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MINUTES of MEETING held at Palgrave Community Centre at 7.30 pm on THURSDAY 8 MARCH 2018

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

Also in attendance: District Cllr D. Burn; five members of the public

NOTE: In the absence of a clerk or any elected officers (the chairman elected at the previous meeting subsequently resigned and the election of the vice chairman at that meeting was invalid) the meeting was opened by District Cllr Burn. He explained that a chairman had to be elected at this meeting for it to proceed, even if the candidate was prepared to remain in office only until the next meeting.

03.18.01 Election of Chairman

On the understanding that a re-election for Chairman would take place at the next meeting of the parish council, Cllr Weston agreed to be nominated by Cllr Brown; Cllr Sneddon seconded and the remaining members were all in approval. Cllr Weston was therefore duly elected as Chairman until the next meeting and took the Chair from this point. He signed the Declaration of Acceptance of Office at the end of the meeting

03.18.02 Election of Vice Chairman

On a similar understanding as above, Cllr Sneddon accepted nomination by Cllr Cooper and was seconded by Cllr Collins; all remaining members were in approval. Cllr Sneddon was therefore elected as Vice Chairman until the next meeting. She signed the Declaration of Acceptance of Office at the end of the meeting.

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

District Cllr Burn agreed to carry out this function.

03.18.04 Apologies for Absence

An apology was received and accepted from Cllr Shirley-Smith.

03.18.05 Declarations of Interest and Dispensations

03.18.05.1 Members were reminded of their obligations under the Suffolk Code of Conduct and the Nolan Principles of Public Office. A printed copy of the latter was handed to each member. Cllr Weston queried whether it was still current and District Cllr Burn undertook to find out.

03.18.05.2 Cllr Collins declared a non-pecuniary interest in agenda item 03.18.09.1, application no. 1574/13. Members were reminded of the requirement to update their Register of Interests as appropriate.

03.18.06 PUBLIC FORUM

03.18.06.1 To receive reports from County Councillor Jessica Fleming and District Councillor David Burn. Cllr Fleming had submitted a written report in which she drew attention to: the launch of the consultation on the draft revised National Planning Policy Framework, closing date 10 May; a consultation in the summer on the future of the Record Service in Lowestoft; the announcement of the preferred alignments of Ipswich's Upper Orwell Crossings; new potholes and drainage problems on the roads caused by the recent bad weather.

Cllr Burn gave details of the Boundary Commission's latest proposals for redrawing the ward boundaries in the district, which are being consulted on again. Under the proposals, Palgrave ward would be increased to include the parishes of Braiseworth, Stoke Ash and Thwaite

03.18.06.2 Members of the public commented on the provision of a defibrillator in the village; declaration of interest by council members; planning application DC/17/05897 (see below under item 03.18.09.1); the extent and value of the work carried out by the PDCC and its strained relationship with the PC.

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Signed Chairman

Date 12/4/18

03.18.07 Minutes of the previous meeting(s)

- 03.18.07.1 Proposed by Cllr Weston, seconded by Cllr Cooper and by a unanimous vote it was again resolved to defer acceptance of the minutes of the meeting of 14 December 2017 until the next meeting because the resignation of the previous chairman meant that the required search of previous minutes – to establish whether or not the expenditure of council funds on road improvements had been formally agreed – had not been carried out. Cllr Weston will now do the search.
- 03.18.07.2 Proposed by Cllr Weston, seconded by Cllr Sneddon and by a unanimous vote it was resolved to defer acceptance of the minutes of the meeting of 8 February 2018 until the next meeting to allow District Cllr Burn, who had drafted the minutes, from notes and a recording made by members of the public, an opportunity to fill some obvious gaps.
- 03.18.07.3 Matters arising from the minutes of the meetings of 14 December 2017:
- re minute 10.17.09.4 and minute 12.18.05.1 of 8 February meeting (incomplete since decision at 12 October 2017 meeting): Cllr Weston to carry out transfer of the safe and filing cabinet to the PDCC
 - re minute 12.17.05.1: Cllr Weston to search previous minutes for evidence that expenditure of council funds on road improvements has been formally agreed
- Matters arising from the minutes of the meetings of 8 February 2018:
- re minute 12.18.08.1: Cllr Sneddon to write letter of appreciation to former councillors Elaine and Mike Bootman;
 - re minute 02.18.9: Cllr Weston to confirm with Vertas that their service will continue to be required, with seven cuts a year and weed control for the cemetery carpark;
 - re minute 02.18.16: Cllr Brown to contact Suffolk Neighbourhood Watch and suggest they reapply in the autumn, when the parish council considers all such donation requests.

03.18.08 Highways

- 03.18.08.1 To receive an update on traffic calming and pedestrian safety measures as previously agreed. County Cllr Fleming had sent plans of the design for two of the suggested improvements for the council's consideration:
- Lion Road junction with Priory Road. Realign kerb line and dropped crossing (north side of road): Cllr Cooper proposed and Cllr Collins seconded support for the proposed design and the remaining members agreed unanimously.
 - Lion Road Upper Rose Lane. Remove centre line and provide new centre hatching: members felt that the hatching would be visually too intrusive and doubted that it would have the desired effect of slowing down the traffic. Cllr Sneddon proposed that a simple central line should be requested; this was seconded by Cllr Brown and the remaining members agreed unanimously
- 03.18.08.2 To consider a response to Suffolk Highways recent emails regarding the street lighting inventory. As the necessary information was not to hand, this was deferred to the next meeting.

03.18.09 Planning

- 03.18.09.1 To consider the following planning applications:

Ref	Location	Details
1574/13	Palgrave Community Centre, Rose Lane	Retention of wind turbine 24.8 metres to tip (18.3 metres to hub) in current position (Turbine previously granted under Planning Permission ref 2777/10).
It was proposed by Cllr Weston and seconded by Cllr Brown to object to the application for the same reasons as were given for the original objection in documents uploaded to the MSDC website on 16 and 17 July 2013 . The motion was carried by a majority vote (3 for, 1 against, 1 abstention)		
DC/17/05897	Grange Farm Old Bury Road	Erection of new pig building and general purpose agricultural store.
It was proposed by Cllr Cooper and seconded by Cllr Sneddon to support the application. The motion was carried by majority vote (4 for, 1 abstention). The council wished to append a comment regarding the		

unsuitability of Crossing Road and Priory Road for the lorries associated with the business and also a comment regarding the importance of the planning conditions proposed by the Environmental Protection Officer.		
DC/18/00709	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
Cllr Weston proposed support, Cllr Cooper seconded and the vote was unanimous		

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

03.18.09.2 To note any planning determinations received.

None received.

03.18.09.3 Any other planning matters which require urgent attention or for information.

None.

03.18.10 Governance

03.18.10.1 To note the resignation of Cllr Val Pudney and Cllr Kevin Mobbs from the Parish Council.

03.18.10.2 To note the procedure to fill these vacancies on the Parish Council. District Cllr Burn will notify Democratic Services at MSDC who will supply the appropriate announcement to be placed on the noticeboard.

03.18.10.3 To consider any applications to the pre-existing vacancy on the Parish Council.

None received

03.18.10.4 To appoint an interim Responsible Financial Officer.

Cllr Cooper was proposed under a unanimous vote in agreement.

03.18.10.5 To review the composition of the following committees: Cemetery; Personnel.

Deferred to the next meeting.

03.18.10.6 To review the composition of the following working groups: Community Speedwatch; Footpaths; Phone Box, Street Lighting.

Deferred to the next meeting

03.18.11 Street Naming

To consider street naming at the Lion Road development.

The developer has proposed South Gardens and Martyn Close for the two road names required, the latter after a rector of Palgrave who was responsible for building the north aisle of the church and who laid the foundation stone for the school. The council viewed this latter name favourably but felt that an improvement could be made on 'South Gardens'. Cllr Sneddon, in particular, had several ideas. Suggestions from all members were requested for consideration at the next meeting.

03.18.12 Palgrave and District Community Council (PDCC)

To receive a report on any relevant matters.

Following recent resignations, the council presently has no representative on the PDCC. This will be addressed at the next meeting

03.18.13 Financial Matters

03.18.13.1 To receive the Council's current financial statement.

As the figures were not to hand it was not possible to complete this item. It will appear again on the next agenda.

03.18.13.2 To approve the following payments:

Amount	Payee	Details
none requested		

03.18.14 Cemetery and Churchyard

03.18.14.1 To agree actions to instigate repair of damage to rear wall of churchyard.

Cllr Weston will arrange for a specification and quotes for the restoration work required.

03.18.15 Paths and Open Spaces

03.18.15.1 Priory Wood – to note any further response to FOI request to Mid Suffolk District Council for information regarding any or all conditions, restrictive covenants etc. applying to that land and for

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Signed Chairman

Date 12/4/18

03.18.15.1 Priory Wood – to note any further response to 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.

None received. District Cllr Burn to chase.

03.18.15.2 Footpaths – to receive any matters for report or information.

Cllr Brown will contact District Cllr Fleming in the hope of expediting a resolution to the flooding problem on the Lows footpath

03.18.15.3 Village Spring Clean – to consider arrangements for a litter pick and village tidy up, presently scheduled to take place on 18 March.

This date is no longer feasible. Cllr Brown offered to take on the organisation for new date in April, possibly Sunday 22nd.

03.18.16 Diss and District Neighbourhood Plan

To agree and construct a public consultation response to the recently circulated *Draft Vision and Themes* of the Diss and District Neighbourhood Plan.

Hard copies of the questionnaire were given to all members and it was suggested that individual responses would be easier than one from the council and just as effective.

03.18.17 Correspondence

To note the following items of correspondence received since the last meeting and agree action as appropriate:

Date Received	From	Details
12, 16, 23 February	SALC	Weekly Information Bulletins
16 February	Diss & District Neighbourhood Plan	Agenda and minutes of Steering Group meetings
22 February	SALC	Mid Suffolk North Area meeting on 7 March
27 February	SALC	The GDPR Toolkit For Local Councils
27 February	Suffolk Joint Emergency Planning Unit	Free event on Guidance to completing funding applications
28 February	Lord Lieutenant's Armistice Centenary Committee	War Graves Event, 8 November
1 March	Eye Town Council	Invitation to Mayor's Parade and Service, 24 June
1 March	MSDC	Community Infrastructure Levy presentations

03.18.18 Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the meeting will be closed to the public and press to consider the following matters:

03.18.18.1 Recruitment of Parish Clerk and Responsible Financial Officer.

Two expressions of interest have been received so far; District Cllr Burn will arrange for these candidates to be interviewed by members before the next meeting.

03.18.19 Matters for information

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

None.

03.18.20 Date of next meeting - Thursday 12 April 2018 at Palgrave Community Centre.

Meeting closed at 21:55

Signed: *David Burn* Acting Contact, Palgrave Parish Council.

Email: palgravepc@gmail.com.

Dated: 2 March 2018.

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Signed *D. Weston* Chairman

Date *12/4/18*