

MINUTES OF MEETING held
at Palgrave Community Centre at
7.30 pm on THURSDAY 21 June 2018

palgravepc@gmail.com

Present: Cllr M. Brown, Cllr E. Collins, Cllr W. Cooper, Cllr D Long, Cllr M. Sneddon, Cllr N. Weston

Also in attendance: District Cllr D. Burn (late arrival); two members of the public

06.18.01 Apologies for Absence

Apologies from County Councillor Fleming and District Councillor Burn due to meeting overrun in Ipswich.

06.18.02 Declarations of Interest and Dispensations

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

06.18.02.2 No declarations of pecuniary and non-pecuniary interests were declared. Members were reminded of the requirement to update their Register of Interests as appropriate.

06.18.03 PUBLIC FORUM

06.18.03.1 County Cllr Fleming report was read in her absence (see separate appendix).

District Cllr Burn advised his locality budget has been approved for any applications for money. Suffolk County Council staff have been advised that all enquiries have to be acknowledged within 24 hours and a full response required within 5 working days. The Boundary Commission has completed its deliberations but their report first has to go to Parliament in September so the results will not be seen until October at the earliest. Attended the recent Steering Group meeting of the DDNP and has officially been asked to try and find a community representative for Palgrave as the village should have 2 representatives on this committee. He will revert back on this in due course. Cllr Long offered to be the substitute in the event of Cllr Weston being unable to make future meetings. This was unanimously voted and agreed on.

06.18.03.2 There were no questions from the public.

06.18.04 Minutes of the previous meeting(s)

06.18.04.1 The minutes of the meeting of 17 May 2018 were approved and signed following agreement to amend item 05.18.05.6 removing the Play in Palgrave wording from the appointment of representation on the PDCC, and the alteration from Mailchimp to Zoho Campaigns under item 05.18.11.6

06.18.04.2 Matters arising from the above minutes was the resident's complaint about parking on Forge Close. Councillors had monitored the situation at ad hoc times over the last month and had not seen any untoward issues regarding parking. Action: *Clerk to write to the resident as a result.*

06.18.05 Councillor Vacancies

Action: *Clerk to put poster / notice on website and notice board re co-option to the Parish Council.*

06.18.06 Highways and Speeding

06.18.06.1 **Update re Access only road** - Cllr Weston met with County Cllr Fleming, school representative, and Suffolk Highways – John Simpson, Community Works Senior Engineer – to put forward ideas. These were as follows: -

a) to make it a one-way road towards Diss

b) to build out the corner at the northern end

Mr Simpson is to liaise with his work colleagues re option (a). His thoughts were to make the road from the northern end a 'No Entry' which would then be a driving offence if drivers abused it and do a small build out on the corner. The general feeling was neutral about the impact of a corner build out, although some thought it may reduce work.

Speeding – it was agreed that the 30mph signs need to be extended 100 yards further out of the village especially at the Lion Road new housing development end. Speed Indicator Devices could then be installed where the current 3-0mph signs are located without any siting issues. It was unanimously

Signed Chairman

Date 12/7/18

agreed that the Clerk is to write to J Simpson at Suffolk Highways with the reasons we would like this action to be taken. Action: *Clerk to write to Suffolk Highways*

Cllr Brown had reported the potholes on Crossing Road to Suffolk Highways, report ref 00211477.

- 06.18.06.2 Grass cutting – It was agreed that the cutting of The Lows footpath was now acceptable but the delay in the first cut had resulted in many complaints being received by the Parish Council. The Clerk distributed the map of the paths that Suffolk County Council were responsible for and the associated costs. It was agreed to retain SCC as having the key responsibility for the maintenance of these footpaths. However it was agreed to obtain a quote to perform an additional cut in April / May and to obtain a separate quote just for The Lows. Action: *Cllr Brown to pursue the latter. Clerk to obtain the former.*

It was also agreed to obtain a quote for trimming the hedges – Action: *Clerk to obtain.*

It was also reported that footpath FP10 had been ploughed over by the farmer who had been instructed to re-instate it. FP3 (Lings to Oak Farm) has completely gone. The Landowners are Dick & Richard Lings. Action: *Cllr Weston to check the footpath and revert to the clerk before any action is taken*

06.18.07 **Planning**

- 06.18.07.1 The following planning application was approved:

Ref	Location	Details
DC/18/02215	Rose Cottage, Lows Lane, Palgrave	Erection of rear single storey extension

- 06.18.07.2 No other planning determinations had been received.

- 06.18.07.3 Any other planning matters that require urgent attention or for information.

To receive a verbal update on Complaint ref. FS73954131 - Land at Lower Rose Lane – Action: *Cllr Collins to investigate further and revert. Cllr Weston to also follow up*

06.18.08 **Churchyard**

The clerk gave an update from the recent work carried out on the Churchyard wall. Action: *Clerk to obtain a quote to spray the ivy encroaching into the wall, work to be carried out in the autumn.*

06.18.09 **Bus shelter**

Cllr Weston is finding it difficult to obtain further quotes. The £3500 quote covers stained softwood. The existing shelter could last another five years so do we wait until it is absolutely necessary? There are trees overhanging the bus shelter. Clerk to enquire if Suffolk Highways are responsible for their trimming and also whether they are responsible for the upkeep and/or replacement of the bus shelter. Action: *Clerk to follow up*

06.18.10 **Paths and Open Spaces**

- 06.18.10.1 Priory Wood – no further updates available yet from District Cllr Burn re the FOI request to Mid Suffolk District Council

- 06.18.10.2 Footpaths – no further updates available yet from District Cllr Burn on the permissive path through the Lion Road development.

06.18.11 **Phone Box**

- 06.18.11.1 The clerk gave an update on the phone box – BT were unaware it was out of order. According to their records it has not been decommissioned. A fault has been logged - an engineer will do a site visit. It was also noted in the report that the kiosk itself was in a poor state of repair with a very heavy door that would not be manageable for elderly or infirmed residents. Awaiting the outcome from BT.

06.18.12 **Defibrillator**

The clerk gave an update – it was unanimously agreed to have a locked cabinet. The clerk can now go ahead with the grant process.

06.18.13 **Reports from PC representatives on outside bodies**

- 06.18.13.1 Diss and District Neighbourhood Plan – Cllr Weston was unavailable for the last meeting but will attend the next one – Clerk to list as an agenda item at each meeting.

- 06.18.13.2 St John's – Cllr Cooper to report at next meeting.

- 06.18.13.3 PDCC – Cllr Brown was unable to attend the last meeting but will attend the next one.

06.18.14 Financial Matters

06.18.14.1 The following payments were approved:

Amount	Payee	Details
£39.73	SALC	Invoice re purchase of reference books as agreed minute item 06.18.11.05
£219.45	Caroline Emeny	Clerks expenses see detailed listing including Anti-Virus for laptop, ink cartridges for printer, new battery for laptop, box files,
£1228.00	Caroline Emeny	Clerks salary for April, May and June
£40.00	Caroline Emeny	Re-imbursement of ICO annual fee
£508.28	Came & Co	Annual insurance premium
£168.00	Trevor Brown	Internal Audit Fee
£300.00	Young & Wright	Churchwall repairs

Action: Clerk to enquire with SALC as to the requirements of being registered with ICO.

06.18.14.2 The following receipt re cemetery services was noted: payments totalling £210.

06.18.14.3 A new mandate was completed and signed due to the loss of the original documents by Natwest. Cllr Brown to complete the Additional Party Form and return to the clerk so all the documents can be sent in one registered envelope to Natwest.

06.18.14.4 To note Clerk going on Financial course at SALC on 2 July and Networking and Information Event on 18 July at SALC. These should provide another two CPD points towards the Local Award Council Scheme. .

06.18.15 General Data Protection Policy (GDPR)

The clerk distributed templates policies / forms for the following: General Privacy Notice, General Privacy Notice for Employees (Clerk and Councillors) and Consent Form. All were approved for adoption. Cllr Weston advised that 126 out of approx. 150+ residents gave their consent to be contacted by the Parish Council on the recent e-shot. Clerk to review the data audit questionnaire with the Chair and the further actions in terms of GDPR compliance.

06.18.16 Correspondence

It was agreed that only matters pertaining to Palgrave residents and other matters considered of importance would be noted under this agenda item. The list otherwise becomes quite unworkable. The following items of correspondence were received since the last meeting. and agree action where appropriate:

Date Received	From	Details	Fwd
23 May	Suffolk Tree Warden Network	Consider advertising for a local Tree Warden- Clerk to advertise on the website and in The Palgrave Star	N
13 June	Locality Meeting	Eye Town Clerk re opportunity to meet police rep	Y
12 June	Suffolk Minerals & Waste	Submission draft of local plan	Y
7 June	Suffolk C C	School travel	Y
25 May	Eye Town Clerk	Planning Concerns	Y

06.18.17 Matters for information

The following matters were raised:

Palgrave fete – the Chair was unable to attend this year as he was in Bristol. Clerk to write to the PDCC offering apologies and offering to host an information stand next year.

Royal British Legion – 100-year Armistice centenary – to be put on the agenda for July.

Local Council Award Scheme – the clerk to start this process when time allows

To agree a date for a meeting of the Cemetery Committee – set for Thursday 12 July at 6.30pm

Dog signs handed over for installing – Chair to put up at various places including the cemetery

06.18.18 Date of next meeting – Thursday 12 July 2018, 7.30pm at Palgrave Community Centre.

Meeting closed at 21:50

Signed Chairman

Date 12/7/18