

**MINUTES OF MEETING held  
at Palgrave Community Centre at  
7.30 pm on THURSDAY 12 APRIL 2018**

*palgravepc@gmail.com*

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

Also in attendance: County Cllr J. Fleming, District Cllr D. Burn; ten members of the public

**NOTE:** At the previous meeting of the parish council on 8 March 2018 the members elected to the offices of chairman and vice chairman agreed to serve in those roles only until the next meeting. Accordingly, Cllrs Weston and Sneddon verbally resigned at the beginning of this meeting.

**04.18.01 Retiring Chairman's introduction**

Cllr Weston resigned having been in post only on an interim basis for one meeting but indicated that if nominated again he would be willing to serve as chairman on a continuous basis.

**04.18.02 Election of Chairman**

It was proposed that Cllr Weston be elected as Chair. All members voted in favour. The Chair then signed the Declaration of Acceptance of Office.

**04.18.03 Election of Vice Chairman**

It was proposed that Cllr ~~Collins~~ <sup>Sneddon</sup> be elected as Vice Chair. All members voted in favour. The Vice Chair then signed the Declaration of Acceptance of Office.

**04.18.04 Appointment of temporary minutes recorder (for this meeting only).**

District Cllr Burn recorded the minutes for this meeting.

**04.18.05 Apologies for Absence**

Cllr Shirley-Smith sent his apologies which were duly accepted.

**04.18.06 Declarations of Interest and Dispensations**

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

04.18.06.2 No declarations of pecuniary and non-pecuniary interests were declared.

04.18.06.2 Members were reminded of the requirement to update their Register of Interests as appropriate.

**04.18.07 PUBLIC FORUM**

04.18.07.1 County Cllr Fleming read her report (see attached appendix 1).

District Cllr Burn gave an update on the possible merger of Mid Suffolk and Babergh District Councils.

04.18.07.2 Some members of the public voiced their concerns about agenda item 4.18.09, which was brought forward so as not to delay those members of the public who had come for this agenda item only.

**04.18.08 Minutes of the previous meeting(s)**

04.18.08.1 The minutes of the meeting of 14 December 2017 were approved following agreement to delete some contested lines in item 12.17.05.1 and, after the clerk has made the agreed changes, will be presented for signature at the May meeting.

04.18.08.2 The minutes of the meeting of 8 February 2018 were approved and duly signed at the end of the meeting.

04.18.08.3 The minutes of the meeting of 8 March 2018 were approved subject to correcting an error in agenda item 03.18.10.4: Cllr Cooper had been appointed as the interim Responsible Financial Officer, not Cllr Sneddon. The amendment was made at the end of the meeting and the minutes were duly signed..

04.18.08.4 There were no other matters arising from the above minutes.

Signed .....  ..... Chairman

Date ..... 17/5/18 .....



#### 04.18.09 Highways

- 04.18.09.1 Cllr Fleming presented the details of three new schemes on traffic calming and pedestrian safety measures, first proposed at the meeting on 13 July, which was followed by much debate.
- 04.18.09.2 It was agreed that the first two schemes were acceptable but the third scheme, which involved roadside white lining and central white hatchings along Lion Road through to Upper Rose Lan, did not have the Council's support. The reshaping of the crossroads at the corners of Lion Road and Priory Road was approved, as was the white lining on Denmark Hill. The two schemes would cost about £11,000 and Cllr Fleming's Highways budget is only £8-9,000 in total. The Council therefore voted unanimously to support the two schemes by pledging £5,000 towards the project cost.
- 04.18.09.3 A response to Suffolk Highways recent e-mails regarding the street lighting inventory was not discussed, so this was deferred to the next meeting.

#### 04.18.10 Planning

- 04.18.09.1 There were no new planning applications to consider.
- 04.18.10.2 The following planning determinations were duly noted.

Ref	Location	Details
<a href="#">DC/18/00247</a>	Bridge House Barns, Denmark Bridge, Palgrave IP22 1AA	Prior Approval Application under Part 3, Class Q (a) and (b) of the Town and Country Planning (General Permitted Development) (England) Order 2015- Conversion of agricultural buildings to 2 no. dwelling houses and associated works
Determination: REFUSED		
<a href="#">DC/18/00709</a>	Hemplands, Lion Road	Notification of works to Trees in a Conservation Area - (T1) Spruce - Fell. (T2) Blue Cedar - Fell. (T3) Apple - Fell. (T4 & T5) Silver Birch - Reduce. (T6) Chestnut - Fell
Determination: RAISE NO OBJECTION		

NB Application numbers in the left-hand column are live links to the relevant pages on the MSDC website.

- 04.18.10.3 Any other planning matters that require urgent attention or for information.  
Cllr Burn gave a verbal update on [DC/17/05666](#), which is an application for a new £50M chicken processing facility on Eye Airfield. This was approved by MSDC on 11 April.

#### 04.18.11 Governance

- 04.18.11.1 Cllr Burn has notified SCC of the councillor vacancies and will ensure that the necessary notice is posted on the noticeboard.
- 04.18.11.2 No applications have been received for any of the pre-existing vacancies on the PC.
- 04.18.11.3 Member representation on the following committees was reviewed:  
Cemetery: Cllrs Collins, Weston and Brown.  
Planning: There has never been a planning committee; therefore it was agreed that if necessary an extraordinary meeting of the full Council will be called to discuss any planning applications whose consultation period expires before the next normal meeting.  
Personnel: Cllrs Brown, Sneddon and Cooper.  
NB - all Committees are public meetings and must be recorded accordingly with agendas, minutes etc.
- 04.18.11.4 Member representation on the following working groups was reviewed:  
**Footpaths:** Cllrs Brown and Sneddon with an emphasis on The Lows.  
**Phone Box:** The lack of any electricity in the red BT phone box precludes its use as a possible location for a defibrillator [see agenda item 04.18.22]. The Council needs to consider if it wishes to purchase the phone box, at the nominal price of £1, for some other use.  
**Street Lighting:** Cllrs Weston, Cooper and Sneddon.  
**Bus Shelter:** Cllrs Weston, Brown and Collins. [See also agenda item 04.18.17.]



**Community Speedwatch:** It was acknowledged that although parish councillors might participate, this was a community scheme and not a working group of the Council. Cllr Brown asked a Community Speedwatch representative, who was present at the meeting, if the group would take on the Lorrywatch scheme. It was currently managed by the Council but as the two schemes operated over the same stretch of road (Denmark Hill) it seemed sensible to merge them. The Speedwatch representative agreed to this suggestion.

04.18.11.5 No change to the Standing Orders.

04.18.11.6 No change to the Publication Schedule under the FoI Act.

04.18.11.7 No change to the Register of Assets and Risk Assessment – Assets.

**04.18.12 Annual Parish Meeting, Friday 20 April 2018**

This has been postponed to Friday, 11 May at 7.30 pm in the Community Centre.

**04.18.13 Street Naming**

The developer has suggested 'South Gardens' for the name of one of the roads in the Lion Road development; the Council prefers 'Anness Gardens', suggested by Cllr Sneddon and named after Arthur Anness, a Palgrave benefactor who donated the land and the gates for the cemetery. The developer's suggestion of 'Martyn Close' for the other road met with the Council's approval. Cllr Burn will notify MSDC accordingly.

**04.18.14 Palgrave and District Community Centre (PDCC)**

Cllr Brown was unanimously voted as the Parish Council representative to sit on the PDCC.

**04.18.15 Financial Matters**

04.18.15.1 Cllr Burn gave a brief summary, emphasising that the accounts are in a healthy position.

04.18.15.2 The following payments were approved:

Amount	Payee	Details
£100.00	PDCC (invoiced 8-Mar-18)	Palgrave Community Centre lounge and hall hire for meetings 12-Oct-17 to 8-Mar-18, inclusive
£922.00	Suffolk County Council (invoiced 22-Mar-18)	Street lighting maintenance and energy costs for the period 1 April 2017 to 31 March 2018

04.18.15.3 It was noted that the first instalment of the Precept (£7297.50) had been received.

04.18.15.4 It was noted that three payments totalling £240 for various cemetery services had been received.

04.18.15.5 The current banking arrangements are with Natwest, which is closing the Diss branch on 13 May. This forces the option of facilitating online banking and the new clerk will need to make enquires towards this. The contact details will need to be changed to the new clerk's home address. The current cheque signatories are Cllr Weston and Cllr Cooper. Former parish councillors Val Pudney and Mike Bootman need to be removed as signatories and Cllr Brown added.

04.18.15.6 The review of Financial Regulations; Internal Controls; Risk Assessment – Financial were deferred due to time constraints.

04.18.15.7 The review of Budget Variances was deferred due to time constraints.

04.18.15.8 Cllr Burn has agreed to assist the new clerk in preparing the Final Accounts.

04.18.15.9 It was unanimously agreed that Trevor Brown, who has carried out the internal audit for the past few years, will be reappointed as the internal auditor

**04.18.16 Cemetery and Churchyard**

04.18.16.1 Cllr Weston gave an update on the damage to the rear wall of churchyard and confirmed that although it seemed relatively minor he would arrange its repair. The Council unanimously approved an expenditure of up to £500 for this work.

**04.18.17 Bus shelter**

Cllr Weston gave an update on the bus shelter. A quote of £9,000 had been received, together with another from a local carpenter who had quoted £3,500 to build an identical structure. Cllr



Weston is to obtain a further quote and bring all three options to the next meeting for consideration.

#### **04.18.18 Paths and Open Spaces**

- 04.18.18.1 Priory Wood – Cllr Burn is currently investigating progress on the apparently stalled FoI request to Mid Suffolk District Council for information regarding any or all conditions, restrictive covenants etc. applying to that land and for any decisions made which may affect its boundaries or uses and to consider whether further enquiries are called for. It was noted that this entails a lot of legal work for MSDC to provide the answers to these questions so it may take some time.
- 04.18.18.2 Footpaths – there is a permissive path running through the new Lion Road development. Cllr Burn is to enquire if the path has any relationship with the one through Priory Wood.
- 04.18.18.3 Village Spring Clean – Date set for Sunday 22 April. Cllr Brown confirmed 14 people have volunteered to date with possible further help from the school. Cllr Brown to liaise with MSDC re the availability of any litter picking equipment.

#### **04.18.19 Consultations**

- 04.18.19.1 Diss and District Neighbourhood Plan  
To note the results of the public consultation on the *Draft Vision and Themes* of the Diss and District Neighbourhood Plan Because of time constraints this was deferred to the next meeting.
- 04.18.19.2 Local Government Boundary Commission for England – Review of Ward Boundaries in Mid Suffolk  
Cllr Burn was able to give a verbal update. It was noted that the parishes of Braiseworth, Thwaite and Stoke Ash may be added to the Palgrave Ward. The intention is to have a similar number of electors in each of the district's wards.

#### **04.18.20 Correspondence**

The following items of correspondence were noted:

Date Received	From	Details	Fwd
8 Mar	Palgrave resident	Recent appearance of static mobile home on field along Ling Road – note pipe work is being installed	N
11 Mar	Palgrave resident	Traveller encampment near railway bridge, Rose Lane- Note they have since left the area	N
18 Mar	Suffolk Tree Warden Network	Spring Forum & AGM, Saturday, 14 April	Y
20 Mar	SALC	Safeguarding Training, Elmswell, 3 May 2018	Y
22 Mar	SALC	Training Calendar 2018/19	Y
22 Mar	Suffolk Preservation Society	Spring edition of <i>Suffolk View</i>	Y
22 Mar	County Cllr Jessica Fleming	Plans of three proposals for addressing traffic calming and safety issues in Palgrave (see item 04.18.09.1 on this agenda)	Y
23 Mar	UK Power Networks	Spring Newsletter	Y
26 Mar	MSDC (Claire Philpot)	Needham Market HQ Site Drop-ins, 4 & 10 Apr	Y
29 Mar	LGiU	Handling Confidential Information	Y
2 Apr	Patrick Harrington (pp the school)	Response to Cllr Fleming's 22 Mar e-mail	Y
2 Apr	Palgrave resident	Damage to cars on the 'no access' road	Y

#### **04.18.21 Reports from PC representatives on outside bodies**

- 04.18.21.1 The Diss and District Neighbourhood Plan report is outstanding as Cllr Shirley-Smith was unavailable.

Signed ..... Chairman

Date ..... 17/5/18

04.18.21.2 St John's – Cllr Cooper advised the next meeting is in June when she will then provide an update.

**04.18.22 Matters for information**

Any urgent matters brought by the Chairman, Councillors or Clerk.

The matter of a defibrillator for the village was raised by Cllr Weston who believes funding can be obtained through the Community Heartbeat Trust from the National Lottery. The school has offered to host the unit if the Council decides to obtain one. To be added to the next agenda for further discussion.

**04.18.23 Date of next meeting** – Annual Meeting, Thursday, 17 May 2018 at Palgrave Community Centre at 7.30 pm.

**04.18.24** Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the public and press to consider the final agenda item.

04.18.24.1 Recruitment of Parish Clerk and Responsible Financial Officer: Two candidates had been interviewed. An advert in the *Palgrave Star* had yielded no further applicants. The Council unanimously accepted the interviewing panel's recommendation that Mrs Caroline Emeny of Laxfield should be offered the position with immediate effect. Mrs Emeny, who had been invited to attend the meeting, accepted the offer. Cllr Burn asked permission to give his opinion that based on his experience of shadowing the post since the resignation of the previous clerk, the advertised 30-hour per month is probably insufficient to carry out the role effectively. He suggested something nearer 40 hours might be more realistic. The new clerk confirmed she can manage the extra hours if necessary.

Meeting closed at 21:58

Signed ..... Chairman

Date ..... 17/5/18