



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

www.palgrave.onesuffolk.net

Present: Councillors M Bootman (Chairman), E Bootman, M Brown (left 21.10), E Collins, W Cooper, V Pudney (left 21.47), J Shirley-Smith, M Sneddon. Also in attendance Sarah Foote (Clerk) and District Councillor Burn (arrived 19.34).

09.17.01 Apologies for Absence

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

09.17.02 Declarations of Interest and Dispensations

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

09.17.02.02 Members were reminded of the need to complete a revised Register of Interests as appropriate and had recently been provided with the electronic link to enable them to do so.

Cllr M Bootman declared a non-pecuniary interest in items relating to the Diss and District Neighbourhood Plan.

09.17.03 Public Forum

09.17.03.1 The Chairman summarised the report that the County Councillor had submitted. Appended to the minutes for information.

Mid Suffolk District Council – Cllr Burn reported on the Officer move to Endeavour House in Ipswich and reminded Councillors there was still funds available in his Locality Budget which could benefit village groups (those not already in receipt of a capital grant from the fund could not re-apply). Cllr E Bootman asked if groups who had already received funding could apply for a different project. District Cllr Burn would confirm.

09.17.03.2 There were no members of the public present.

09.17.04 Minutes of last meeting

09.17.04.1 It was agreed to accept the minutes of the meeting of 13 July and these were duly signed by the Chairman. The minutes of 10 August were then considered. Cllr Weston had supplied suggested amendments by email to the Clerk which it was believed had been blind copied to some but not all Councillors. The four Councillors present that were in attendance at the meeting on 10 August considered the amendments. Cllr E Bootman spoke on the changes and agreed with Cllr Weston that the words 'stitch up' should be replaced with the word 'show' and that the minutes should continue to read to include the Chairman's response "The Chairman responded to Cllr Weston saying it was like 'The Neil Weston Show'. The Councillors were in agreement that no other changes were needed and the minutes as had been presented were a true record of the meeting. Proposed by Cllr Pudney, seconded by Cllr Cooper and agreed four votes in favour, four abstentions. The Chairman took no part in the discussion or vote. District Cllr Burn asked to speak and confirmed, as he was present at the meeting on 10 August, that he agreed with the amendment Cllr E Bootman had suggested as he recalled the words used at the meeting. It was the unanimously agreed the minutes would be duly amended and signed outside of the meeting, with a copy being supplied to all Councillors. *Action: Clerk and Chairman.*

09.17.04.2 Matters arising from the minutes of the meeting of 13 July and 10 August 2017

13 July 07.17.03.2 – a response had been chased for traffic calming/speed restrictions at the Wortham end of Lion Road where several accidents has occurred.

13 July 07.17.14 – there was no news to report regarding the Lorry Watch scheme.

Other outstanding matters were noted as:

Gullies at the Lows – were still awaiting clearance by Suffolk Highways.

Operation of business at Rose Lane – planning enforcement had acknowledged the Parish Council report but no outcome had yet been received. The other authorities who had been informed of the operation were still to respond.

Speed Data Recorder – information was to be requested from the last SDR placement in Crossing Road.

Councillor Training – Cllr Shirley-Smith and Cllr Mobbs needed to undertake New Councillor training and the Clerk would supply dates. *Action: Clerk.*

09.17.05 Highways

09.17.05.1 Traffic calming and pedestrian safety – an update had been noted earlier in the meeting, via the County Councillor's report appended to the minutes.

09.17.05.2 Closure of U5414 Rectory Road Wortham and the diversion via Denmark Hill, Millway Lane and vice versa. It was noted that the proposed diversion was totally inappropriate and this had been reported back to the County Councillor and SCC Highways to reconsider.

09.17.06.1 The following planning applications were considered:

Ref	Location	Application Details
DC/17/03027	land at Scole roundabout (junction between A143 and A140)	Full planning application - Erection of petrol filling station and association sales building, restaurant and drive-thru takeaway and associated works; construction of new vehicular access from A140 and exit to A143.
Cllr Pudney and Cllr M Bootman abstained from any discussion as they had already considered the application through their work with the DDNP Steering Group and did not wish to show pre-determination and influence any decision-making process. After detailed consideration, it was agreed to support the comments already submitted by the DDNP Steering Group and recommend REFUSAL of the application. The Parish Council would add to the above comments that they were concerned at the lack of any visibility splay for approaching traffic from the west of the proposed exit onto the A143, which is obstructed by a high hedge sited on land not within the ownership of the applicant; to the severe loss of amenity to neighbouring properties through noise and light pollution and environmental impact on the Waveney Valley as a whole.		
3815/16	Longs Farm, Millway Lane	Paint the exterior, window frames and external doors (listed building consent)
The Heritage Officer's comments on lack of information were noted and it was agreed to support this comment and only consider the application when full information was available.		
DC/17/04255	Herringbone House, Lion Road	Reduce height of 55ft and bring in lateral branches on two Lime Trees
It was unanimously agreed to recommend SUPPORT for this application.		
DC/17/04289	Orme House, The Green	Erection of rear conservatory (following removal of existing) (listed building consent)
It was unanimously agreed to recommend SUPPORT for this application.		

09.17.06.2 There were no planning determinations to note.

21.10 Cllr M Brown left the meeting.

09.17.06.3 Sustainability Statement – the revisions to the Statement were brought to Councillors' attention.

It was unanimously agreed to accept the revised version of the statement which would be submitted in response to any applications for housing in Palgrave.

09.17.06.3 There were no other planning matters.

09.17.07 Community Speedwatch

09.17.07.1 To Police approval of five sites for CSW to operate from was noted as Upper Rose Lane, Denmark Hill, Crossing Road and two locations near the Church (one near the entry to Coleman Close and the other opposite near to the 'Access Only' Road) and letters had been sent to the residents of properties where the scheme would operate outside of.

09.17.07.2 Training of CSW volunteers was imminent and dependent on receipt of the gun and PCSO Long's availability. Any volunteers not able to make the fixed training date could be trained by volunteers who did attend.

09.17.07.3 It was unanimously agreed to purchase of CSW equipment as follows; £1129.20 incl VAT (noting annual calibration fee of £105 plus carriage), two CSW signs to a maximum of £300, and six Class 3 hi visibility jackets £35.00 +VAT each. *Action: Clerk to place orders*

09.17.08 Councillor vacancies – there had been no applications for the two vacancies on the Parish Council.

09.17.09 Governance It was noted that question four of section one (annual governance statement) of the annual return for the year ending 31 March 2017 had been amended – the answer to the question regarding electors' rights should have read No and not Yes, due to a matter arising from the previous year. The final opinion of the external auditor was still awaited.

09.17.10 Consultations

Babergh and Mid Suffolk Draft Joint Local Plan – an event would be held in Palgrave tomorrow and open to all interested parties. It was noted that the preferred response method to the consultation was via the website. The Chairman, Cllr Pudney and the Clerk had attended the Town and Parish Council briefing in Eye. The Chairman had found several factual errors in his preliminary study of the supporting evidence to the draft plan and these would be reported to MSDC. It was agreed to hold an extraordinary meeting to undertake the work relating to the response to the consultation, possibly on 19 October. *Action: Agenda for 19 October. Clerk to register with MSDC Local Plan and submit comments.*

09.17.11 Financial Matters

09.17.11.1 The Council's current financial statement was noted as £34,411.16 which included £327.28 transparency and £3073.66 VAT reclaim for the financial year ending 31 March 2017. It was agreed to table an agenda item for the October meeting to consider uses for CiL money. *Action: Agenda next meeting.*

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

Amount	Payee	Details	Chq No	Power
£658.32	Mrs S Foote	Clerks Salary for August and September	000106	LGA 1972 S112
£10.80	HMRC	PAYE for Period 5 and 6	000107	LGA 1972 S112
£9.00	Anglia Book Keeping	Payroll Period 2 and 3	000108	LGA 1972 S111
£402 incl. VAT	RG Maintenance Services Ltd	Grass cut; cemetery, churchyard, green undertaken on 18 August. As per contract.	000109	LGA 1972 S111
£119.95 incl. VAT	Sarah Foote	Reimbursement for purchase of scanner/printer (claimed via Transparency Code fund)	000110	LGA 1972 S111
£23.96	Mike Bootman	Reimbursement of stationery (paper)	000111	LGA 1972 S111
£10.00	PDCC	Annual Membership	000112	LGA 1972 S111
£184.80	PDCC	Meeting room hire 1 April - 30 September 2017	000113	LGA 1972 S111
£36.02	Sarah Foote	Clerk's expenses; office costs and postage	000114	LGA 1972 S111

09.17.12 Cemetery and Churchyard

09.17.12.1 The completion of the work to the Yew Trees in the churchyard was noted.

09.17.12.2 It was noted that the PCC had expressed their thanks to the Parish Council for the above works.

09.17.12.3 It was noted that the broken branch at the Churchyard north end had been removed by the tree works contractor.

09.17.12.4 Quotations for the removal of six trees from the Cemetery were considered. It was agreed to award the work to contractor W at the cost of £960.00 incl VAT.

09.17.13 Paths and Open Spaces

09.17.13.1 Quotations for annual hedge cutting at Palgrave Cemetery and the Low public footpath were considered. It was agreed to award a three-year contract to a contractor W at the cost of £1600 for year one and £950 and £1050 for year two and year three respectively, (excluding VAT).

It was noted that despite the best efforts of the Clerk only two contractors had provided quotations for the above works. *Action: Clerk to award contracts and thank unsuccessful contractor for submitting quotation.*

09.17.13.2 Priory Wood – it was confirmed that the FOI request had been submitted 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, and had been acknowledged.

09.17.13.3 Footpaths – Cllr Sneddon reported that some work had been undertaken at the Lows although not adequate and it was hoped the landowners would carry out further work to keep the footpath clear.

09.17.14 Palgrave Community Led Plan/Diss and District Neighbourhood Plan

It was noted that the Community Led Plan would not proceed as the Neighbourhood Plan was progressing at speed but that the work done, issues identified and ideas developed at the Workshops would be carried through to the Neighbourhood Plan.

09.17.14.1 The area designation of the Diss and District Neighbourhood Plan was approved on 23 August. Some comments were made to the District Councils and were around statutory authorities e.g. utilities being asked to be consulted.

09.17.14.2 Diss and District Neighbourhood Steering Group – the Chairman reported that progress had been rapid; on 17 August the steering group meeting received the parishes' 'wish lists' of what should be in a neighbourhood plan. These had been fed to the consultants for an initial issue and options document to be out mid-October. A site visit of every parish had been undertaken. A Workshop had taken place today and a second would take place on 4 October. A preliminary public consultation would take place on Diss Market Place on 22 and 23 September.

09.17.14.3 Meeting with MSDC Officers regarding the relationship with between the Babergh and Mid Suffolk Joint Local Plan and the DDNP had taken place on 6 September and had raised the profile of the plan to the Officers at MSDC. South Norfolk MP Richard Bacon is working hard on the discrepancies on funding for multiple parish plans but no response as yet had been received from local MP Dr Dan Poulter.

21.47 Cllr Pudney left the meeting.

09.17.15 Correspondence

The following items of correspondence were noted:

Date Received	From	Details
30.08.2017	Suffolk Association of Local Councils	SALC Awards – website and newsletter
	Clerk to enter Palgrave Star on behalf of the PDCC. <i>Action: Clerk.</i>	
22.08.2017	Suffolk Association of Local Councils	LAIS1401 Litter Strategy
18.08.2017	Suffolk Police SNT	July and August newsletter

09.17.16 Reports

09.17.16.1 PDCC including Play in Palgrave – dates to note; PDCC Special General meeting on 8 November where adoption of the final draft of the constitution would be considered. The meeting would be open to all PDCC members. The AGM would be held on 15 November and all committee positions would be re-elected. The financial year would end on 30 September and audited accounts would be displayed on the noticeboard. Membership was now at 185, the highest for some time with most coming from Palgrave.

An agenda item for the next Parish Council meeting would be to agree how to instruct the Parish Council representative to the PDCC to vote at the SGM once consideration had been given to the final draft of the constitution. *Action: Agenda for October meeting.*

Play in Palgrave – four grant applications out at the moment for cableway and carousel.

09.17.17 Matters for information

None.

09.17.18 Date of next meeting

Thursday 12 October 2017 at 7.30 pm Palgrave Community Centre and an extraordinary meeting to consider Babergh and Mid Suffolk Draft Local Plan would take place on 19 October. The Personnel Committee would also meet on Thursday 12 October, at 6.30 pm.

21.57 Meeting closed.

**County Council Report for Palgrave Parish Council
Sept. 2017**

By County Councillor Jessica Fleming, Hartismere Division, Suffolk
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Highways. The new transformation arrangements started this month, Palgrave will be served from the Rougham centre near Bury. Suffolk Highways will make a presentation at the next Mid Suffolk Area SALC meeting (7.00 pm 21st Sept. in Eye) about the new arrangements. If needed the Customer Service Centre telephone number 0345 606 6171 is available or preferably please continue to use the websites; please contact me if you have difficulties:- <http://highwaysreporting.suffok.gov.uk>

Local Highways Projects – As reported last month I have requested a meeting with the new area team to discuss the access road, safety on Lion Road near the Primary School, Denmark Hill and use of central road markings and white lines to control speeding. Given the changes ongoing this has not unfortunately take place to date however I am pushing for it this month.

School Transport – The County Council is considering changes to school transport for both the 11 – 16 and 16 – 18 years age groups in response to planned funding reductions, public consultation about the proposals is anticipated shortly. I urge anyone with school aged children to pay close attention to this consultation when it comes out as it would affect schools such as Hartismere HS. Please contact me if you have concerns about School or Post-16 Discretionary Transport.

Consultation announced for A12 four village bypass - Suffolk County Council is inviting comment on proposals to build a single lane OR duelled by-pass (or other options) for the 4 villages of Farnham, Stratford St. Andrew, Little Glemham and Marlesford. The consultation starts on September 12th and will run for six weeks until Wednesday 25th October. Full details of the proposals can be viewed at www.suffolk.gov.uk/consultations.

Suffolk County Council Neighbourhood Plan Guidance – SCC released a copy of its own guidance to neighbourhood planning today (14th Sept.). TO date I do not have a link to the text but wil pass it on as soon as available.