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## MINUTES of MEETING held at Palgrave Community Centre at 7.30 pm on THURSDAY 13 JULY 2017

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

### 07.17.01 Apologies for Absence

Apologies were received from Cllr N Weston and Cllr K Mobbs and accepted by the Council.

### 07.17.02 Declarations of Interest and Dispensations

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

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

### 07.17.03 Public Forum

07.17.03.1 Suffolk County Councillor- Cllr Fleming reported that a temporary scheme to narrow the entries to the 'Access Only' road had been costed and the design costs were high (approx. £5,000 for a trial scheme). Following discussions with Highways Engineers it was now been suggested that the permanent construction should be instigated be proceeded with and Cllr Fleming asked for comments stating that she wanted the majority to be content with the scheme before committing to the design costs. The Parish Council could contribute to the physical scheme, possibly using CIL funds.

Road markings – to try and slow traffic, such as those in Wortham, would be considered along Lion Road through to Upper Rose Lane in the village.

Reshaping of corners of Priory Road and Lion Road at crossroads – proposals had been put forward by Highways Engineers on how safety could be improved for those crossing the road.

Denmark Hill – white lines on either side of the road to indicate a reduced width was a suggested option. This was supported by the Parish Council and would be funded by Cllr Fleming's highways budget.

Verge cutting – was behind schedule due to a shortage of contractors.

A140 & B1077 - proposals for new junctions and a link road serving Eye Airfield have been submitted for government funding. The detailed application can be seen at: <https://www.suffolk.gov.uk/assets/Roads-and-transport/public-transport-and-transport-planning/NPIF-Application-form-Eye-Airfield-Link-Road-FINAL.pdf>

07.17.03.1 Mid Suffolk District Council – Cllr Burn thanked the Parish Council for the well wishes received during his recent illness and had been pleased to open the new Palgrave Play equipment. Cllr Burn briefed Councillors on the forthcoming Mid Suffolk Local Plan and the importance of consultation and advised in relation to agenda item 07.17.12.1 Priory Wood that he would help the Parish Council gather information as he could. Cllr Burn had a small locality budget available and applications were encouraged.

A parishioner asked about the number of accidents on Lion Road at the bend near the junction with St Johns; four in March, two in May, two in the last two months and one yesterday resulting in a road closure. He stated that over 60 cars go into St Johns over three times a day, the road had three farm entrances, four public entrances and there were children crossing for the school bus. He asked if a no overtaking zone could be introduced or the speed limit reduced to 50 mph. The Chairman stated that the police no longer attended meetings so could not hear concerns directly and that not all accidents were reported to them. The Parish Council would make enquiries including what action could be taken. *Action: Clerk to contact Suffolk Police.*

Another parishioner asked when the white lines would be painted on Denmark Hill.

The PDCC Chairman reported that the decision had been taken to increase security; CCTV and a gate had been installed; the gate would be closed at night until 8.30 in morning, all of which would be notified via the Palgrave Star, however, the pedestrian access would remain open.

#### 07.17.04 Highways

07.17.04.1 Traffic calming Access Only road – (this agenda item was dealt with during agenda item 07.17.03.1) It was confirmed that the Parish Council preference remained for closure at the northern end. However, the Parish Council re-affirmed its earlier decision to make a contribution to both of the physical schemes, probably from CIL funding. With written support from the Parish Council Cllr Fleming would start to progress these proposals which received unanimous agreement from the Councillors. *Action: Clerk to provide County Councillor Fleming with necessary paperwork.*

07.17.04.2 Community Speed Watch – the Clerk reported that 15 volunteers had submitted forms to Suffolk Police including two people willing to share the Co-ordinator role (which Suffolk Police had approved). Further information on training the volunteers was awaited.

07.17.04.3 Community Speedwatch Equipment – it was agreed for the Clerk to obtain quotes for the equipment which would be considered at the September meeting, pending the volunteers now undertaking training. *Action: Clerk to seek quotations for CSW equipment.*

07.17.04.4 Lorry Watch – Cllr Brown reported a meeting had taken place on 27 June and now individuals would take spot checks and report back. The next meeting with Lorry Watch would take place in September. The reporting tool for use only by the trained individuals was still the same: [lorrywatch@suffolk.gov.uk](mailto:lorrywatch@suffolk.gov.uk)

#### 07.17.05 Minutes of last meeting

07.17.05.1 It was agreed to accept the minutes of the meeting of 15 June 2017 and these were duly signed by the Chairman.

07.17.05.2 There were no matters arising from the minutes of the meeting of 15 June 2017.

07.17.06.1 The following planning determination was noted:

Ref	Location	Application Details	Determination
0410/16	Kyloe, Priory Road	<del>Erection of single storey side extension</del>	Planning Permission Granted

07.17.06.2 Administration of 0410/16 (as detailed above) by Mid Suffolk District Council and Suffolk County Council Highways – the Chairman of reported several matters of alleged maladministration when the District Council had considered this application and the Highways authority had responded to the consultation, one being the extraordinary length of time it had taken to determine the application and the numerous changes to the plan. The determination was against the Parish Council recommendation with none of the comments submitted being taken into account. It was proposed and agreed that complaints should be submitted. *Action: Chairman and Clerk.*

07.17.06.3 Other planning matters – a new application had been received (DC/17/02802 – several tree works at Herringbone House, Lion Road) and it was agreed the individual comments would be made.

07.17.07 Councillor vacancy – the period for the casual vacancy notice had expired and the Parish Council could consider co-option to the vacancy at a future meeting. *Action: Clerk.*

#### 07.17.08 Governance

Parish Council documents - it was noted that the Filing cabinet had been emptied and sorted with documents either being passed to the Clerk or the Suffolk Records Office. The PDCC were willing to take over one filing cabinet, the other to be disposed of as unserviceable, and the safe relocated to the Community Centre to be a shared resource. *Action: To note on the asset register the Formal transfer of a filing cabinet to the PDCC and disposal of the other.*

#### 07.17.09 Consultations

The following consultations were considered:

07.17.09.1 The Local Government Boundary Commission – Electoral Review of Mid Suffolk Warding Arrangements. It was agreed to submit comment as presented to the Council by the Chairman (and appended to the minutes for information) after they had been sent to all Councillors for perusal. *Action: Clerk and Chairman.*

07.17.09.2 Diss and District Neighbourhood Plan Area Designation – the application for the area to be formally designated was with both South Norfolk and Mid Suffolk District Councils and it was agreed, as a participating local Council, the Parish Council would respond to the formal consultation by stating that 'as a joint promoter of the proposal and with the support of the local community, Palgrave PC fully endorses designation of the area'.

07.17.09.3 Mid Suffolk District Council Joint Local Plan – it was agreed to run a briefing event on Friday 15 September during the late afternoon and evening and ask Bill Newman of MSDC to attend (if available) as well as inviting Brome and Oakley and Thrandeston Parish Councils and representatives of Stuston Parish Meeting. The

[Page 201723 Minutes of Meeting of Parish Council 13 July 2017](#)

Signed ..... Chairman

Date 14.9.2017

cost to hire the Community Centre at £12.00 per hour gross was approved by the Council. *Action: Chairman to contact MSDC, Clerk to invite neighbouring parishes.*

#### 07.17.10 Financial Matters

07.17.10.1 Council's current financial statement was noted as £32,091.78. The bank statement was presented and checked by two Councillors. A spend against budget report was presented by the Clerk which highlighted the amount spent on donations, year to date, was over budget and the insurance had cost slightly more than anticipated.

07.17.10.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£329.16	Mrs S Foote	Clerk's Salary July 2017	000101	LGA 1972 S112
£5.40	HMRC	PAYE Period 4	000102	LGA 1972 S112
£210.00 incl. VAT	Mid Suffolk District Council	Annual dog bin emptying fee	000103	LGA 1972 S111
£402.00 incl. VAT	RG Maintenance Services Ltd	Grass cut; cemetery, churchyard, green undertaken on 15 June as per contract	000104	LGA 1972 S111

#### 07.17.11 Cemetery and Churchyard

07.17.11.1 It was noted that the Burial Register and title deeds would now be stored in the Parish Council safe.

07.17.11.2 Title for the cemetery it was agreed that this should be registered to ensure that the Parish Council's ownership is properly recorded. It was agreed that registration should be progressed along with ascertaining how much the land was worth. *Action: Clerk and Chairman.*

07.17.11.3 It was noted that the broken branch at the Cemetery had been removed by Waveney Trees.

#### 07.17.12 Paths and Open Spaces

07.17.12.1 Priory Wood – it was agreed to submit a FOI request to Mid Suffolk District Council to ascertain whether any restrictive covenants were on the land particularly in relation to what development or change of use can or cannot happen. Cllr Brown thought boundary had already been encroached. *Action: Clerk and Chairman to submit FOI request to Mid Suffolk District Council to include the land that encloses the southern and eastern boundary of the site.*

07.17.12.2 Grass Cutting - the first cut had been undertaken and there were several comments that had been submitted to the new contractor. The Chairman had since met with the contractor on 10<sup>th</sup> July and walked the sites and a list of issues would be attended to. Some concerns raised at this meeting would need to be reported to the PCC in order to make cutting of the churchyard easier. *Action: Chairman.* The contractor would also provide a quote for work to cut down the weed growth around the base of the two electricity poles near the pond and the margins of the pond itself and it was agreed that this should proceed as an emergency work item. *Clerk to liaise with grass cutting contractor.*

07.17.12.3 Footpaths – a report on the state of the footpaths had been supplied by Cllr Brown. There was concern expressed about the quality of the grass cutting and Cllr Brown had made the Rights of Way Officer aware of this. The Chairman reminded all that complaints about footpaths should be submitted through the on-line reporting tool:

<https://www.suffolk.gov.uk/roads-and-transport/public-rights-of-way-in-suffolk/report-a-public-right-of-way-issue/>

The work by Suffolk Highways to Footpath No 8 – The Lows – was still awaited.

#### 07.17.13 Palgrave Community Led Plan/Diss and District Neighbourhood Plan

07.17.13.1 A report of the second Community Led Plan workshop was given by the Chairman. Road and traffic issues were considered first and a summary had been posted on the Parish Council website and submitted to the County Councillor for information and to support priorities for the current work in the village. The various sites put forward for housing development were then debated. The next session would take place on 21 July.

07.17.13.2 Diss and District Neighbourhood Steering Group – no meetings of the Steering Group had been held but the first public meeting had taken place and people who were interested in engaging with the process had attended, mainly from Diss. On 27 July there would be a presentation by two different consultants, who would each propose how they could support the Steering Group with the work.

07.17.13.3 It was agreed Cllr Pudney would be the additional Councillor on the above Steering Group and attend meetings and provide cover. The need to be impartial, represent the views of the parish and not personal views and work with the other local councils was stressed. *Action: DDNP to be informed of Cllr Pudney's appointment.*

Page 201724 Minutes of Meeting of Parish Council 13 July 2017

Signed ..... Chairman

Date 14.9.2017

07.17.14 Correspondence

The following items of correspondence were noted:

Date Received	From	Details
20.06.2017	Mid Suffolk District Council	Planning Pre-application advice service
03.07.2017	Suffolk Police	SNT Newsletter
03.07.2017	Suffolk County Council Network Assurance	Notification of works to the Highway to cease

07.17.15 Reports

07.17.15.1 Footpaths – this item was dealt with above.

07.17.15.2 PDCC including Play in Palgrave – the PDCC vice chairmanship had been filled by Jan Hicks. The Chairman thanked the hard work of the Play in Palgrave team who, through their collective efforts, had achieved a great success.

07.17.15.3 Mid Suffolk District Council Town and Parish Liaison Meeting on 5 June had been attended by the Chairman. The new Chief Executive updated attendees on ‘public access’ and an Officer spoke on the draft local plan and on other planning matters although this was not completed due to lots of questions.

07.17.16 Matters for information

None.

07.17.17 Date of next meeting

Thursday 14 September 2017 at 7.30 pm Palgrave Community Centre followed by the Local Plan meeting on Friday 15 September 2017.

21.57 Meeting closed.

