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**MINUTES of MEETING held
at Palgrave Community Centre at
7.30 pm on THURSDAY 9 NOVEMBER 2017**

Present: Councillors M Bootman (Chairman), E Bootman, M Brown, E Collins, W Cooper, K Mobbs, V Pudney and J Shirley-Smith. Also in attendance Sarah Foote (Clerk), County Councillor Fleming (left 19.46) and District Councillor Burn.

11.17.01 Apologies for Absence

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

11.17.02 Declarations of Interest and Dispensations

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

11.17.02.02 Cllr E Bootman declared a non-pecuniary interest in Play in Palgrave (agenda item 11.17.9.3)

11.17.03 Public Forum

11.17.03.1

Suffolk County Council – Cllr Fleming reported that she would be meeting with the Area Highways Engineer next week and confirmed she would be speaking to him about; Access Road and safety around the green and primary calming traffic around the school, road markings east to west through the village, similar to Wortham. Reshaping the corner of the entrance to Priory Road to improve visibility and to slow traffic turning north from Lion Road. White lines on each side of the road on Denmark Hill to slow traffic up and down the road. White lining on Crossing Road after the footway stops.

Cllr Brown reported that he had emailed Lorry Watch but received no reply and still hoped to have a meeting, as earlier promised.

Mid Suffolk District Council – Cllr Burn reported that the office move to Endeavour House was nearing completion. The Cabinets of both Babergh and Mid Suffolk were exploring the options of dissolving both Councils and forming one new Council. The Babergh Cabinet had questioned the consultation process and this had been put on hold until a recommendation from the Scrutiny Committee had been received. Cllr Burn had attended an information meeting with Drax Group plc and reported details on the development of the gas power station at Eye Airfield and the substation at Yaxley. Suffolk County Council's bid for funding for improvements on the A140 between Yaxley Crossing (Castleton Way) and Thrandeston T-junction, with a link road through the airfield, had been successful. Cllr Burn encouraged applications for funds from his Locality Budget.

11.17.03.2

A member of the public asked about potential schooling in Palgrave and referred to a comment he had read on the MSDC Joint Local Plan Consultation website and asked if there was any publicly available information to assist with him making comments on the consultation. The Chairman summarised the Parish Council was aware of the issues around the need for a new school, the size and the location and the County Council's recommendation for dealing with this and how the provision of primary schooling would be dealt with in a holistic approach depending on how much new housing came to the area.

11.17.04 Minutes of last meeting

11.17.04.1 It was agreed to accept the minutes of the meeting of 12 October 2017 (full Council) and 19 October 2017 (Extraordinary) and these were duly signed by the Chairman. It was agreed that the consultation responses needed to be appended to the 19 October minutes.

11.17.04.2 Matters arising from the minutes of the meeting of 12 October and 19 October 2017

10.17.09.4 The filing cabinet and safe still needed to be moved to the PDCC. *Action: Cllr N Weston*

1017.07.1 Community Speed Watch co-ordinators had stood down. There was a need for a new co-ordinator needed to be appointed to ensure that the scheme continued to operate. It was agreed a meeting would be arranged with the CSW Team to try and appoint a new Co-ordinator. *Action: Clerk and Chairman.*

Signed Chairman

Date 14.12.2017

11.17.05 Highways

Update on traffic calming and pedestrian safety measures - County Councillor Fleming would progress matters listed as above.

11.17.9.3 – this agenda item was then considered.

(i) Cllr E Bootman gave an update on the fundraising and grant pledges for Play in Palgrave and to complete the project there was a shortfall of £6,000. Cllr E Bootman thanked the District Councillor for his locality budget award. £52,200 had been raised through grant funding and fundraising for phase one which was now complete. Over £20,000 of the £26,000 needed for phase two had been raised. The Chairman thanked all those concerned for their work to date and to MSDC for their commitment to 31% of the grant funding.

(ii) CIL Funds from Lion Road Development – the Chairman then explained the 21-house development on Lion Road had commenced last year, when the new Community Infrastructure Levy was introduced, and how the developer had opted for CIL payments instead of a Section 106 payment which would have gone directly to the PDCC. After consideration, it was unanimously agreed that £7,099.93, being the first instalment of CIL from the Lion Road Development, be awarded to the PDCC in part payment of phase two and completion of the Play in Palgrave project with the remaining funds being used for insurance and safety inspections. Cllr Brown asked about security on the site and Cllr E Bootman responded that the PDCC Trustees were looking at securing the boundary of the field. It was agreed that the funds, once received from MSDC (bank statement confirmation awaited), be transferred to the Parish Council's Play in Palgrave account and awarded when evidence of expenditure had been provided to the Parish Council. *Action: Clerk.*

11.17.06. Planning

11.17.06.1 The following planning applications were considered:

Ref	Location	Application
DC/17/04255	The Nurseries, Upper Rose Lane	Erection of two-storey side extension (following demolition of existing side extension and garage)

It was unanimously agreed to recommend SUPPORT for the application.

11.17.06.2 The following planning determinations were noted:

Ref	Location	Application Details	Determination
DC/17/03433	The Old Guildhall, The Green	Construction of a three-bay cartlodge and associated internal driveway from site boundary.	Planning Permission Granted

11.17.06.3 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 MSDC Planning on the Parish Council's complaint on development control and general failings in development management at MSDC and the maladministration of the determination of the above application. The Chairman spoke about the response and it was agreed that further explanation was needed for parts one and two but that part three of the response should not have been provided to the Parish Council but to the parishioners who had also submitted complaints on the determination. *Action: Clerk to submit Stage Two complaint to Mid Suffolk District Council.*

It was agreed the Suffolk Highways be chased for a response to the complaint submitted to them at the same time. *Action: Clerk to contact Suffolk Highways.*

11.17.06.4 The motion proposed (by Botesdale) and seconded by Palgrave at SALC AGM was noted. *'The lack of a five-year housing land supply has resulted in planning applications being granted that are inconsistent with Local Development Plans which in some rural communities are disproportionate to the size of the settlement and unsustainable. SALC requests that all Suffolk Local Planning Authorities re-assess their 5-year housing land supply at the earliest opportunity and notify central government if it now meets or exceeds the housing requirement, so that housing policies can no longer be considered out of date and that the development management function ensures that Planning Applications are only granted when compliant with the policies in the Local Development Plan'.* The Chairman then updated Councillors on five-year land supply, where availability of land for development was also subject to builders actually developing it. If they didn't there could be enough land but not enough new houses so government said there was not enough supply.

11.17.06.5 There were no other planning matters.

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

11.17.08 Street Naming – the Council had been informed that the Lion Road development would have two accesses from the Highway. The developer had provided one name – South Gardens – and it was hoped that the Parish Council would put forward suggestions for the other road. Communication was anticipated from MSDC Street Naming and it was agreed this item would be deferred to the next meeting. *Action: Agenda next meeting.*

11.17.9 Financial Matters

11.17.9.1 The Council's current financial statement was noted as £38,320.

11.17.9.2 Initial consideration was given to the 2018/19 budget. The Clerk provided Councillors with details of the level of reserves anticipated at the start of the financial year and stated the need to consider the budget in full and agree a precept request by the January meeting. It was agreed to seek parishioners' views on priorities for Council spending; ideas such as defibrillator, bus shelter, traffic calming were mentioned. *Action: Chairman to submit article to Palgrave Star. Clerk to prepare detailed budget.*

11.17.9.3 This item had been dealt with earlier in the meeting.

11.17.9.4 It was unanimously agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£329.16	Sarah Foote	Clerk's Salary for November	000121	LGA 1972 S112
£5.40	HMRC	PAYE	000122	LGA 1972 S112
£7.00	Sarah Foote	Clerk's expenses	000123	LGA 1972 S111
£480.00 inc VAT	Waveney Trees	Coppice eight yews on path to Church	000124	LGA 1972 S111
£276.00 inc VAT	BDO LLP	External audit year ending 31 March 2017	000125	LGA 1972 S111
£60.00 inc VAT	Community Action Suffolk	Website hosting annual fee	000126	LGA 1972 S111
£156.00 inc VAT	Suffolk Police and Crime Commissioner	Speed Watch Signs	000127	Road Traffic Act 1988

11.17.10 Cemetery and Churchyard

11.17.10.1 The Cemetery Committee – actions agreed at the last meeting were being progressed. However, land registration would be pursued when further details of registration fees had been sought. The government wished to accelerate registration of public land but this could be at substantial additional cost to local councils. The Chairman had asked SALC to lobby on providing transitional financial support arrangements.

11.17.10.2 Correspondence from two parishioners regarding the removal of the trees at the Cemetery had been read. It was noted that a Parish Council decision could not be reviewed within six months as per the Council's Standing Order 7A unless six or more Councillors requested so, in writing, to the Clerk. The Chairman explained that the reason for taking the trees out was because spread of roots is usually greater than branches and could disturb existing graves or prevent additional graves being dug and that the contract for the work had been issued. A suggestion had been put forward that the six trees were there to reduce the water table, however, a comment had been passed that the ditch didn't usually have any water in. *Action: Agenda next meeting for reconsideration subject to six requests being received.*

11.17.13 Paths and Open Spaces

11.17.13.1 Priory Wood - no response had been received to the additional FOI submitted to MSDC.

11.17.13.2 Footpaths – Buddleias at the Lows were overgrown and it was suggested that the landowner should be contacted to carry out this work. The gullies were still to be cleared by Suffolk Highways and the County Councillor would be asked to add this to the list of issues to talk to the Highways Engineer regarding. *Action: Clerk.*

11.17.14 Diss and District Neighbourhood Plan

The Chairman reported that lots had been happening 'behind the scenes' and various meetings had taken place. The 'Plan for the Plan' had been worked up by the appointed consultants and a final version was due soon. Workshops had been held and a plea had gone out for people to come forward for certain items of work. The DDNP Steering Group had submitted its own response to the BMSDC Draft Joint Local Plan. The site to the north of Lion Road had been previously submitted for a school and it was understood a similar private proposal was

likely to be submitted for the land surrounding the Community Centre with, a second possible option for a new school site. This had come about via the Local Plan consultation and details should be viewed on the consultation website if the submission came to fruition through the Local Plan assessment process.

11.17.13 Palgrave and District Community Council (PDCC)

11.17.13.1 The Chairman provided a report of the Special General Meeting that had taken place on 18 October and where revisions to the constitution had been considered. The Parish Council's recommendations for amendments to the constitution in order to protect the land had been rejected. A discussion then took place around securing the future of land by registering it as an asset of community value (it was noted that were other playing field/areas of open space already registered). It was unanimously agreed that the Parish Council should explore the option of community asset registration. *Action: Clerk.*

11.17.13.2 Parish Council Representative and Trustee of the PDCC – Cllr E Bootman's term of office would come to an end and, therefore, there was a need to make a new appointment for the PDCC AGM on 15 November. The Parish Council's representative represented the views and policies of the Parish Council and passed information between the two organisations. No personal point of view was allowed to be expressed by the individual appointed as they would be acting as a representative of the Parish Council. It was unanimously agreed to appoint Cllr Kevin Mobbs. The appointment to the PDCC would be reviewed again at the Parish Council AGM in May. *Action: PDCC to be informed of appointment of representative.*

11.17.13.3 Cllr E Bootman reminded all of the date of the AGM, 15 November, and reported that at that meeting a new auditor to the PDCC would be appointed.

21.38 Cllr Pudney left the meeting.

11.17.14 Correspondence

The following items of correspondence were noted:

Date Received	From	Details
19.10.2017	Suffolk Association of Local Councils	Precept Consultation, SALC Response to Precept Consultation, Councillor Disqualification, Right Homes, Right Places Consultation response.
10.10.2017	Mid Suffolk District Council	Town and Parish Newsletter

11.17.15 Matters for information – there were no urgent matters.

21.41 Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the public and press to consider staffing matters.

11.17.16 Personnel Committee – Cllr E Bootman gave a report of the Personnel Committee meeting that had taken place prior to the Parish Council meeting.

11.17.17 Date of next meeting - Thursday 14 December at 7.30 pm.

21.53 Meeting closed.

