



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

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

03.17.01 Apologies for Absence

Apologies were received from Cllr Weston and Cllr Brown and accepted by the Council. Apologies were also noted from County Councillor Jessica Fleming.

03.17.02 Declarations of Interest and Dispensations

Councillors reminded of their obligations under the Suffolk Code of Conduct and of the need to keep their Registers of Interest up to date. There were no declarations of pecuniary or non-pecuniary interest.

03.17.03 Public Forum

The Chairman informed the members of the public of the Council’s public participation policy.

03.17.03.1 Suffolk County Councillor- Cllr Fleming had provided her report in advance of the meeting and this had been circulated to Councillors.

Mid Suffolk District Council – Cllr Burn reported on the ward boundary review. Cllr Burn also spoke on the revised Planning Application for Kyloe, Priory Road and addressed members of the public on this. Cllr Burn confirmed that he would request that this application was heard by the Development Management Committee of Mid Suffolk District Council.

Members of the public reported damaged and missing road signs within the Parish. The Chairman had already reported the damaged sign at the Lion Road/Priory Road crossroads and referred all present to the Suffolk County Council website where reports could be made on a various range of highways matters including missing or damaged road signs. The Chairman would republish these details in a future edition of The Star.

Suffolk Police – the Chairman reported that dealing with speeding in Palgrave had been mentioned in the last newsletter and provided details of the Safer Neighbourhood meeting he had attended.

03.17.04 Highways

03.17.04.1 The report of the residents’ meeting regarding the traffic calming ‘build out’ for the ‘Access Only’ road had been circulated to Councillors. The Parish Council’s policy decision had been for several years to close the road at the north end. The County Council had now confirmed they would trial narrowing the road at either end to make access more difficult. Cllr Cooper reported what was believed to be a resident’s car parked at the drop down kerb and this was causing difficulty for children crossing the road at the only place where the opposite footways meet the kerb. It was agreed the Clerk would ask the residents group to speak with the vehicle owner as this inconsiderate parking would not help the overall case for improvements for the road and suggested that the School contact Suffolk Police Safer Neighbourhood Team. Action: Clerk to contact Residents Group.

03.17.04.2 It was noted that the Denmark Hill residents’ meeting would take place on 30 March and it was agreed to delegate powers to the Parish Council Chairman to speak on behalf of the Parish Council at this meeting. Action: Chairman to attend meeting.

03.17.04.3 Receipt of additional data following FOI request to Suffolk Police for results from the Speed Data Recorders and Mobile Camera Vans recently located in the village was noted. This had been circulated to Councillors for information.

03.17.04.4 Lorry Watch – it was noted that there had not been much action over the last few months as the County Council had not been following up the information submitted to them. Cllr Brown had previously reported that he was concerned that the lack of feedback left doubt if it was worth submitting the concerns. It was agreed that these were the comments which should be raised at any joint parish Lorry Watch meeting. Action: Confirmation of meeting awaited from County Councillor.

03.17.04.5 To consider submitting a request to Suffolk County Council Highways for the closure of minor roads to all through traffic. After discussion, there was a general view that there was support in principle at some time in the future to the closing of Priory Road and Crossing Road. Roads, and consultation regarding the use of them, would form part of the Neighbourhood Plan.

03.17.05 Minutes of last meeting

03.17.05.1 It was agreed to accept the minutes of the meeting of 9 February 2017 and these were duly signed by the Chairman.

03.17.05.2 Matters arising from the minutes of the meeting of 9 February 2017

03.17.08.3 – a letter of thanks from the PDCC in relation to the donation made at the last meeting was read by the Chairman. The letter is appended to the minutes.

03.17.06.3 – Erection of fencing at Elm Vale Cottage. It was noted that there was no breach of planning as the fence not over 2 metres high but issues around the fencing forming a continuous enclosure of a wildlife habitat remained. It was agreed to contact Suffolk Wildlife Trust for their views as the Council were concerned that the fencing could alter diversity of the environment. **Action: Clerk.**

03.17.06 Planning

03.17.06.1 The following planning applications were considered:

Ref	Location	Application Details
0427/17	Elm Vale Cottage, Denmark Hill	Erection of two storey rear extension and associated landscaping
Comments were received from Cllr Gibbons on the increase in size of the revised development (originally recommended for refusal by the Parish Council - application 3277/16). It was proposed to recommend REFUSAL of the application based on the increase of the scale of the proposed extension over the original application and lack of any form of justification for the change in the design and access statement.		
0730/17	4 The Paddocks, The Green	Fell diseased Lime
It was agreed there was no reason to object to this work.		

02.17.06.2 The following planning determinations were noted:

Ref	Location	Application Details	Determination
0290/17	The Old Rectory, Upper Rose Lane	replacement of front and rear gates	Planning Permission has been GRANTED

03.17.06.3 Other Planning matters – a re-consultation had been received for outline permission for five dwellings and garages and construction of new vehicular access (Ref . 4010/16) on land at Kyloe, Priory Road. It was agreed that the Parish Council's original comments, as made at the meeting of 13 October and amended to the minutes, were still appropriate. These would be resubmitted to MSDC Planning. **Action: Clerk.**

03.17.07 Governance

03.17.07.2 The Standing Orders were reviewed and no amendments were necessary.

03.17.07.3 The Financial Regulations were reviewed and no amendments were necessary.

03.17.07.4 The Asset Register was reviewed and it was agreed to add the noticeboard and dog waste bin both of which had been purchased in the last year. **Action: Clerk.**

03.17.07.5 It was agreed to adopt a Statement of Internal Control as had previously been circulated with additions in relation to legislation around pension provision and receipts controls and reporting of CIL payments. **Action: Clerk.**

03.17.08 Financial Matters

03.17.08.1 Council's current financial statement £30,477 was noted and a copy of the financial statement is appended to the minutes.

03.17.08.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£530.10	Mrs S Foote	Clerk's Salary February 2017 and March 2017	000078	LGA 1972 S112
£198.60	HMRC	PAYE	000079	LGA 1972 S111
£35.44	Mrs S Foote	Clerk's expenses – stationery, office, postage	000080	LGA 1972 S111

£700.80 +VAT	Suffolk County Council	Footway Lighting energy and maintenance	000081	Highways Act 1980 S301
£48.00	Ladywell Accountancy Services	Payroll 2016 – 2017 financial year	000082	LGA 1972 S111
£75.00 + VAT	Suffolk Association of Local Councils	Attendance at Planning Conference	000083	LGA 1972 S111

03.17.09 Cemetery and Churchyard

03.17.09.1 It was noted that Diocesan approval (faculty) was still needed for the removal/coppicing of Yew Trees in Churchyard and associated works.

03.17.09.2 It was noted that the annual Clean-up of the Churchyard was being organised by the PCC and would take place on 13 May 2017. All parishioners were welcome to join in.

03.17.09.3 It was agreed to pay MSDC £30 + VAT fee (subject to possible increase) to clear away arisings from above event.

03.17.09.4 Only one quotation had been received (other possible contractors contacted had declined to provide a quotation which included the current contractor) for three-year contract for grass cutting at churchyard, cemetery and green. It was agreed to seek further quotation and consider this item at the May meeting.

Agenda: Next meeting.

03.17.10 Paths and Open Spaces

03.17.10.1 To receive a report from the Working Group - there was no report but Cllr Brown had asked for the works at the Lows to be chased and reported that trees in Priory Wood had blown over in the last storm. **Action: Clerk.**

03.17.10.2 The infestation of wood worm at bus shelter was noted. It was agreed to seek quotations both for treatment work (stripping off varnish and applying treatment) and the supply of a new shelter. **Action: Agenda next meeting.**

03.17.10.3 Correspondence regarding scraping and levelling work on the green was noted. The Chairman reminded the meeting that The Green was a registered common and that a crucial measure of protection is not to damage the turf. Any works required the permission of the owner and were subject to regulations of the Commons. It was agreed to report this work to the Scheme Manager at Mid Suffolk District Council. **Action: Clerk to notify Mid Suffolk District Council.**

03.17.11 Diss and District Joint Neighbourhood Plan – the Chairman gave a report of the meeting of 16 February where it had been confirmed that Thrandeston Parish Council and The Heywood Parish Meeting had declined joining. Brome and Oakley had joined with conditions on governance, finance and retaining individuality. All the parishes involved had agreed that it would be their whole parish area included in the plan. One application would be made to both District Councils and submitted by the lead authority, which was Diss. Mid Suffolk required clarification of support from the parishes and this would be dealt with via each parish's Annual Parish Meeting. It was also agreed that some form of immediate planning would be carried out by the individual parishes.

03.17.12 Palgrave and District Community Council

Cllr E Bootman reported that at the last meeting the grant from the Parish Council was well received. The PDCC had received a grass cutting quote for £1200 therefore the Parish Council grant would go quite away to pay for that work. The Chairman was going to investigate the cost of a key lock gate for the path way down to the community centre to stop joy riders and make the area more secure once the play equipment was installed. General discussion about the financial implications of Play in Palgrave for the PDCC and it was agreed that the PDCC Chairman would order the equipment and the treasurer would pay invoices and submit to MSDC to claim back 31% grant. Another meeting would be held to agree a cash flow system which was required by both the National Lottery and MSDC. The constitution amendments were progressing well and revisions were being circulated. A full programme of events had been booked with something on every week for the rest of the year.

03.17.13. Play in Palgrave Joint Working Party

03.17.13.1 A report of the fundraising activities was given by Cllr E Bootman. Picnic tables, benches and gates had been ordered and groundworks would commence soon as weather dictated.

03.17.13.2 There was no Councillor available to attend meetings during the day, therefore, no appointment was made to the Joint Working Party following the resignation of Keith Charman.

03.17.14 Correspondence

The following items of correspondence were noted:

Date Received	From	Details
03.03.2017	Suffolk Association of Local Councils	LAIS 1396 Government Housing White Paper
23.02.2017	Suffolk Association of Local Councils	War Memorial Grant Scheme
It was agreed to pass the above information to the PCC. <i>Action: Clerk</i>		
13.02.2017	Police and Crime Commissioner	Public Meeting programme
08.02.2017	Suffolk Association of Local Councils	Area Meeting dates

03.17.15 Matters for information

None.

03.17.16 Date of next meeting

Thursday 18 May 2017 at 7.30 pm Palgrave Community Centre.

21.42 Meeting closed.