



**MINUTES of MEETING held
at Palgrave Community Centre at
7.30 pm on THURSDAY 14 DECEMBER 2017**

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Present: Councillors M Bootman (Chairman), E Bootman, M Brown, E Collins, W Cooper, K Mobbs, V Pudney and J Shirley-Smith, M Sneddon and N Weston. Also in attendance Sarah Foote (Clerk), County Councillor Fleming (left 19.46), District Councillor Burn and one member of the public (both left at 21.57).

12.17.01 Apologies for Absence

None.

12.17.02 Declarations of Interest and Dispensations

The following non-pecuniary interests were declared:

Cllr K Mobbs – agenda item 12.17.14.2 financial support to the PDCC

Cllr M Bootman – agenda items relating to SALC (Board member) and Diss and District Neighbourhood Plan (Interim Chairman).

Cllr E Bootman – agenda item 12.17.14.2 financial support to the PDCC

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

12.17.03 Public Forum

12.17.03.1

Suffolk County Council – Cllr Fleming provided details of the School Transport consultation and an event which would be held in Eye on 17 January to provide more details. It was agreed items relating to traffic management would be discussed under agenda item 5. The Chairman would provide details for publication in the Palgrave Star.

Mid Suffolk District Council – Cllr Burn reported on the proposed consultation for a new Council for Mid Suffolk and Babergh. The move to Endeavour House was complete and public access points were now available at Sudbury and Stowmarket.

12.17.03.2 There were no comments from the public.

12.17.04 Minutes of last meeting

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

12.17.04.2 Matters arising from the minutes of the meeting of 9 November 2017

10.17.09.4 The filing cabinet and safe still needed to be moved to the PDCC. Cllr Weston responded with too busy. *Action: Cllr N Weston to fulfil Parish Council resolution made on 13 July 2017.*

07.17.14 Councillor Training was still to be organised.

12.17.05 Highways

12.17.05.1 Update on traffic calming and pedestrian safety measures - County Councillor Fleming provided a report including estimated costs for the following schemes to be progressed in the village. She confirmed that all projects could be funded from her locality budget, however, financial assistance from the Parish Council would be appreciated. The Chair reminded the Council of discussions to use CIL money towards traffic calming. The projected costs for the various schemes are as follows:

Lion Road junction with Priory Road. Realign kerb line and dropped crossing (north side of road).

Professional Services Estimate = £3,043.20

Construction Estimate = £5,296.03

Scheme Estimate = £8,339.23

Lion Road / Upper Rose Lane. Remove centre line and provide new centre hatching.

Professional Services Estimate = £693.36

Construction Estimate = £4,470.84

Scheme Estimate = £5,164.20

Denmark Hill from Denmark Court to Millway Lane. Remove centre line and provide new edge warning lines.

Professional Services = £577.80

Construction Estimate = £2,184.96

Scheme Estimate = £2,762.76

These scheme estimates included both the design and the construction/implementation costs. It was noted that due to the varying road widths along Lion Road / Upper Rose lane, sections may not meet the minimum requirements to add new centre hatching markings, and therefore, other measures such as "Slow" markings could be investigated once approval has been granted

The subject of the clearance of the gullies at the Lows was discussed. Despite a commitment over a year ago that the works had been ordered, Cllr Fleming said that the problem should be reported via the on-line system with any previous email evidence to be uploaded for information. *Action: Clerk to report to Suffolk Highways.*

12.17.05.2 Community Speed Watch – the team of volunteers had met prior to the Parish Council meeting and it was hoped the scheme would soon be operating again. Concern was expressed about the follow up by Suffolk Police and the Clerk would make the PCSO aware of this.

Agenda item 12.17.08 Babergh Mid Suffolk Joint Draft Local Plan was now considered.

Four documents had been circulated regarding proposed development and a new school or extension to the existing school. These included land at Lion Road north and land surrounding the Community Centre. At this stage these documents were for information only and both sites, submissions and comments could be found on the local plan website. The Diss and District Neighbourhood Plan had submitted comments and it had been suggested Suffolk County Council's Principal Planning Officer that, as part of the neighbourhood plan, schooling should be looked at holistically and not individually.

12.17.06. Planning

12.17.06.1 The following planning applications were considered:

Ref	Location	Application
DC/17/05507	Marsh Farm, The Marsh, Thrandeston	Change of use of land and farm buildings as a wedding venue, erection of kitchen and storage building, following removal of outbuildings and provision of car parking and access.

It was unanimously agreed to recommend REFUSAL for the application due to the adverse impact the development would bring to the local area in terms of increased noise and traffic.

2017/2515	Morrisons, Victoria Road, Diss	Erection of 4 mixed use retail units, car wash area, tyre service area and small retail pod, within the existing car park
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It was unanimously agreed to recommend REFUSAL for the application due to environmental impact and the proximity of the development to people and passing traffic.

12.17.06.2 The following planning determinations were noted:

Ref	Location	Application Details
DC/17/04289	Orme House, The Green – erection of rear conservatory following removal of existing	Listed Building Consent REFUSED
3407/16	Sunnyside Cottage, The Lows – discharge of conditions (chimney)	REFUSAL of discharge conditions
3406/16	Sunnyside Cottage, The Lows – discharge of conditions (materials details)	REFUSAL of discharge conditions

12.17.06.3 Formal complaints to MSDC Planning and SCC Highways relating to Ref 4010/16 erection of five dwellings at Kyloe, Priory Road. - A response had been received from Suffolk Highways (County Councillor Jane Storey - Interim Cabinet Member for Highways and Transport but it was agreed that this was not satisfactory and the points raised had not been adequately addressed. A copy of the response would be provided to Cllr Fleming to follow up. *Action: copy letter to County Councillor Fleming and District Councillor Burn.*

A second stage complaint had been submitted to Mid Suffolk District Council but to date no response had been received.

12.17.06.4 There were no other planning matters.

20.55 County Councillor Fleming left the meeting.

12.17.07 Councillor Vacancy – there had been no applications for the vacancy on the Parish Council.

21.00 Cllr Sneddon left the meeting

12.17.09 Street Naming – it was agreed this item would be deferred to the next meeting as the application had not been received at Mid Suffolk District Council nor passed to the Parish Council for suggestions. *Action: Agenda next meeting.*

12.17.10 Financial Matters

12.17.10.1 The Council's current financial statement was noted as £37,007.

12.17.10.2 The Council considered and agreed the following donation payments using powers under Local Government Act 1972/s38 (SS2A LGHS 1989)*:

£100.00 Chq No 000135 Diss First Responders (Cllr Mobbs abstained from the vote on this item)

£100.00 Chq No 000136 Headway Suffolk (agreed six votes in favour, two against).

£100.00 Chq No 000137 East Anglian Air Ambulance

£100.00 Chq No 000138 Diss Citizens Advice Bureau* – subject to confirmation that they have assisted Palgrave parishioners.

12.17.10.3 Budget for 2018/19 – a draft budget and example precept requests were provided to Councillors for consideration. The budget document was then viewed item by item with suggestions on expenditure being discussed. It was noted following the public consultation seeking suggestions for Parish Council expenditure two letters had been received from the PDCC; one supporting the replacement of the bus shelter, provision of a defibrillator and financial provision for costs associated with the Neighbourhood Plan preparation, the continued replacement of existing footway lighting with LEDs and raised the specific replacement of the existing light opposite the entrance to the Community Centre – to be sited on the highways verge on the south side of the road. The other letter had requested direct financial support which would be considered at agenda item 12.17.14.2.

When it came to future payments to the PDCC a detailed debate took place with a strong expression of feeling being displayed by Cllr Weston which led to both Cllr Weston and the Chairman being involved in an inappropriate exchange of personal comments.

Cllr E Bootman explained that although the anticipated annual safety inspection had come in for less than expected, the PDCC would be submitting a request for funding.

Cllr Weston responded that the PDCC should be financially self-sustaining and should, if being run efficiently as a business, be able to afford reoccurring costs like grass cutting. Play in Palgrave was a one-off project and could be supported but annual items should not be paid through via public money. Cllr Weston stated that he did not support the grant application and inferred that the PDCC's recent change to their constitution left open the possibility of selling off the field and their refusal to accept external comments on the changes to the constitution had influenced his views.

Cllr E Bootman asked if Cllr Weston was a member of the PDCC and had attended any meetings. If so, she would hope that he would find things had changed and there was a whole new ethos to the running of the PDCC.

21.45 Cllr Brown left the meeting.

Cllr Weston said to the Chairman that he was allowed to have an opinion. The Chairman stated that Cllr Weston was being predisposed and should be more willing to hear the debate and not to come to meetings with an unchangeable opinion. Cllr Weston accused the Chairman of being a bully and said he was inclined to make a formal complaint. Other inappropriate language was used in the exchange.

The Clerk reminded the Council that the agenda item being dealt with was the budget and not donations to the PDCC which are an item later in the agenda.

21.57 Cllr Burn and the member of the public left the meeting.

12.17.9.4 It was agreed (six votes in favour, one abstention from Cllr M Bootman) to make the following payments:

Amount	Payee	Details	Chq No	Power
£329.16	Sarah Foote	Clerk's Salary for December	000129	LGA 1972 S112
£5.40	HMRC	PAYE	000130	LGA 1972 S112
£92.93	Sarah Foote	Clerk's expenses	000131	LGA 1972 S111
£1920.00 incl VAT	Waveney Trees	Cemetery and The Lows hedgecutting	000132	LGA 1972 S111

£121.47 incl VAT	Cllr M Bootman	Reimbursement of ink cartridges Cllr Weston questioned if the ink was best value and the recent number of claims for ink. He made a suggestion of an alternative provider.	000133	LGA 1972 S111
£100.00	Norfolk Pest Control Services	Pest control at the cemetery	000134	LGA 1972 S111

22.02. Cllr Pudney left the meeting

12.17.11 Cemetery and Churchyard

This item was deferred. *Action: Agenda next meeting.*

12.17.12 Paths and Open Spaces

This item was deferred. *Action: Agenda next meeting.*

12.17.13 Diss and District Neighbourhood Plan

12.17.13.1 This item was deferred. *Action: Agenda next meeting.*

12.17.13.2 The draft of the Visions, Aims and Objectives document was handed to Councillors. The Palgrave part of this mirrored the outcomes of the recent community led sessions. The text was noted and agreed by Councillors. It was also agreed to approve a budget of £30 for room hire for further public consultation sessions.

12.17.14 Palgrave and District Community Council (PDCC)

12.17.14.1 Annual General Meeting - a report of the meeting had been published in the Palgrave Star and could be viewed on-line.

12.17.14.2 Financial Support – this item was deferred to the next meeting. *Action: Agenda next meeting.*

12.17.14.3 Reports on other relevant matters – a public consultation had resulted in suggestions for increased street lighting at the end of the driveway (road end) and if the development of the surrounding land was to proceed a fence around the playingfield. Comments were expressed that anyone from the village could enter any part of the playingfield at any time and the land should not be fenced. The PDCC would also like the concept of a defibrillator for the village to be supported.

12.17.15 Correspondence

The following items of correspondence were noted:

Date Received	From	Details
Nov 2017	Suffolk Association of Local Councils	General Data Protection Regulation
The Clerk provided a report on the implementation of GDPR from 25 May 2018 and stressed the need for the Parish Council to appoint a Data Protection Officer. SALC were currently lobbying on this burden for Parish Council and further information was awaited from NALC and DDCMS.		
22.11.2017	Smaller Authorities Audit Appointments	Notification of external audit appointment for 2017/18.

12.17.16 Matters for information – there were no urgent matters.

12.17.17 Date of next meeting - Thursday 11 January 2018 at 7.30 pm.

22.11 Meeting closed.