



DRAFT MINUTES OF ANNUAL GENERAL MEETING
held at Palgrave Community Centre at
7.30 pm on THURSDAY 17 May 2018

palgravepc@gmail.com

Present: Cllr M. Brown, Cllr W. Cooper, Cllr M. Sneddon, Cllr N. Weston

Also in attendance: County Cllr J. Fleming, District Cllr D. Burn; eighteen members of the public

05.18.01 Election of Chairman

It was proposed that Cllr Weston be elected as Chair. All members voted in favour. The Chair then signed the Declaration of Acceptance of Office.

05.18.02 Apologies for Absence

Apologies were received from Cllr E Collins and accepted by the Council.

05.18.03 Declarations of Interest and Dispensations

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

05.18.03.2 There were no declarations of pecuniary or non-pecuniary interests.

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

05.18.04 Electoral/Councillor Membership

05.18.04.1 The resignation of Mr Jethro Shirley-Smith was duly noted. The vacancy was currently being advertised in the parish.

05.18.04.2 It was agreed to co-opt Mr David Long to the Parish Council. Mr Long duly signed his Declaration of Acceptance of Office and joined the meeting.

05.18.05 The following appointments were unanimously agreed:

05.18.05.1 Vice Chairman- Cllr M Sneddon. The Vice Chair then signed the Declaration of Acceptance of Office.

05.18.05.2 Responsible Financial Officer - the clerk, Caroline Emeny

05.18.05.3 Personnel Committee (Three Councillors) – Cllr N Weston, Cllr M Sneddon and Cllr W Cooper

05.18.05.4 Cemetery Committee (Chairman, Vice Chairman, One Councillor and Cemetery Administrator) – Cllr N Weston, Cllr M Sneddon, Cllr M Brown and Mr Phil Dyer as Cemetery Administrator

05.18.05.5 Representation on the Diss and District Neighbourhood Plan Working Group (One Councillor) – Cllr N Weston

05.18.05.6 Representation on Palgrave and District Community Centre (PDCC) – to appoint one Councillor as Parish Council representative to PDCC and as a member of the Play in Palgrave Working Group – Cllr M Brown

05.18.05.7 Representatives on St John’s Liaison Group (Two Councillors) – Cllr N Weston and Cllr W Cooper
Action: Clerk to confirm appointments in writing to all outside bodies.

05.18.06 PUBLIC FORUM

05.18.06.1 County Cllr Fleming read her report (see attached appendix 1). She also passed on her thanks to the Community Speedwatch and Lorrywatch teams for their hard work.

District Cllr Burn read his report (see attached appendix 2).

05.18.06.2 Members of the public were present to raise their ongoing concerns regarding the white lining designed to slow down traffic in the village and the number of potholes particularly on Crossing Road. A driver doing 80mph was clocked the day before on Lion Road. The siting of the proposed VAS signs was discussed as the locations have to be agreed with Suffolk Highways. There are set guidelines but many villages appear to flout these when installing their VAS posts.

Action: Clerk to investigate this further and report back.

There is a meeting on 1st June with Suffolk Highways which members of the Parish Council are attending. Most of the public left after this discussion.

05.18.07 Minutes of the previous meeting(s)

05.18.07.1 The minutes of the meeting of 14 December 2017, having been previously approved, were signed.

Signed Signed ..... Chairman

Date .....

05.18.07.2 The minutes of the meeting of 12 April 2018 were approved after manually amending the Vice Chair details correctly as Cllr M Sneddon and signed.

05.18.07.3 There were no other matters arising from the above minutes.

**05.18.08 Meeting Calendar** for the for the 2018/2019 Council year was noted. Committee Meetings to be arranged via the Chairman of each Committee liaising with the Clerk.

**05.18.09 Highways**

05.18.09.1 The Community Speedwatch and Lorrywatch schemes are officially 'on hold' until they feel more support is forthcoming. Members were invited to attend the meeting with Suffolk Highways on 1 June.

**05.18.10 Planning**

05.18.10.1 There were no new applications to consider

05.18.10.2 The following planning determinations were noted:

Ref	Location	Details
DC/1574/13	Palgrave Community Centre, Upper Rose Lane, Palgrave	Retention of wind turbine 24.8 metres to tip (18.3 metres to hub) in current position
Determination: APPROVED		
DC/17/05897	Grange Farm, Old Bury Rd, Palgrave, Diss IP22 1AZ	Erection of new pig building and general purpose agricultural store and construction of new access
Determination: APPROVED		

05.18.10.3 There were no other planning matters that required urgent attention or for information.

**05.18.11 Governance**

05.18.11.1 The accounts for the year ending 31 March 2018 were approved subject to audit.

05.18.11.2 Section One (Annual Governance Statement) and Section Two (Accounting Statement) of the Local Council's Annual Return for the year ending 31 March 2018 were completed.

05.18.11.3 The statement of significant variances for year ending 31 March 2018 was noted.

05.18.11.4 Councillor and further Clerk Training was approved. A total budget of £400 has been included in the forecast budget drawn up at the beginning of the year. It is not expected to exceed this. If it does, it will show as a variance. It was agreed the clerk should attend relevant courses in order to achieve The General Power of Competence

*Action: Clerk to send out Training Agenda to all Councillors*

05.18.11.5 It was unanimously agreed the clerk should purchase the following books: Local Councils Explained – 1 copy; The Good Councillors Guide – 5 copies, all from SALC. A maximum of £50 was agreed.

05.18.11.6 The clerk and chair to arrange a suitable date / time for the transfer of the electronic mailer (Mailchimp) to the clerk. Any other files not currently held by the clerk will be reviewed in 2 /3 months when more time is available.

**05.18.12. Financial Matters**

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

05.18.12.2 The following payments were approved:

Amount	Payee	Details
£61.80	Suffolk Association of Local Councils	50% Cost of 2 Day Clerks Course at SALC
£366.01	Suffolk Association of Local Councils	Annual subscription
£252.00	MSDC	Litter & Dog Bin emptying for 2018/2019
£13.50	Anglia Book Keeping	Wage services for months 10-12 of 2017/2018

05.18.12.3 Payments of payments of £90 for cemetery services were noted

05.18.12.4 To consider payroll provider and associated costs for 2018/2019 financial year – the Clerk agreed to enquire direct with HMRC as to the payroll provision. If it proves too onerous, it was agreed that Anglia Book-Keeping would be used as previous.

Signed Signed ..... Chairman

Date .....

05.18.12.5 Budget Variances were reviewed as part of the audit procedure.

**05.18.13 Street Naming**

05.18.13.1 Anness Gardens as part of the Lion Road development was rejected by MSDC. The alternative of Hilling Gardens is to be put forward for approval.

**05.18.14 Cemetery and Churchyard**

05.18.14.1 The clerk provided an update on the work to be carried out in the May half term regarding the holes / loose bricks in the churchyard wall. Ivy clearance is urgently required – to be added to June agenda together with a churchyard clean up in the autumn.

*Action: Clerk to advise Beryl Dyer that work is to be carried out and to expedite further survey from the contractor. Cllr Weston to make safe and remove the damaged branch in the cemetery. Clerk to remind Vertas re weed spraying in the cemetery car park.*

**05.18.15 Bus shelter**

05.18.15.1 To carry forward to June meeting as not enough detail has been received to give it due consideration. The reduced bus timetable may have a bearing on this.

**05.18.16 Paths and Open Spaces**

05.18.16.1 Priory Wood –District Cllr Burn advised that one of the questions is where do the boundaries of the new gardens stop and do they go into the woods. MSDC own Priory Wood. This is an ongoing FOI request.

05.18.16.2 Footpaths –District Cllr Burn advised there was a permissive path around the edge of the field when it was an agricultural field. The path curls into the wood half way up and there is no permission for that. It is still ongoing.

05.18.16.3 Village Spring Clean – Cllr Brown confirmed it had been a very successful event with a lot of volunteers on hand. Forty four sacks of rubbish were collected which were removed the next day by MSDC. There were 2 cases of fly tipping on Priory Road which MSDC dealt with.

**05.18.17 Phone Box**

05.18.17.1 To determine what action, if any, to take regarding the old Phone Box – to be carried forward and researched by the Clerk

**05.18.18 Defibrillator**

05.18.18.1 The clerk advised she had made contact with Community Heartbeat who had made their suggestions as to which Defibrillator was most suitable. Clerk to start the ball rolling on this and to liaise with Cllr Cooper re siting at the school. It was agreed it needed to be at the front door. Ongoing costs were queried – note post meeting cost of Paediatric defib pads is approx. £65 plus vat.

**05.18.19 General Data Protection Regulations (GDPR)**

05.18.19.01 Email to all parishioners on our email list to be sent out this week in compliance with the GDPR regs. *Action: Cllr Weston and Clerk*  
Further investigation as to what other action is required to be carried out by the clerk.

**05.18.20 Consultations**

05.18.20.1 Diss and District Neighbourhood Plan

The points of the recent Traffic Study were read out.

**05.18.21 Correspondence**

The following items of correspondence received since the last meeting were noted. Hard copies were passed to Cllr Sneddon. No action required. It was agreed that all newsletters etc would be forwarded by email and not circulated by hard copy apart from the above exception.

Date Received	From	Details	Fwd
1 May	SLCC Norfolk	Summer Conference 15 June at Carrow Road, cost £49.40 p.p.	N
4 May	SCC	Post 16 Travel Policy statement	y
5 May / 28 April	Palgrave residentS	Speeding on Lion Road and Denmark Hill	N

Signed Signed ..... Chairman

Date .....

20 / 29 April	DDNP and Linked Trips	Draft Vision and Themes & Linked trips email	Y
27 April	MSDC re CIL	CIL Expenditure Framework Applications	Y
16 April	SCC	Withdrawal of Galloway bus service 456 /459	Y
27 April	Calor Rural Community Fund	Local Funding	N
25 April	National Grid Warm Homes Funding	Heating for Homes funding	N
April	Citizens Advice Newsletter	Newsletter	N
24 April	Suffolk Police & Crime Commissioner	Public meeting Wed 11 July	N
18 April	MSDC	Merger of Babergh & MSDC letter	N

**05.18.24 Reports from PC representatives on outside bodies**

05.18.24.1 St John's – Cllr Cooper advised the next meeting is in June. She will make a report at the July Council meeting.

**05.18.25 Matters for information**

The following matters were brought to the attention of the council:

1. The clerk had received an email and call from a parishioner re parking in Forge Close, Photos were distributed for viewing. It was agreed that Councillors would drop by on an ad hoc basis to see the situation for themselves and report back at the next meeting.
2. Cllr Weston has lodged an enquiry with SCC re the issue of the building works on the site to the east of the railway bridge on Lower Rose Lane. This site has been illegally occupied on a number of occasions by travellers. A high fence has been put up around the site and it has been gated. We have not seen any planning applications for this. He is awaiting a response. Note this land was sold off by SCC.
3. There were no other urgent matters for consideration.

**05.18.26 Date of next meeting** –Thursday 21 June 2018 at Palgrave Community Centre at 7.30pm.

***Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the meeting was then closed to the public and press to consider the following matter:***

**05.18.27 Clerks Contract of Employment**

05.18.27.1 The clerks contract of employment, having previously been circulated, was approved and signed.

*Action: Clerk to scan and send copy to Cllr Weston*

Meeting closed at 22.08

Signed: *Caroline Emery*

Clerk, Palgrave Parish Council. Email: palgravepc@gmail.com. T: 01986 798422

Dated: 23 May 2018 .

Signed Signed ..... Chairman

Date .....