



MINUTES of MEETING held at Palgrave Community Centre at 7.30 pm on THURSDAY 12 January 2017

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

01.17.01 Apologies for Absence

Apologies were received from Cllr Shirley-Smith and accepted by the Council.

01.17.02 Declarations of Interest and Dispensations

Declarations of non-pecuniary interest were received from Cllr E Bootman and Cllr Gibbons in relation to agenda item 01.17.09.3.

01.17.03 Adoption of Public Participation Policy – discussion took place around the merits of the policy and the Clerk reminded the Council that the Policy was a summary the Council’s Standing Orders in relation to public participation. It was agreed to adopt the policy (nine votes in favour one abstention).

The Clerk explained the procedure for requesting dispensations and gave guidance on pecuniary and non-pecuniary interests. This would be followed up by email. Action: Clerk to circulate

Members were reminded of the requirement to update their Register of Interests as appropriate.

01.17.04 Public Forum

01.17.04.1 Suffolk County Councillor- Cllr Fleming gave her report which detailed public consultation for Sizewell C, the possible Suffolk only devolution bid and that the Access Only Traffic Calming scheme proposals had been put on hold pending feedback from local residents. Cllr Brown commented that he had submitted several Lorry Watch reports and not received any response. Cllr Gibbons asked, as a Parish Councillor, and in the interests of the Parish if Cllr Fleming was aware that the Community Centre was being used five mornings a week as school room? Although the School was an academy, Cllr Fleming was concerned that the Centre was being used and offered the take this forward outside of the Parish Council meeting.

Mid Suffolk District Council – Cllr Burn thanked the Parish Council for their get well wishes whilst he was recently ill and the Council welcomed Cllr Burn back to work. Cllr Burn then reported on a campaign to reduce recycling contamination, how recycling of textiles had been discontinued through the wheelie bin and that MSDC had developed a new website. Progress Power had missed out on the electricity capacity market and were unlikely to develop the power station in the near future and that the Mendlesham Neighbourhood Plan was at referendum stage.

20.01 County Councillor Fleming left the meeting but stated that she supported trying to do something regarding traffic and speeding on Denmark Hill.

01.17.04.2 (i) Access Only Road – a residents’ meeting was still awaited. (ii) Denmark Hill/Denmark Court – residents asked for the Parish Council’s advice on where to go to have this item properly discussed recognising that they needed to take responsibility themselves. The Chairman voiced how a footpath would be difficult to construct due to restrictions of landownership and ditches, 30 mph repeaters were in place and Suffolk Highways had been asked about the feasibility of some narrowing of the road but there had not yet been a response. Cllr Weston suggested the residents get as many ideas together and bring to the Parish Council and the Chairman advised these should be with the Clerk at least one week before the planned meeting date to be included on the agenda. The Clerk would chase Suffolk Police on placing a speed data recorder on Denmark Hill and advised that statistics on accidents should be obtained through a Freedom of Information request to Suffolk Police.

01.17.05 Highways

01.17.05.1 Proposed Traffic Calming Build Out – a site meeting was held with residents and an agreement was made that the residents would go away and have their own meeting and put forward their own suggestions.

Signed Chairman

Date

01.17.05.2 Matters relating to the recent over-running roadworks, including the necessity for full closure, diversion of traffic along A1066 contrary to Norfolk County Council policy and delay in re-opening were discussed. It was agreed to formally write and complain to Cabinet Member and Assistant Highways Manager.

Action: Chairman to draft letter.

01.17.05.3 To note partial receipt of data following FOI request to Suffolk Police for results from the Speed Data Recorders and Mobile Camera Vans recently located in the village and to consider any further actions. A request had been submitted for data from all speed data recorders and mobile camera units situated in Palgrave during the last 12 months. However, a response was supplied for Lion Road SDR only. The Chairman summarised the Data from both directions as average speed from Wortham of 30.5 and from Diss of 33.6 with an 85th percentile speed of 35 and 39. The number of vehicles in each direction during the week was 14,000 with 6,293 over the speed limit from Wortham and 9,854 from Diss. The highest recorded speed was 67 mph going out of Village and 72% of all vehicles exceeded the speed limit. *Action: Full data to be emailed to Councillors.*

01.17.05.4 To consider making a request for road reclassifications - the 'Access Only' road, The Green and Denmark Hill (a.k.a. Palgrave Hill) currently deemed the major route classified as C550 whilst that section of road west of the Church and School is unclassified as U5407. To reclassify the U5407 as a C road and declassify that section of the existing C550 east of the Church and School.

01.17.05.5 In conjunction with the above, to consider making a request regarding road naming – Suffolk County Council Highways refers to that section of road west of the Church and School as 'Priory Road', which causes confusion. Royal Mail and Register of Electors (derived from National Land and Property Gazetteer) refer to it all as 'The Green'. Further to seek to resolve any similar discrepancies in time for and incorporation in the new OS mapping.

In relation to the above two agenda items, it was agreed to engage with Mid Suffolk District Council in trying to get Suffolk County Council to use proper road names. The Parish Council would endeavour to make sure what was in the Parish was correct and appropriate and that commonality prevailed. *Action: Chairman and Clerk.*

01.17.06 Minutes of last meeting

01.17.06.1 It was agreed to accept the minutes of the meeting of 8 December 2016 and these were duly signed by the Chairman.

01.17.06.2 Matters arising from the minutes of the meeting of 8 December 2016

None.

01.17.07 Planning

01.17.07.1 The following planning applications were considered:

Ref	Location	Application Details
4666/16	Ivy Cottage, Millway Lane	Alterations to approved layouts for ground and first floors (MSDC refs 4278 and 4280/15) to allow for retention of existing internal mullioned window and associated studwork revealed on site and to paint the external render cream.
It was agreed the Parish Council did not have any comments to make on this application.		
4855/16	Garnet House, The Green	Proposal: T1 - Goat Willow to pollard to previous pollard areas T2 - Crack Willow to coppice to areas as has been done in the past T3 - Poplar to fell to ground level T4 - Pine tree that has large wound from recently split twin stem, to fell to ground T5 - Over mature Hazel tree, to re coppice to allow regeneration on old coppice stool T6 - Conifer to fell to ground level
It was agreed the Parish Council did not have any comments to make on this application.		

01.17.07.2 The following planning determinations were noted:

Ref	Location	Application Details	Determination
4409/16	Wood Cottage, Denmark Hill	Demolition of stable block, conversion of existing barn and cartlodge to dwelling etc	Listed Building Consent Granted
4408/16	Wood Cottage, Denmark Hill	Demolition of stable block, conversion of existing barn and cartlodge to dwelling etc	Planning Permission Granted with conditions relating to highways and the frontage.

01.17.07.3 Other Planning matters –Tree works at the back of the Old Guildhall had resulted in mud and slurry on Crossing road due to a JCB being used and brought on to the middle of the field near railway line. District Councillor Burn was requested to liaise with Planning Officers regarding both the disposal methods for felled timber and if conditions relating to use of the highway can be written into planning consents

01.17.08 Personnel Committee

01.17.08.1 Cllr Pudney, Chairman of the Personnel Committee meeting reported a recommendation that the costs to cover the expenses of the Parish Council office be increased to £7.00 per month and backdated to October, as per contract review. This was unanimously agreed.

01.17.08.2 The Committee had considered Health and Safety, Disciplinary, and Lone Worker Policies. These would be circulated and put forward to adoption at the next Parish Council meeting. *Action: Circulation and agenda next meeting.*

01.17.09 Financial Matters

01.17.09.1 Council’s current financial statement was noted as £31,260.

01.17.09.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£264.85	Mrs S Foote	Clerk’s Salary December 2016	000064	LGA 1972 S112
£60.00 inc VAT	Community Action Suffolk	One year website hosting	000065	LGA 1972 S111
£30.00	Suffolk Preservation Society	Annual Membership fee	000066	LGA 1972 S111

01.17.09.3 Reinstatement of annual grant to PDCC to mainly assist with the cutting of the playing field grass. This request was considered in detail. It was agreed to ask for further information; the amount of donation envisaged, a copy of annual accounts and if PDCC members could be present at the Parish Council meeting when the item re-considered. *Action: Clerk to write to PDCC. Agenda next meeting.*

01.17.09.4 A parish request for conversion of phone kiosk to defibrillator base and associated costs was considered. BT had confirmed that there was no power in the kiosk and had advised it would not be suitable to locate a defibrillator. It was agreed to ask BT what the status of the kiosk was and Cllr Weston volunteers to check for the electrical supply. *Action: Cllr Weston and Clerk.* Further discussion took place around funding a defibrillator with an agreement to check with CIL money could be used and to contact the Parish Group to ascertain what their priority was i.e. to provide a defibrillator or to adopt the kiosk and, if appropriate, their suggestions for funding of the defibrillator. *Action: Clerk.*

21.34 Cllr Pudney left the meeting.

01.17.09.5 To agree the Budget for 2017/18 and the 2017/18 Precept request

The budget as discussed in detail at the December meeting was agreed and it was agreed to raise a Precept of £14,595 for the 2017/2018 financial year. The precept request form was duly completed.

01.17.10 – Cemetery and Churchyard

The Parish Council were in receipt of the views of the PCC and the Diocesan Tree expert and the Clerk had requested a quotation to carry out the preferred works. *Action: Agenda next meeting.*

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

01.17.11. Paths and Open Spaces

01.17.11.1 Footpaths Working Group to take place on 27 January and a report would be received at the next meeting.

01.17.11.2 As appropriate, to consider quotations for the piping of the grips on FP8 The Lows

01.17.11.3 To receive the future plan for the winter months.

01.17.11.4 To consider the time of year for the Council to schedule its hedge-cutting along FP8 The Lows.

As the meeting was over running the above items were summarised as:

FP4 had been successfully repaired by landowner. Comments from parishioners concerning the standing water on FP8 were reported and the Working Group would consider these. The Chairman asked for the original letter which prompted the formation of the Working Group be reviewed before the end of the Council year and stated that he would prepare a tender document for item 4. It was agreed that the logical time for cutting the Parish Council owned hedge alongside The Lows would be October. *Action: Working Group to meet and consider above and Chairman to prepare tender document.*

01.17.12 Diss and District Joint Neighbourhood Plan

To note progress, current activities, and consider whether to prepare a Community-Led Plan as a first step in order to provide a development framework and to inform the determination of planning applications. The Chairman reported he had been working on a governance document for the Plan and the Group would next meeting on 16 February. The notion that parallel Neighbourhood Plans as opposed to one Plan would generate more funding would need to be discussed along with procedural guidance from both Mid Suffolk District Council and South Norfolk Council. The Chairman also put forward the idea of still developing a Community Led Plan by way of preparation and this would be discussed at the next meeting, to enable an informed opinion to be taken to the meeting on 16 February.

Action: Agenda Neighbourhood Planning for next meeting.

01.17.13 Palgrave and District Community Council

01.17.13.1 To receive report of the January meeting – this item was deferred to the next meeting.

01.17.13.2 To consider draft sections 3-4 and 5-7 of the proposed updated PDCC Constitution.

It was agreed that the Chairman would respond on behalf of the Parish Council and Councillors should submit any comments for inclusion before Friday 20 January. *Action: Chairman to respond to PDCC.*

01.17.14. Reports

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

01.17.14.1 Joint Working Party (JWP) Play Area - Cllr E Bootman gave an update on a major funding offer and detailed conditions which MSDC would impose when awarding grants to the project. This would need further discussion between the JWP/PDCC and Parish Council.

01.17.15 Correspondence

The following items of correspondence were noted:

Date Received	From	Details
03.01.2017	Police and Crime Commissioner	'Fairer share for Suffolk'
21.12.2016	Mid Suffolk District Council/SALC	DCLG update on Precept referendum
16.12.2016	Mid Suffolk District Council	Ministerial statement relating to Neighbourhood Plans
13.12.2016	Lord of the Manor, The Green	Maintenance Plans

01.17.16 Matters for information

None.

01.17.17 Date of next meeting

Thursday 9 February 2017 at 7.30 pm Palgrave Community Centre.

22.15 Meeting closed.