated areas, should be removed and if so what could be planted as a replacement. It was agreed to remove (subject to TPOs) all of the trees on the west side of the consecrated ground, adjacent to the burial plots, and replace with rose hedging in some form. **Action:** Quotes to be sought for the removal of the trees, stump grinding. Advice to be sought on the most appropriate type of rose for the situation. Quotes to be sought for the supply and planting of said rose hedging.

12.2 To agree course of action regarding communication with Diocese regarding loss of burial plots in consecrated section of Cemetery. It was agreed to re-contact the Diocese to request a new, and updated, plan as space was limited due to hedging. **Action:** Mr P Dyer to be requested to seek advice on the procedure when attending the SALC Cemetery Management training.

12.3 The increase in cost of supplying/laying gravel at Cemetery Car Park (£100 Agreed at last meeting. £130 Revised amount) was agreed. The Chairman would write and thank the volunteers involved with this project. **Action: Chairman.**

Churchyard:

12.4 It was agreed to pay Mid Suffolk District Council a fee of £30 plus VAT to clear waste from Churchyard Tidy up on 14 May. **Action: Chairman to issue order for works.**

13. Paths and Open Spaces

13.1 To receive a report on Footpaths and Rights of Ways

A parishioner's letter and map were referred to. To progress ongoing issues, review new sections of footpath, any deficiencies, and opportunities for new rights of way, it was agreed to constitute a Footpaths Working Party Cllrs Marion Sneddon, Mick Brown and Val Pudney and Janet Lockett and Ian McClintock (two members of the public) were duly appointed to the Working Party. Cllr Brown would chair the Working Party.

13.2 To receive a report from Action of Dog Waste (Mid Suffolk District Council) - Literature from Mid Suffolk District Council on Dealing with Dog Fouling, was considered. It was asked if MSDC had any initiatives, or were prosecuting people? The District Councillor responded that they were not. **Action: District Councillor would find out more and the matter would be considered further at a future meeting.**

13.3 To consider location of a dog litter bin in the centre of the village at a cost of approximately £150. It was noted there was currently no dog bin in the centre of the village. It was agreed a suitable location could be for the bin to be attached to the existing concrete post at the front of the manorial waste, near the bus shelter, that formerly supported the sign for the public house. **Action Clerk to contact Highways (landowners) and check for permission to site bin.**

14. Roads and Traffic

14.1 To note response from Suffolk County Council Highways to the delays in dealing with the flooding by the pond, green and in Lows Lane. To consider a further response from the Parish Council.

MSDC had cleaned and swept Lows Lane and gully cleaning would now be carried out every nine weeks instead of nine months. Suffolk County Council Highways would work on a long term solution to the drainage problems in this area. It was also reported, with concern, that there were numerous potholes in the parish and no action was being taken by Suffolk County Council Highways. All in attendance were encouraged to use the online reporting tool (www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/potholes/report-a-pothole).

14.2 The Chairman had corresponded with Suffolk County Council Highways on areas of ongoing concern, particularly Denmark Hill, and the general lack of discourtesy in failing to respond to Parish Council reports.

14.3 To note response from Suffolk County Council Highways regarding new footpath and traffic calming measures for Lion Road. A letter had been received from Suffolk County Council but did not detail what they could do to make sure people using the footpath on south side would do to get to the north side. The problem was still present and need to be addressed to ensure that people could get across the road safely. Chairman to write to Cllr Finch, Cabinet Member for Highways and Transport. **Action: Chairman**

21.10 member of public left the meeting.

15. Governance

15.1 To note amendments to revised model Standing Orders and consider adoption. It was noted that section 18 needed to be amended but also work on whole document to completed as a final document for council.

Action: Clerk and Chairman.

15.2 The updated version of Financial Awards Policy was accepted pending the insertion of the number of electors.

15.3 It was noted that the Parish Council had been selected for the intermediate review questionnaire (additional audit points 5% sample) by external auditors (BDO). The Clerk provided the Council with further details of what would be required.

15.4 To consider matters relating to Parish Council email address and to consent to change of email address. This matter was brought to Councillors attention and deferred pending further investigation into the most appropriate format. **Action: Clerk and Chairman.**

16. Reports

To receive reports from the following/on the following matters:

16.1 Neighbourhood Watch signage

It was noted that changes in local policing provision would result in more being devolved to volunteers. The Parish Council had powers to purchase signage and CIL money could be used for this. Where to site the signs would need consideration. It was agreed to add this to the works programme. **Action: Clerk and Chairman.**

16.2 Community Led/Neighbourhood Plan

This initiative had been considered at the Annual Parish Meeting and those in attendance were supportive of the concept. This would be pursued by the Parish Council in due course and possibly in relation to Diss Town Council Neighbourhood Planning.

16.3 Palgrave and District Community Council

Cllr E Bootman attended the May meeting and heard that the community cinema going from strength to strength. The bar continued to thrive and would be opening from 6.30 every Friday instead of 8.30 and Sunday opening was being considered. The Star was being printed in a larger font size as comments had been taken on board.

16.4 Joint Working Party (JWP) Play Area

A parishioner completed London Marathon raising over £550 for play equipment. Chocolate bingo raised over £300 with 60 people attending. Meeting had been held to progress the organisation of family fun day in June. Meeting would be held with MSDC Funding Officer and applications had been made to other funds such as Jewson's Community Fund for building materials. Design and Access statement being prepared, planning application should be made early June. County Council funding still to be pursued.

17. Correspondence

To note the following items of correspondence received since the last meeting and agree action as appropriate:

Date Received	From	Details
05.05.16	Mid Suffolk District Council	Town and Parish Newsletter – May 2016 edition
28.04.16	Mid Suffolk District Council	Re-opening of Brome Community Recycling Centre
27.04.16	Suffolk Association of Local Councils	Transparency Fund 2016/17 Applications
25.04.16	Suffolk Association of Local Councils	LAIS 1389 Governance and Accountability Guide 2016
20.04.16	Mid Suffolk District Council	Notification of Parish Liaison Meeting – 9 June, Needham Market

18. Matters for information

Cllr Weston reported a crack in north side of church wall. A professional opinion would be sought. **Action: Cllr Weston.**

19. Date of next meeting

Thursday 9 June 2016 at 7.30 pm Palgrave Community Centre.

20. Pursuant to the Public Bodies Admission to Meetings Act (1960) that meeting will be closed to consider commercially sensitive items which relate to the relocation of the Wind Turbine.

A report was given by the Chairman. A meeting had been held of the Turbine Working Party members to consider requests made by landowners and the PDCC's response. In due course, and when agreement had been

made with all parties, a full and open explanation would be placed in The Star or by door-to-door circulation. A fuller explanation would be provided to neighbouring properties.

22.06 Cllr Pudney left the meeting.

22.07 Meeting closed.

APPENDIX TO AGENDA ITEM 11.2

Resolution 1 - This is to decide whether or not to agree to a change of name and includes two alternative titles. However, the way it is structured recommends a change of name BUT does not provide for the supplementary decision, if approved, to determine which of the two names it should be changed to.

Resolution 2 - Thank you for agreeing to reinstate a clause that should never have got 'lost'. In connection with the insertion of jointly funded assets in draft clause 21.3 (Resolution 2 b) iii) there is no proper definition in either draft clause 18 or earlier in 9.2 as to what constitutes 'property' or 'assets' and especially 'jointly funded property' other than 9.2 (1) refers solely to the property belonging to the charity. Further, the construct of draft clause 21.3 implies that jointly funded property can also be used to satisfy debts and liabilities and may also be transferred to a third party. This is too vague and especially so when considering specific items already funded by the Parish Council or possibly by any other third party and the future provision of e.g. equipment for the Play Area. Further discussion, clarification and a proper definition is essential here.

Resolution 3 - The 1972 decision was a very long time ago and probably based on the facility being for Palgrave residents and possibly those from Thrandeston. Without seeing it there is a possibility that it was an invitation to subscribe rather than a subscription - one can subscribe to the erection of a statue for example but one cannot be a member of it. The present system is and has always been inequitable in that residents of Palgrave have paid through the Precept in addition to any levied subscription and so in reality their true contribution to the PDCC is greater than that of any 'member' resident outside of Palgrave Parish but the recreation ground is specifically provided for them. There are few if any other village halls locally that require membership for the residents of the Parish in which they lie. Further it is the Parish Council's adopted policy that it will not make financial awards to organisations having closed membership and it will remain concerned if the benefit accruing from any awards is substantially for those not residing in the Parish. Several alternative models have been suggested but the PDCC has been unwilling to engage in discussing them. Finally clause 2.1 defines by explicit mention that the Council is established 'for the benefit of the inhabitants of Palgrave and its neighbourhood, in the County of Suffolk' thereby excluding Norfolk!

Resolution 4 - The inclusion of the original clause 14 as draft clause 18 (i) confirms that the recreation ground is to be held in trust for the inhabitants of the Parish of Palgrave but the membership restrictions mean that they have no given right to any say in how it is managed. Further there is no oversight by any external organisation to ensure that the primary aims and objectives of the trust are adhered to. Further there is a distinct possibility that the management structure could be filled by persons or a majority thereof from outside Palgrave which leads to a potential risk that the rights of Palgrave residents are ignored.

Notice and Attendance - the existing Constitution in clause 11.3 and the revised draft provide for non-members to attend with no provision to bar them from attendance only from speaking and/or voting at the chairman's discretion:

‘Only Ordinary Members and Representatives of Member Organisations shall be entitled to attend, make representation or vote on any resolution at any Annual General Meeting or Special General Meeting. Non-members may attend, but will not have any voting rights, or be able to make representation, unless at the discretion of the Chairman. ‘

DRAFT