



MINUTES of MEETING held at Palgrave Community Centre at 7.30 pm on THURSDAY 13 October 2016

www.palgrave.onesuffolk.net

Present: Councillors E Bootman, M Bootman (Chairman), M Brown, K Charman, E Collins, W Cooper, J Gibbons, V Pudney (left 21.59), M Sneddon . Also in attendance Sarah Foote (Clerk), District Councillor David Burn (left 21.59), County Councillor Fleming (left 19.49) and four members of the public.

10.16.01 Apologies for Absence

Apologies were received from Councillor Weston and accepted by the Council.

10.16.02 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. The Chairman reported that he had been appointed Vice Chairman of the Mid Suffolk North SALC Area Meeting and to the SALC Board and that he had updated his Register of Interests accordingly. Cllr Gibbons confirmed the details of his membership of the PDCC and that he did not have a pecuniary interest in the PDCC.

10.16.03 Public Forum

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

Suffolk County Council - Councillor Fleming gave her report as appended to the minutes. Thursday 20 October at 2.30 was offered as a site meeting to discuss the 'Access Only' Road traffic calming. The Chairman would attend.

Cllr Brown asked about a meeting that was held in July with the Road Haulage Association regarding traffic use on Crossing Road and what progress there had been. Cllr Fleming responded that she had not received any news to date and would follow up. The Clerk would forward details of the Lorry Watch scheme to all as a reminder to report improper use, either via the County Council reporting tool or to the Local Lorrywatch Co-ordinator, of the roads by HGVs. Action: Clerk.

Cllr Gibbons commented on the unauthorised signs on the A143 and how they had pleasingly disappeared when the hedgerows were cut and asked what measures there were to prevent the placement of these signs. Cllr Brown asked for white lines to be repainted throughout the village.

Mid Suffolk District Council - Councillor Burn gave his report as appended to the minutes.

10.16.03.2 – The new owners of Brackendale, now officially renamed The Old Guildhall, reported on the removal of approximately 50 Spruce Trees (as listed in correspondence) which had been undertaken with the consent of the MSDC Tree Officer. It was noted that the trees were not in the Conservation Area.

10.16.04 Minutes of last meeting

10.16.04.1 It was unanimously agreed to accept the minutes of the meeting of 8 September 2016.

10.16.04.2 Matters arising from the minutes of the Meeting of 8 September 2016:

09.16.05.3 Traffic calming 'table' would be discussed further at the Highways meeting on 20 October.

09.16.08.1 Trimming of Cemetery Hedges had been delayed due a wasp nest in north east corner in banking under hedge and clearing the cuttings out of the ditch had also been a problem on the east side of the hedge.

09.16.09.1 Autumn Clean Up would take place on an ad-hoc basis and following submission in The Star the Chairman had received limited interest and provided hi-vis vests and pick up sticks to those individuals who would now routinely litter-pick along Crossing Road, Priory Road and the area around the Church. The top section of Denmark Hill was already routinely litter-picked.

09.16.13 Manorial Land around pond – MSDC had confirmed that they had no budget for works (cut of basal growth on trees close to Highway and access tracks to improve visibility and safety) in relation to their scheme of management and as such the Clerk had asked the parishioner to directly contact the landowners as per the addresses provided by MSDC and to copy the correspondence to both MSDC and the Parish Council.

10.16.05 Planning

Signed Chairman

Date

10.16.05.1 The following planning applications were considered:

Ref	Location	Application Details
3742/16	Millers Rest, Millway Lane	Erection of a 2 storey extension with garage.
It was unanimously agreed the Parish Council had no comment to make on this application.		
3410/16	Pat Lewis Ltd, Upper Rose Lane	Erection of five dwellings and garages following demolition of existing car showroom and workshop building.
<p>The Chairman discussed a <u>Draft Sustainability Statement</u> that had been circulated to Councillors. Councillors were happy with the principal of the statement and that it reflected the comments that the Parish Council had previously agreed. It was agreed that the statement would form part of the Parish Council responses to planning applications where relevant.</p> <p>It was proposed and unanimously AGREED to object to the above application with the generic comment that the application 'it is too dense'. Other comments in relation to planning policy and would be submitted by the Clerk with the full response appended to the minutes.</p>		
4010/16	Kyloe, Priory Road	Application for Outline Planning Permission- Erection of five dwellings and garages and construction of new vehicular access
The Planning Statement and the comments contained within in were considered at length. It was unanimously agreed to recommend REFUSAL of the application as per the report appended to the minutes.		

10.16.05.2 The following planning determination was noted:

Ref	Location	Application Details	Determination
3406/16	Sunnyside Cottage, Lows Lane	Raise the height of eastern chimney by 7 courses of bricks etc	Planning Permission GRANTED

10.16.05.3 Other Planning matters – The Chairman reported that, to date, there was no Decision Notice issued for of the Lion Road Development and had received confirmation that this was due to the Section 106 Agreement still being negotiated, however, there was a resolution to grant planning permission.

10.16.06 Procedural

10.16.06.1 The external audit report was noted. The Council duly agreed to accept the Annual Return for year ending 31 March 2016.

2016.06.2 The issues arising report from the external audit was noted. The Action Plan to address the issues raised would be addressed: 1. the year on year accounts for the next audit would both be in receipt and payments format and address the issues raised this year over restating figures; 2. the notice of electors' rights would be displayed during the correct time period now that a permanent Clerk was in post.

10.16.06.3 The change of website host from Suffolk County Council to Community Action Suffolk and the introduction of £50 annual charge was noted. It was agreed to accept the charge but to investigate alternative options as they became available.

10.16.06.4 The security/password arrangements were instigated with the new password being provided to the Chairman in a sealed envelope and only to be opened under the terms referred to in Financial Regulation 6.11.

10.16.06.5 It was agreed the Clerk would change the postal address with NatWest Bank and any other organisations appropriate to the administration of the Parish Council. **Action: Clerk.**

10.16.06.6 Frequency and dates of Parish Council meetings for 2017/2018. It was agreed that due to the anticipated volume of business to be transacted the Parish Council would meet on the second Thursday of the month for the 2017/18 Council year with the exception of August when the Council would recess. **Action: Clerk to issue meeting schedule.**

10.16.07 Financial Matters

10.16.07.1 Council's current financial statement was recorded in a report provided by the Clerk and appended to the minutes. It was noted that the second instalment of Precept (£6,950) had been received.

10.16.07.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£508.86	Mrs S Foote	Clerk's Salary September 2016 plus additional hours in May, June and July and national pay award back pay	000058	LGA 1972 S112
£71.516	Mrs S Foote	Clerks expenses May to September inclusive	000059	LGA 1972 S111

£1080.00 inc VAT	Waveney Tree Specialists	Remove six trees at Cemetery (previously agreed 06.16.17.1)	000060	LGA 1972 S111
£162.00 inc VAT	BDO LLP	External audit year ending 31 March 2016	000061	LGA 1972 S111
£270.00	Countryside, Conservation and Tree Services	Cutting of cemetery hedges (previously agreed 09.16.08.1)	000063	LA Cemetery Orders 1977 and 1986
£50.00	M Bootman	Reimbursement of fee paid to Norfolk Pest Control Services for dealing with wasp nest at Cemetery	000062	LA Cemetery Orders 1977 and 1986

10.16.07.3 To payment made to HMRC for £258.40 PAYE for the period July/August/September between meetings was noted. *Cheque No 000057.*

10.16.07.4 It was agreed to grant delegated powers for cheque signatories to sign cheques for previously agreed expenditure when the Council is in recess and for when emergency spend items occur (as per Financial Regulation 4.1).

10.16.07.5 It was noted that the latest model Financial Regulations were already adopted.

10.16.07.6 The quarterly spend against budget report (July/August/September) was noted and Councillors were advised that the next meeting would include consideration of the 2017/18 budget and Precept. The Chairman and Clerk would undertake initial work on the budget.

10.16.07.7 A 'Welcome to Palgrave Pack' was being produced by the Friends of Palgrave Church at a total cost of £170 + VAT. It was agreed to make a contribution of £85.00 towards the cost of this project. The cheque would be issued in due course.

10.16.08. Paths and Open Spaces

10.16.08.1 Cllr Brown delivered a report from the Footpaths Working Group.

- Priors Wood Footpath had been cut, fallen trees cut back and the footpath was now clear and MSDC had committed to replace steps and improve signage.

- Lows Footpath. Cllr Brown had met with a possible contractor and discussed cutting both sides, the Buddleias, the bushes and clearing the undergrowth from the gullies to enable water to flow at an approximate cost of £280. The Chairman stated that there was no authority for the Parish Council to clear as the land was not owned by it. A discussion then took place around ownership of the path and the legal responsibility for it and it was agreed that the Clerk would contact Rights of Way to ask them to contact the landowners. Grips also needed clearing before winter months for safety of the path, particularly as winter approaches. *Action: Clerk.*

10.16.08.2 It was agreed to obtain quotations for the cutting the upper length of Parish Council owned hedging and reducing height and width of the lower length of hedging in the middle section of the Lows with all arisings to be removed from the site of the upper section of FP8, The Lows. This may require permission from the landowner to cross the land to access the hedge. *Action: Clerk and Chairman. Agenda next meeting.*

10.16.08.3 The locations for placement of dog fouling signs which would be attached to the side of the dog waste bins in village were agreed as; two at The Lows, one at Priors Road north, one at Lion Road, one on the Green and one in Millway Lane. Vinyl official notices supplied by MSDC were given to the Footpaths Working Group to affix in the agreed locations.

10.16.09 Proposed Diss and District Neighbourhood Plan

The Chairman had attended a further meeting on 5 October and reported that confirmation was needed from Thrandeston and Stuston on their intended participation, their respective Chairmen having also attended. On the matter of Governance, the Chairman had been asked to jointly with the Clerk to Diss TC prepare a discussion paper. The next meeting would be held on 17 November which the Clerk would also attend.

10.16.10 Palgrave and District Community Council

10.16.10.1 Outstanding matters in the draft constitution including management, governance and scrutiny proposals were noted. Version 11, the version intended to go to the AGM next month, now included suggestions regarding ownership and holding fund for donations as proposed by the Parish Council, and but there were new sections on rules and byelaws, all of which raised serious concerns as did proposals for the election of Trustees that were contrary to Charity Commission guidance.

10.16.10.2 It was resolved that the Parish Council's representative should vote against adoption of the new constitution, in its current format, at the PDCC's November AGM.

10.16.11. Reports

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

10.16.11.1 Joint Working Party (JWP) Play Area – Cllr E Bootman reported that the Quiz had raised £515 ad the fashion show £555 and that Tesco had committed to as long as it takes to raise funds Tesco Community Fund would assist the fund raising team.

10.16.11.2 PDCC – Cllr E Bootman reported that a decision had been made to defer the decision that they had made at the September (to move the wind turbine 6 metres) until 7 December to allow the negotiations with the landowner to be completed and raising of funds to be considered. Cllr E Bootman also reported that The Star cost £2,500 to produce and brought in £1,700 in advertising revenue, therefore, was currently being subsidised. The AGM would be held on 9 November and it was understood at this time that the Chairman, Vice Chairman and Secretary would all be standing down.

22.00 It was agreed to suspend Standing Order 3W to allow for the agenda to be completed.

10.16.12 Correspondence

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

Date Received	From	Details
08.10.16	Parishioner	Removal of Spruce Trees at Brackendale
05.10.16	Mid Suffolk District Council	CIL neighbourhood payments October 2016
05.10.16	Suffolk County Council	Temporary Traffic Order A143 Stuston Road closed 9 – 11 November (nights)
04.10.16	Suffolk Association of Local Councils	Newsletter of the Year competition
04.10.16	Mid Suffolk District Council	Community Emergency Planning Newsletter
30.09.16	Suffolk Police	Town and Parish Council meeting – 20 October Eye
30.09.16	Mid Suffolk District Council	Town and Parish Newsletter September edition
26.09.16	Suffolk County Council	Lorry Watch Scheme
26.09.16	Suffolk Association of Local Councils	LAIS 1393 Precept Consultation
24.09.16	Suffolk Association of Local Councils	Suffolk County Council Highways presentation – as per Mid Suffolk North Area Meeting
22.09.16	Community Action Suffolk	Membership renewal confirmation
21.09.16	Suffolk Association of Local Councils	Local Council Award Scheme Briefings
13.09.16	Suffolk Association of Local Councils	Survey - Public Service Delivery in Suffolk
A Council response to the above survey was agreed and the Chairman would complete and submit. <i>Action: Chairman.</i>		

10.16.13. Matters for information

None.

10.16.14. Date of next meeting

Thursday 8 December 2016 at 7.30 pm Palgrave Community Centre.

22.06 Meeting closed.