



MINUTES of MEETING held at Palgrave Community Centre at 7.30 pm on THURSDAY 15 JUNE 2017

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Present: Councillors M Bootman (Chairman), E Collins, W Cooper, K Mobbs, V Pudney, M Sneddon, and N Weston. Also in attendance Sarah Foote (Clerk), County Councillor Fleming and two members of the public.

06.17.01 Apologies for Absence

Apologies were received from Cllr E Bootman, M Brown, and J Shirley-Smith and accepted by the Council.

06.17.02 Declarations of Interest and Dispensations

06.17.02.01 Councillors were reminded of their obligations under the Suffolk Code of Conduct including the Nolan Principles of Public Office.

06.17.02.02 There were no declarations of pecuniary or non-pecuniary interest. Members were reminded of the need to update their Register of Interests as appropriate.

06.17.03 Public Forum

06.17.03.1 Mid Suffolk District Council – Cllr Burn had supplied a report which was read by the Chairman and detailed how the Planning Department would start to charge pre-application advice. The new Joint Local Neighbourhood Plan was reaching its consultation stage and Cllr Burn was urging all to engage.

Suffolk County Councillor- Cllr Fleming reported on the recent County Council AGM and the appointment of Chairman and Leader of the Council. Cllr Fleming also reported on changes in location and staffing for Highways and the verge cutting programme.

06.17.04 Highways

06.17.04.1 Traffic calming Access Only road – County Councillor Fleming confirmed there was a proposal to install the temporary build outs and was awaiting a drawing of the appearance and signage of the temporary scheme. The trial would cost £3,000. The drawing would be sent to the Parish Council, residents and the School and if all were in consensus the scheme would proceed. Cllr Weston asked for confirmation if the temporary scheme could become a permanent scheme and what the costs would be. Concern was expressed at the design costs to date. The Parish Council expressed agreement in principle to the trial scheme, subject to sight of the drawing.

Pedestrian safety at the Lion Road/Priory Road crossroads – the Chairman asked for the scheme concepts and drawings which were committed to some months ago. SDR figures were now available and confirmed an increased volume of traffic using this junction. Possible solutions were discussed including ‘red coloured’ road paint, raised tables, parking spaces and extension of 20mph zone.

06.17.04.2 Speed Data Recorder – the additional data had been received for Denmark Hill and Crossing Road.

06.17.04.3 Community Speed Watch – the Clerk summarised that the sites already identified had been confirmed by Suffolk Police who were willing, if necessary, to revisit Lion Road at an appropriate time. Potential scheme operators had been sent paperwork work to complete and return to Suffolk Police. To date, the Clerk was aware of five completed forms and at least six were required.

06.17.04.4 Community Speedwatch Co-ordinator – the need to appoint a Co-ordinator was noted.

06.17.04.5 Purchase of Community Speedwatch Gun and equipment – this item was deferred pending enough volunteers coming forward to operate a Community Speed Watch Scheme. Action: Clerk to check with Stuston if they were in any equipment share scheme.

06.17.04.6 Lorry Watch – the planned parishioners’ meeting with Lorry Watch representatives had been postponed. County Councillor Fleming was reminded of the need for a county-wide meeting to be arranged.

06.17.04.7 Upper Rose Lane – the concerns about commercial activities from the residential area had been reported to the appropriate authorities along with the details of the incidents of inconsiderate parking. The Police had visited and inspected the area and could not see a problem, reporting that the road was wide enough for parked vehicles. It was confirmed that issues relating to businesses being operated in a residential area should be reported to Planning enforcement at Mid Suffolk District Council and discharge of waste water onto

Signed Chairman

Date

across the highway and into drainage gullies to Environmental Health and Highways. Commercial use of domestic water supply should be reported to Essex and Suffolk Water. Parishioners were encouraged to submit their own representations. *Action: Clerk to write to the relevant authorities.*

06.17.04.8 Signage at Crossing Road – The anomalies in the ‘dead road’ at the top of Crossing Road where some properties were still addressed as Crossing Road and some were addressed as the Green would be taken up with street naming at Mid Suffolk District Council and the Parish Council would give consideration to the positioning of street naming signs after a response had been received. *Action: Clerk and Chairman to contact Street Naming.*

06.17.05 Minutes of last meeting

06.17.05.1 It was agreed to accept the minutes of the meeting of 18 May 2017 and these were duly signed by the Chairman.

06.17.05.2 There were no matters arising from the minutes of the meeting of 18 May 2017

06.17.06.1 The following planning determination was noted:

Ref	Location	Application Details	Determination
1309/17	Valley Farm Barn	Erection of single storey side extension	Planning Permission Granted

06.17.06.2 Planning Application 0410/16 the erection of five dwellings at Kyloe – it was noted that the outline application was not scheduled for determination at MSDC’s Development Control Committee on 14th June and the adjoining landowner had now objected on the basis that the required visibility splay extends over his land and would require removal of part of his boundary hedge.

06.17.07 Governance

06.17.07.1 The internal audit report for the year ending 31 March 2017 was noted. There were no matters arising.

06.17.07.2 Appointment of Cheque signatories – existing signatories were Cllrs M Bootman, W Cooper and N Weston and it was resolved to appoint Cllr Kevin Mobbs. The paperwork would be duly completed.

06.17.07.3 Insurance renewal – a premium of £463.85 was approved as the third year of three-year agreement. The Clerk had supplied the insurers with an up to date asset register and the insurance schedule had been updated. *Cheque No: 000099.*

06.17.07.4 Committee Meetings - dates were agreed as follows:

Personnel – would meeting on 6.30 pm on Thursday 12 October 2017.

Cemetery – whilst there was no immediate need to meet the committee would review previous year activity and review charges at 6.30 pm Thursday 14 December.

Planning – fourth Thursday in the month from July onwards but only to meet as the need arises.

06.17.07.5 Good Councillors’ Guide to Neighbourhood Planning – it was agreed this new publication would be viewed on-line instead of making a purchase of hard copies as it contained some inaccuracies. *Action: Clerk.*

06.17.08 Financial Matters

06.17.08.1 Council’s current financial statement was noted and a copy of the financial statement is appended to the minutes.

06.17.08.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£329.16	Mrs S Foote	Clerk’s Salary June 2017	000097	LGA 1972 S112
£5.40	HMRC	PAYE Period 3	000096	LGA 1972 S112
£127.50	Trevor Brown Auditing Services	Internal audit for year ending 31 March 2017	000098	LGA 1972 S111

06.17.09 Cemetery and Churchyard

06.17.09.1 Yew Trees – a site meeting with the tree surgeon would take place on 16 June 2017.

06.17.09.2 Costs relating to work to Yew Trees – this items was deferred pending meeting above.

06.17.10 Paths and Open Spaces

06.17.10.1 A recommendation from the Bus Shelter Working Party had been circulated. A replacement shelter was needed but not immediately and it was agreed to consult with the community on what type of shelter was preferred. It was agreed that replacement of the bus shelter would be added to the Parish infrastructure plan for CIL expenditure. Cllr Weston spoke on exploring bespoke ideas for the shelter perhaps using a local craftsman. Quotes had been obtained from known suppliers. *Action: Cllr Weston.*

06.17.11 Palgrave Community Led Plan/Diss and District Neighbourhood Plan

06.17.11.1 A report of the Community Led Plan engagement event held on 26 May was given by the Chairman. 26 people had attended. The next meeting would take place on Friday 23 June.

06.17.11.2 Diss and District Neighbourhood Plan – a meeting held on 1 June agreed to make the application for designation of the Plan Area. The process had duly started and the consultation would run to 31 July 2017. The engagement strategy would commence with an event on 22 June at Diss Corn Hall which was aimed at people who would like to participate in the plan.

06.17.12 Correspondence

The following items of correspondence were noted:

Date Received	From	Details
05.06.2017	Suffolk Police	SNT Newsletter
25.05.2017	Suffolk Association of Local Councils	Reform of Data Protection Legislation
25.05.2017	Suffolk Association of Local Councils	LAIS 1400 Precept Data
20.05.2017	Suffolk Association of Local Councils	Good Councillors' Guide to Neighbourhood Planning

06.17.13 Reports

06.17.13.1 Footpaths – parishioners were encouraged to report problems via www.suffolk.gov.uk/report-a-public-right-of-way-issue. Works had been undertaken to FP11 by the tenant farmer.

06.17.13.2 PDCC including Play in Palgrave – first stage of play area installation had been completed. Fun Day on 2 July where the equipment would be formally opened. PDCC Chairman had resigned for personal reasons and the Vice Chairman would undertake the role.

06.17.13.3 Suffolk Association of Local Councils – the Chairman had chaired the Area meeting held on 5 June where the new superintendent for Suffolk Police had given a report. SCC Highways Manager, Mark Stevens, would be invited to a future meeting along with Neil McManus, Contributions Manager to explain how infrastructure was assessed in larger planning applications.

06.17.14 Matters for information

None.

06.17.15 Date of next meeting

Thursday 13 July 2017 at 7.30 pm Palgrave Community Centre

21.44 Meeting closed.