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MINUTES of MEETING held at Palgrave Community Centre at 7.30 pm on THURSDAY 9 February 2017

Present: Councillors E Bootman, M Bootman (Chairman), M Brown, E Collins, W Cooper, J Gibbons, V Pudney (left 21.00), J Shirley-Smith and N Weston. Also in attendance Sarah Foote (Clerk), County Councillor Fleming (left 20.00), District Councillor Burn and seven members of the public.

02.17.01 Apologies for Absence

Apologies were received from Cllr Sneddon and accepted by the Council.

02.17.02 Declarations of Interest and Dispensations

Councillors had been provided with detailed information relating to the Nolan Principles, the Suffolk Code of Conduct (adopted 26 July 2012), predisposition and predetermination, and pecuniary and non-pecuniary interests which also provided clarification on declaring interests. The following declarations were made: Declaration of pecuniary interest was received from Cllr N Weston in Planning Application Ref 0209/17. Declaration of non-pecuniary interest was received from Cllr M Bootman (SALC Board Member) in agenda items relating to the Suffolk Association of Local Councils.

Declaration of non-pecuniary interest was received from Cllr E Bootman in relation to agenda item 02.17.08.3

Declaration of non-pecuniary interest was received from Cllr Gibbons in relation to agenda item 02.17.08.3

02.17.03 Public Forum

The Chairman referred to the recent adoption of the Public Participation Policy and the fact that this part of previous meetings had substantially over-run, affecting time allowed for the remaining business. He requested that contributors be brief and to the point and that Councillors refrain from casual questions or comments.

02.17.03.1 Suffolk County Councillor- Cllr Fleming gave her report which is appended to the minutes. Cllr Fleming was keen to hear the results of the residents' meeting over the Access Only Road. The Lorry Watch joint meeting was still in the planning and it was hoped other groups would join Palgrave in meeting with County Council Officers but it was necessary first to establish what matters the local groups wished to raise. *Action: Agenda Lorry Watch for next meeting.*

Mid Suffolk District Council – Cllr Burn gave an update on the planned gas power station for Eye Airfield which would now be managed by Drax Power Group. Cllr Burn also noted a planning application for a Scoping Report for a chicken processing plant at the south-east corner of Eye Airfield, contrary to the Development Brief.

02.17.03.2 The Chairman of the Palgrave and District Community Council (PDCC) first spoke on behalf of its Executive Committee in relation to the donation request and then asked Cllr Weston for an explanation of his statements made at the last meeting that the PDCC is badly managed. In summary, Cllr Weston replied stating his concerns for those members whose behaviour had resulted in daily suffering by people living in Upper Rose Lane. In his opinion the finances had been badly managed and a lack of increase of membership and marketing and advertising had been poor. Differing opinions were exchanged between the PDCC and Cllr Weston. Another parishioner stated that there were 13 members of the PDCC Executive and many general members that lived in Palgrave and they would expect, and hope, that Parish Councillors would want to support the PDCC and so Councillors would suspend their own personal views and keep an open mind when considering PDCC items. Cllr Weston asked to put one further question to the PDCC. The Chairman refused Cllr Weston this opportunity, stating Cllr Weston had asked several questions and made several comments and he wanted to move the meeting on. The allotted time had expired for the public to ask questions. Cllr Weston then asked the Clerk her opinion on if he could be refused, via the Chairman, the opportunity to ask a question, and she responded all questions should be via the Chair. Cllr Weston then asked for this dialogue to be specifically recorded in the minutes.

02.17.04 Highways

02.17.04.1 Proposed Traffic Calming Build Out – a residents' meeting would take place on 10 February.

02.17.04.2 Gateway Schemes – Cllr Fleming was asked about the changes in highways design work and the consequential cost and timescale implications for parishes and she responded that she was due to meet with officers shortly and would report back to the Parish Council. The Chairman understood that everything design-related was to be dealt with by the contractor and design work would need to be funded separately, leaving it unclear about e.g. progressing the assessment of traffic calming measures at the ‘Access Only’ road and for improving pedestrian safety at the Lion Road/Priory Road crossroads.

02.17.04.3 FOI request for speed data recorder and mobile camera statistics. This information had not been received therefore this agenda item was deferred. *Action: Agenda next meeting.*

02.17.05 Minutes of last meeting

02.17.05.1 It was agreed to accept the minutes of the meeting of 12 January 2017 and these were duly signed by the Chairman.

02.17.05.2 Matters arising from the minutes of the meeting of 12 January 2017:

01.17.04.2 The residents of Denmark Hill would be meeting on 30 March to discuss traffic issues.

01.17.09.4 BT had confirmed there was definitely no power supply to the kiosk and any connection would be difficult and would not be paid for by BT. The Clerk had informed the group of residents of this and they were considering other suitable locations for the siting of a defibrillator.

02.17.06 Planning

02.17.06.1 The following planning applications were considered:

Ref	Location	Application Details
0024/17	4 The Paddocks, The Green	Silver Birch to be cropped to a safe height
It was agreed the Parish Council did not have any comments to make on this application.		
0209/17	The Old Rectory, Upper Rose Lane	replacement of front and rear gates
20.03 Cllr Weston left the meeting having earlier declared a pecuniary interest in this agenda item. It was agreed the Parish Council did not have any comments to make on this application. 20.07 Cllr Weston returned to the meeting.		

02.17.06.2 The following planning determinations were noted:

Ref	Location	Application Details	Determination
4855/16	Garnet House The Green	Tree Works	No wish to object

02.17.06.3 Other Planning matters –

Ref 4010/ 16 – Kyloe, Priory Road. The outline application for five houses had not been determined but additional material continued to be submitted by the Agent, the latest being the sight lines for the access to be reconsidered. The Parish Council supported the County Council comments that Highways regulations should be followed and were concerned for lack of visibility from either direction from the proposed access particularly due the height of the banks and hedging alongside the road and the use of the road by HGVs. A parishioner had submitted comments to MSDC and it was agreed that the Parish Council would further comment after the Chairman had taken measurements on site. *Action: Chairman and Clerk. Action: Agenda next meeting to consider request for possible road closure as part of longer-term plans.*

Elm Vale Cottage – it was noted that a fence at least 1.8 metres high had been erected all around the woodland adjacent to the River Waveney and there was concern about lack of provision for releasing animals trapped in the habitat. It was agreed to write to the Planning Enforcement, via District Councillor Burn. *Action: Clerk.*

02.17.07 Governance

02.17.07.1 It was agreed to adopt the Health and Safety Policy, Lone Worker Policy and Disciplinary Policy as proposed by the Personnel Committee.

02.17.07.2 Internal Audit for year ending 31 March 2017 – scope of work of two service providers was considered and it was agreed to appoint Trevor Brown Audit Services for the internal audit at a cost of £120 being a reduction of £55 on the previous fee.

02.17.08 Financial Matters

02.17.08.1 Council’s current financial statement was noted and a copy of the financial statement is appended to the minutes. £500 locality funding from County Cllr Fleming was still to be received and added to the ‘Play Area’ account balance.

02.17.08.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£264.85	Mrs S Foote	Clerk’s Salary January 2017	000073	LGA 1972 S112

£10.00	Mr P Dyer	Cemetery Administration expenses	000074	LGA 1972 S111
£24.50	Mrs S Foote	Clerk's expenses – stationery, office, postage	000075	LGA 1972 S111

02.17.08.3 A donation request from the PDCC to mainly assist with the cutting of the playing field grass had been received along with copies of the latest PDCC accounts and invoices for 2016. The Chairman briefed that the Parish Council bought the field in 1960 to be used by the residents of Palgrave and a charitable trust was established that was eventually subsumed into a new charity on the formation of the Community Council. Various sports clubs used the field at that time. When the Community Council charity started the Parish Council supported funding for building the Community Centre and this carried on after the Community Centre was opened and until five years ago there was always a payment made. The request was to consider reinstatement of the grant and continued support for the playing field.

Cllr Weston read what he had prepared, in the interests of time, ahead of the meeting. In his opinion the grant was withdrawn as the wind turbine would raise £5k and the money could be used for other purposes as the PDCC had its own increased revenue. The previous grant was nominally provided for cutting the grass, but the Parish Council never had any firm evidence. No further grants had been paid post-turbine as this generated income. Cllr Weston brought Councillors' attention to policy areas that he considered should be of concern; is the benefit demonstrably proportionate to the benefit to the community? are there any special circumstances that would want the Parish Council to give a grant of this size (level B as per grant awarding policy) What is the split of membership of the PDCC; how many are Palgrave residents who would directly benefit? Cllr Weston suggested other considerations such as the fact the school was now using the Community Centre and could the school not pay for the grass cutting, the grass cutting could be an annual thing and grants should be for one-off projects and, in his opinion, the accounts submitted needed careful scrutiny in terms of profit and loss. Cllr Weston concluded that, in his view, he was not predetermined and was happy to consider the grant.

Cllr Pudney spoke on the need for the children of the village to have somewhere to play and to this end the grass should be maintained, but perhaps the school should contribute.

The Chairman of the PDCC was allowed to respond concerning income from the school's hire of the facilities and there was a clear difference from the personal opinion held by Councillor Weston regarding the PDCC accounts. Cllr E Bootman referenced the NALC Legal Topic Note 7 which stated that Parish Councils should be looking to work together open-mindedly with all of the community not just the PDCC, but the church and school and that the grant should be revisited.

Cllr Shirley-Smith suggested that the playing field was used by the community as a whole and so should be supported as any other community asset would be.

Cllr Weston spoke again on the income generated from the wind turbine and, as the Chairman endeavoured to move the meeting along, Cllr Brown stated that the comments being made were becoming personal and Cllr Weston opined that he was being bullied and then used inappropriate language to describe the Chairman.

To bring the meeting to order and to conclude the now lengthy debate, the Clerk suggested that a proposal was made. Cllr Pudney proposed that the donation for £1,000 be paid for 2017 and reviewed in the following year; this was seconded by Cllr Cooper and carried six votes in favour, two votes against and one abstention. It was later noted that the donation would not be paid until the start of the Parish Council's new financial year. *Cheque No t.b.c. Public Open Space Act 1906 s9 s10*

02.17.08.4 A donation request from Diss, Thetford and District Citizens Advice Bureau, which included information on how many Palgrave cases had dealt with, was considered. Proposed by Cllr M Bootman and unanimously agreed to make a £100 donation. *Cheque No 000077. Local Government Act 1972 s 142.*

02.17.08.5 To agree payment of £3,500 previously allocated funds to PDCC for enhancements to the Play Area (minute reference 01.16.7.6) to enable groundworks and seating areas to be commenced.

As the principal grant from MSDC provided the project with £24k but would only be paid on receipt of an invoice, in the PDCC's name, for works done/goods bought it necessitated that the funds be held by the PDCC. Further, the MSDC grant was for 31% of the costs but the Parish Council could reclaim only 20% VAT on its own expenditure.

The transfer was agreed eight votes in favour, one abstention.

02.17.08.6 To consider transfer of remaining funds, and future funding/payments, to PDCC for purchase of Play Equipment to meet grant awarding criteria and VAT restrictions. It was agreed eight votes in favour and one

abstention that the funds from the Parish Council Play Area bank account would be transferred, with conditions relating to transfers against payments invoiced, to the PDCC. *Action: Clerk and Cllr E Bootman.*

20.58 V Pudney left the meeting.

02.17.9 – Cemetery and Churchyard

It was noted that a revised quotation for the removal/coppicing of Yew Trees in Churchyard and associated works is being sought pending formal decision/approval at the Diocesan meeting of 10 February.

02.17.10 Paths and Open Spaces

02.17.10.1 A report was received of the Working Party meeting of 27 January 2017. Minutes from the meeting had been circulated. The parishioner's report on the status of all footpaths (item 02.17.10.3) had also been circulated. The information relayed to the Working Group about delegated responsibilities and the roles of Working Groups as opposed to Committees had been understood but not accepted. If the Parish Council were to decide not to continue with the Working Group, the members would continue with their work as members of the public. The quotation received for the piping of the Lows (FP8) were agreed as too expensive and not cost-effective to have this done. It was hoped the County Council would carry out the promised work as soon as possible. Cutting of those hedges at The Lows which were the Parish Council responsibility would be preferred for the second half of November and the Working Group would obtain quotations if they could be set a budget to deal with this. The Chairman explained that the decision made at the last meeting to cut the hedge in October could not be revisited for six months and that hedge cutting would be a single contract including the Cemetery, and the Clerk explained that a Working Group could not be delegated a budget and offered further guidance on the difference between Working Groups and Committees.

The Working Group had agreed a rota to walk the paths before the end of April, an organised walk would take place on 26 February and the footpaths were looking the best for a long time. The Chairman asked for members to be congratulated on their efforts. The Chairman referenced a Parish Infrastructure Investment Plan and how proposals like extended footpaths could be included in a plan.

02.17.10.2 Powers and duties for the Footpaths Working Group had been covered in the above agenda item.

02.17.10.3 An email summary of the condition of all of the footpaths had been noted in the above agenda item and the Clerk had thanked the parishioner who had supplied this for her work.

02.17.11 Diss and District Joint Neighbourhood Plan

To consider Neighbourhood/Community Planning matters and Governance Arrangements. To form a response to take to the next Diss and District Neighbourhood Plan meeting on 16 February.

Councillors had been supplied with a draft governance paper and were in unanimous agreement that the whole of the Palgrave Parish should be included in the above plan and were content to participate with the other parishes in the manner described in the governance paper.

There was general agreement to proceed with a Community-Led Plan which would produce a quick assessment of the issues affecting the parishes and inform the Neighbourhood Plan. Work would include questionnaires, data gathering etc. and other village organisations would need to be involved. More information would be provided and the proposals discussed at the Annual Parish Meeting.

02.17.12 Palgrave and District Community Council

02.17.12.1 Report of the last meeting – Cllr E Bootman reported that there was going to be a review and a more formal agreement about the school hiring the facilities used at the Community Centre.

02.17.12.2 It was noted that the comments made on behalf of the Parish Council concerning the submitted parts of the draft Constitution were broadly accepted and a revised draft was being prepared. Some comments had been left for consideration at a special general meeting of the PDCC.

Cllr Brown asked a question of security due to the bar not been used across the driveway at night. It was confirmed a potential change to a gate was to be discussed by PDCC Executive Committee.

02.17.13. Reports

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

02.17.13.1 Wind Turbine Working Party had met and agreed new and further consultation was required on how the turbine was affecting people and means of mitigation. – it met, the reason for the meeting was about public engagement. The relocation of the turbine had been stalled for the time being. No other public statement would be made until the consultation had been carried out

02.17.13.2 Joint Working Party (JWP) Play Area – a national grant awarding body had agreed a £10k grant for one piece of play equipment and the grant of £24k had been confirmed from MSDC. Further funding had been committed from local businesses and other grant applications had been made.

02.17.14 Correspondence

The following items of correspondence were noted:

Date Received	From	Details
02.02.2017	Mid Suffolk District Council	Confirmation of Precept request
02.02.2017	SALC	Battle's Over - A Nation's Tribute and WWI Beacons of Light
02.02.2017	Suffolk Police	SNT Newsletter
25.01.2017	Parishioner	Repair of potholes
18.01.2017	Mid Suffolk District Council	Change in governance
18.01.2017	Mid Suffolk District Council	Town and Parish Newsletter
16.01.2017	SALC/Suffolk Preservation Society	Heritage Training Day – 14 March
It was agreed that the Chairman would attend this event.		
13.01.2017	Suffolk County Council/Network Assurance	Temporary Traffic Order for Denmark Hill (27 February)

02.17.15 Matters for information

The resignation of Keith Charman from the Parish Council was noted. The statutory notices to declare a vacancy on the Parish Council would be issued. *Action: Clerk to contact Electoral Services.* This has created a vacancy on the JWP and this would be considered at the next meeting. *Action: Agenda next meeting.*

02.17.16 Date of next meeting

Thursday 9 March. 2017 at 7.30 pm Palgrave Community Centre.

21.42 Meeting closed.