



**MINUTES of MEETING held
at Palgrave Community Centre at
7.30 pm on THURSDAY 9 JUNE 2016**

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Present: Councillors E Bootman, M Bootman (Chairman), M Brown, K Charman, E Collins, W Cooper, M Sneddon, N Weston. Also in attendance Sarah Foote (Clerk), District Councillor David Burn and County Councillor Jessica Fleming (left 20.34)

06.16.1. Apologies for Absence

Apologies were received from Councillors Brown, Gibbons and Pudney and accepted by the Council.

06.16.2. Declarations of Interest and Dispensations

Councillor E Bootman declared a non-pecuniary interest in agenda item 13.2.

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

06.16.3. Public Question Time

There were no members of the public present.

06.16.3.1 Reports from County Councillor Jessica Fleming and District Councillor David Burn.

Suffolk County Council - Councillor Fleming reported the new community transport scheme would start on 13 June and parishioners could make enquiries on the services available by telephoning 01449 614271.

The Chairman asked if the Borderhoppa, as one of the organisations the Parish Council annually supported, was still operating in the village and for more details of the Rickinghall and Botesdale Good Neighbour bus scheme.

Action: Clerk and Chairman to contact both to find out more information on services available to parishioners

The chairman noted that the 'Bus Services Bill' restricts the devolved power over local bus service franchises to only those combined authorities having an elected mayor. Both the County Councillor and District Councillor were keen to find out more about this.

Councillor Fleming then updated the Parish Council on a range of Highways issues:

- £25,000 had been set aside to address the drainage in the Lows area and remedial works to Denmark Hill. Both projects would require road closures and should be completed by the beginning of 2017.

- Palgrave's wish to deploy a vehicle activated sign had been discussed with the Highways Engineer. Options were; Temporary 30 mph slow down signs, installed and owned and operated by Suffolk County Council staff could be installed on Rose Lane two to three weeks at a time, two to three weeks per year or Suffolk County Council could only approve a speed indicator device system. The Chairman felt the Parish Council had been misled on this because it had first discussed with Highways and then agreed the purchase of '30 SLOW DOWN' signs long before a County-wide scheme was proposed and further because at no time until after the eventual survey outcome was made available did it come evident that the signs the County were proposing were actually Speed Indicator Devices and not Vehicle Activated Signs – a different class of sign. Councillor Fleming said she would speak to the Road Safety Officer about this. A discussion took place on what other villages were using for speed calming and Councillors asked when Palgrave would be facilitated to make progress.

- Councillor Fleming was pushing for a 'table top and drop kerb' deterring mechanism to enforce the Access Only by the School and to provide a way for the children to cross the road safely.

The Chairman asked for progress on the entry schemes at Upper Rose Lane and Lion Road. An order had been placed for a short post on the highway on Upper Rose Lane for a dog bin, no date been given for this, and confirmed that the Parish Council had asked to site another dog bin on the concrete post opposite the church. and no reply had been received.

Councillor Fleming also reported that she had attended a Lorry Watch Group meeting convened to try and collectively address some of the HGV problems in Suffolk.

Mid Suffolk District Council - Councillor Burn reported that the proposed housing development for up to 280 dwellings and a residential care home on the south east corner of Eye Airfield had been approved.

06.16.4. Minutes of last meeting

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Signed Chairman

Date 14 JULY 2016

06.16.4.1 It was unanimously agreed to accept the minutes of the meeting of 12 May 2016. The minutes were duly signed by the Chairman.

06.16.4.2 Matters arising from the minutes of the meeting of 12 May 2016.

05.16.13.02 – Action on Dog Waste. Councillor Burn confirmed that the District Council did have enforcement powers but were not currently using them.

06.16.5. Planning

It was agreed that this agenda item would be considered later in the meeting.

06.16.6. Governance

06.16.6.1 The internal audit report for year ending 31 March 2016 was noted. The actions needed from the report were recorded as: 1. Regular variance reports should be provided to the Council to ensure that they are on-target to remain within budget. 2: The Council should consider whether the level of general reserves is appropriate to council requirements. It was further noted that the Parish Council had previously agreed to follow informed advice that general reserves should be equivalent to the amount of annual Precept and that there were also substantial earmarked reserves for VAS, for payments due for the new noticeboard and to Suffolk County Council once the long-overdue work on the footway lighting was completed. 3: A bank reconciliation should be reported at each meeting and checked by a Councillor against a bank statement. The latter point had been action prior to receipt of the audit report.

06.16.6.2 The accounts for the year ending 31 March 2016 were accepted by the Council.

06.16.6.3 Section One (Annual Governance Statement) of the Annual Return for the year ending 31 March 2016 was considered by the Council and completed. Section Two (Accounting Statement) was approved by the Council. The Clerk would submit the completed Annual Return to the external auditors. *Action: Clerk.*

06.16.6.4 It was noted that it is a legal requirement for the Parish Council to be registered with the Information Commission Officer as a Data Controller (Data Protection Act applies) and agreed that the Clerk would register the Parish Council, at a cost of £35 per year, with immediate effect. *Action: Clerk.*

06.16.7. Financial Matters

06.16.7.1 Council's current financial statement – a report was provided by the Clerk and is appended to the minutes. The report confirmed the bank balance as £33,184 and that the first instalment of Precept (£6,950) had been received.

06.16.7.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£35.00	Information Commission Office	Data Processor Annual Registration Fee	000034	Data Protection Act 1998.
£444.60	Came and Company	Annual Insurance Premium (agreement to July 2018)	000035	LGA 1972 S111
£415.32	Mrs S Foote	Clerks Salary June 2016	000036	LGA 1972 S112
£169.40	HMRC	PAYE Period 1, 2 and 3	000037	LGA 1972 S112
£16.80	Mr P Dyer	Travel expenses – Cemetery Management course 24 May 2016	000038	LGA 1972 S111
£156.00 inc £26.00 VAT	C B Construction (East Anglia) Ltd	To supply and stone at Palgrave Cemetery (PC Order No 16-17.08 Min Ref 04.16.7.1.1)	000039	LGA 1972 S111
£348.00 inc £58.00 VAT	C B Construction (East Anglia)	To erect new noticeboard and remove two existing boards (PC Order No 16-17.07 Min Ref 04.16.7.2)	000040	LGA 1972 S111
£345.20	Suffolk Association of Local Councils	Annual Subscription for 2016/17	000041	LGA 1972 S111
£168.00 inc £28.00 VAT	Mid Suffolk District Council	Annual Dog Bin Emptying Fee	000042	LGA 1972 S111

06.16.7.3 Donation Request:

A donation request from Palgrave and District Community Council towards the production and printing costs of The Palgrave Star was considered. Each edition currently cost £250 per month to produce and distribution was free. It was agreed to ask Councillor E Bootman to seek further information, including a breakdown of costs, an income and expenditure statement and how production costs of The Star compared to other parish magazines.
Action: Councillor E Bootman.

06.16.8. Palgrave and District Community Council revised Constitution

06.16.8.1 A report of the Special General Meeting held on 17 May 2016 was given by the Chair. The minutes of this meeting had been circulated to Councillors and are appended for information. Further engagement would take place between the Parish Council and the PDCC and it was emphasised that the Parish Council remained keen to protect any assets in which it had previously or might invest in on behalf of the parish. Councillor Weston asked if the Parish Council should be doing more to assist in the governance of the PDCC and requested an agenda item for the next meeting. *Action: Councillor Weston to submit agenda item.*

06.16.9. Cemetery and Churchyard

Cemetery:

06.16.9.1 To note summary of Cemetery Management and Compliance Course as attended by Mr Dyer and actions required. A report from Mr Dyer confirmed that there was still work to be done relating to the administrative process on rights of burials etc. It was agreed that the Terms of reference for the Cemetery Committee should include this matter.

06.16.9.2 To confirm if any Tree Preservation Orders are placed on Trees in the Cemetery.

The MSDC Tree Officer had confirmed there were no Tree Preservation Orders on trees in cemetery.

It was noted that quotations for the removal of the trees stump grinding and supply and planting of new hedging (roses) would be an agenda item for the July meeting and Councillor M Bootman would seek three quotations.

Action: Councillor M Bootman.

06.16.9.3 To receive a report on the Churchyard 'Clean-up' and to consider the need for any repairs to the walling.

Councillor Weston thanked all the volunteers who had assisted with the clean up.

Concerns had been raised about cracks in Church wall bordering the school. Professional advice had been sought and it was agreed that the holes should be filled with flints. It was agreed to contract Charles Tustian will carry out work at a total cost of £25.

The Church yard grass cutting should have been undertaken by Mid Suffolk District Council by there were some areas that were not cut satisfactorily. *Action: Clerk to contact Mid Suffolk to report this, to ask for a schedule of what and when things will be cut and ask for clear invoicing.*

06.16.9.4 To consider the need for any general grounds maintenance activities in the Cemetery and Churchyard Cemetery – It was agreed that the road side bank at cemetery needed to be strimmed, preventative weed killing was needed on car park and brambles and other growth in hedge needed removing. The Clerk advised that it may be necessary to hold a licence to spray weedkiller in a public space and this would be confirmed. *Action: Clerk.*

Churchyard – Front gates needed to be completed before a wedding in August and the Back gate during the school holidays. Orders had been placed and would be followed up.

06.16.10. Paths and Open Spaces

06.16.10.1 To receive a report from the Footpaths Working Group.

The Working Group had met and the minutes of the meeting are appended. Several areas of concern had been reported to the County Council's Footpath Officer who had confirmed she would inspect the paths.

Although not a remit of the Working Group, discussion then took place about the seats within the Parish. The Jubilee seat by the Pond is to be treated as annual maintenance as agreed last year but there was debate about the seats on the 'manorial (highway) waste' and whether or not they were the Council's responsibility - one had been recently re-stained by family but the other - nearer the village sign - was in very poor condition. The chairman reminded Councillors that he had proposed a policy re memorial seating to provide clarity but they had not felt the need for one.

06.16.10.2 To consider co-option of members of the Public to the Footpaths Working Group. It was agreed to co-opt Mr Kevin Mobbs to the working Group.

06.16.10.4 To consider submitting correspondence to the landowner (Lord of the Manor) regarding trimming back of shrubs and undergrowth around pond on the Green. It was agreed to write Quality solicitors in Chelmsford on the aforementioned. *Action: Clerk and Chairman.*

06.16.11. Roads and Traffic

06.16.12. Consultations

From	Consultation Details
Mid Suffolk District Council	Revised CIL Regulation 123 Lists (May 2016) and Draft Developer Contributions Guidance Note. It was agreed the Chairman would respond on behalf of the Council. <i>Action: Councillor M Bootman..</i>
Network Rail	Railway Level Crossing Closures – Anglian Region
Suffolk County Council	Suffolk Fire and Rescue Service Integrated Risk Management Plan(IRMP)
Norfolk County Council	Norfolk Minerals Site Specific Allocations DPD - Single Issue SilicaSand Review - Pre-Submission representations period

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

06.16.13.2 Palgrave and District Community Council – the report given by Councillor E Bootman acknowledged that the PDCC had been asked to contribute one third to the cost of the supply of the new parish noticeboard (an invoice had been supplied) and that a PDCC representative had taken custody of a set of keys for the noticeboard. Councillor E Bootman also reported that the Primary School had formally asked to use the Lounge as an additional classroom and a meeting with the Headteacher was taking place to ascertain more of what was involved. Councillor E Bootman would report more on this at the next Parish Council meeting, however, it was noted that concern had already been expressed in the village about use of a community building on a permanent basis by the school and how this could restrict other activities within the Community Centre. It was further reported that the PDCC Chairman may be standing down and volunteers were requested to come forward.

06.16.5.1 The following planning applications were considered:

Ref	Location	Application Details
2004/16	Wood Cottage, Denmark Hill	Demolition of rear UPVC conservatory and rear porch. Enlargement of existing rear two storey extension and erection of new porch to front elevation. Erection of 3 bay cartlodge with room over. Amendments to existing driveway.

It was agreed to recommend SUPPORT for the application. However, it was agreed to state that the Parish Council would wish to encourage a reduction in the size and significance of the hedge to improve the visibility on the Highway boundary. The Planning Officer should be asked to refer to the submitted site plan and the red line, projected either side as the Highway boundary and be aware that line of trees along the frontage have overgrown the highway verge and that, save for them, there is just enough width to be able to provide a narrow footway along the south side of that stretch of Denmark Hill and that would considerably improve pedestrian safety.

2042/16	Barns adj. to Bridge House, Denmark Hill	Notification of prior approval for proposed change of use from agricultural buildings to a dwelling house and associated operational development – conversion of existing agricultural buildings to two residential units.
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It was noted that this was not a planning application but an application for Prior Notification under Class Q of the General Permitted Development Order 2015. However, the Parish Council determined to submit a response on behalf of the Parish. It was agreed to comment that the access is at an acute angle blind to the highway and that there is more traffic than suggested by the report. Equally, increased movements would be created from development and could compromise road safety. And, that the development would sterilise the back land for future use.

06.16.5.2 The following planning determinations were noted:

Ref	Location and Details	Determination
2617/16	Oak Tree, Ling Road - Erection of shower/toilet block and change of use of land as a caravan site.	Planning Permission had been REFUSED
0917/16	Wood Side, Lion Road - Erection of semi-detached dwelling following demolition of existing garage, utilising existing shared vehicular access.	Planning Permission had been GRANTED

06.16.5.3 There were no additional planning matters which require attention.

06.16.13.3 Joint Working Party (JWP) Play Area – Councillor E Bootman reported that progress was being made and the Working Party were close to submitting a planning application.

06.16.14. Correspondence

To note the following items of correspondence received since the last meeting and agree action as appropriate:

Date Received	From	Details
31.05.16	Mid Suffolk District Council	Community Engagement Campaign - Building a Sustainable Future
27.05.16	Suffolk County Council	Better Broadband Newsletter – Summer edition
27.05.16	Diss Town Council	Appointment of Mayor and Council Leader
27.05.16	Suffolk County Council	Adoption of revised Suffolk Flood Risk Management Strategy – protecting vulnerable communities
27.05.16	Suffolk County Council	Fostering Teens Campaign
27.05.16	Suffolk County Council	Grass Cutting and Weed Spraying Schedule
24.05.16	Mid Suffolk District Council	Open for Business Survey
21.05.16	Suffolk Association of Local Councils	NJC Salary Pay Scales for 2016-2018
19.05.16	Mid Suffolk District Council	Tourism Action Group Meetings
14.05.16	Parishioner	Community Speed Watch
14.05.16	Suffolk County Council	Suffolk Year of Walking Update

06.16.15. Matters for information

Councillor Weston asked about sharing email circulation lists and it was confirmed that personal data held by the Parish Council should not be passed on to a third party

06.16.16. Date of next meeting

Thursday 14 July 2016 at 7.30 pm Palgrave Community Centre.

22.24 meeting closed to the public and press.

06.16.17. Pursuant to the Public Bodies Admission to Meetings Act (1960) that meeting will be closed to consider commercially sensitive items which relate to the relocation of the Wind Turbine.

District Councillor Burn reported that new information had come to light but which first needed to be discussed with members of the Turbine Working Party.

22.27 Meeting closed.