

Present: Cllr M Brown, Cllr W Cooper, Cllr D Long, Cllr N Weston

Also in attendance: District Cllr D Burn, Suffolk County Cllr J Fleming; one member of the public

**08.18.01 Apologies for Absence**

Apologies were received and accepted from Cllr Collins and Cllr Sneddon.

**08.18.02 Declarations of Interest and Dispensations**

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

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

**08.18.03 Public Forum**

08.18.03.1 County Cllr Fleming went through her report (see separate appendix), which related to the Access Road, scheduled works to the Priory Road junction 8 -10 October which will require road closure, the white lining will hopefully be done at the same time, Speed Limit Extensions, CIL and Bus Stops, Grit Bins, and Tourism. This led to a discussion re Access Road and 30 mph signage which is minuted below under 08.18.06.1 and 2.

District Cllr Burn reported on the purchase by MSDC of the former Foyer in Stowmarket which has been brought up to standard to provide temporary housing for up to 17 vulnerable families or individuals while their needs are being assessed. He also reported on Gateway 14, a new 100-acre Logistics and Business Park on the outskirts of Stowmarket which MSDC are developing.

08.18.03.2 One member of the public was present to discuss the WW1 Centenary Commemoration. He is the voluntary guide for the area. Thursday 8 Nov is British Legion Day, the following Sunday being Armistice Day as well as Remembrance Sunday. He asked if the PC was doing anything to commemorate the event. Cllr Cooper had previously advised that the school was doing something but could not expand on this. He asked if the school, the Parish Council and he could work together on the event. Note there is only one more PC Meeting before the above dates. See more information under minute item 08.18.14.  
**Action:** All councillors to think about what can be done and bring their suggestions to the next meeting.

**08.18.04 Minutes of the Previous Meeting**

08.18.04.1 The minutes of the previous two meetings 12 July and 30 July 2018 were approved and duly signed.

08.18.04.2 There were no matters arising not already on the agenda.

**08.18.05 Councillor Vacancies**

Note there are still 5 Councillor vacancies. Notices are on the website, notice board, and in The Star.

**08.18.06 Highways and Speeding**

08.18.06.1 Update re Access only road:- Letters were sent by both the Parish Council and the School as requested by Suffolk Highways with supporting information, with additional support from County Councillor Fleming. Their response was very negative, stating that an independent safety auditor could carry out a report for £1300. Mr Simpson's (Suffolk Highways) recommendations to move forward on the Access Road proposals were carried out, but despite that, his reply was less encouraging than before. County Cllr Fleming is to ask Mary Evans, County Cllr for Clare and cabinet member for Highways, to come to Palgrave for a site meeting. The Parish Council confirmed they are keen for this to happen.

08.18.06.2 Update on request to extend the 30mph limit signs on the edges of the village – County Cllr Fleming has backed our request with an email to Suffolk Highways. **Action:** Clerk to revert to Highways asking them to proceed acknowledging it requires a local funding source.

08.18.06.3 A143 advisory sign blocked by vegetation – **Action:** Cllr Weston to trim around sign.

**08.18.07** Update of the Lows Cutting and other footpaths / hedges including village green – Cemetery and village greens being cut next week, Lows will be completed once sugarbeet harvested for access from field by



friendly farmer, half the gullies dug out by contractor balance to be done. **Action:** Clerk to ensure all work is completed before payment.

**08.18.08** Loan of Community Speed Watch equipment has received several enquiries. Stuston, Wickham Skeith and Wattisfield have all expressed an interest in lending the equipment. It was agreed the equipment could be lent out free of charge on a 6-month basis, collected from Palgrave, but proof of insurance required before any loan commences. **Action:** Clerk to contact the interested parties.

**08.18.09 Planning**

**08.18.09.1** The following application was considered:

Ref	Location	Details
DC/18/03323	14 Blands Farm, Palgrave	Works to Trees. No objection raised.

**08.18.09.2** The following planning determinations were noted:

Ref	Location	Details
DC/3406 & 3407	Sunnyside Cottage, Lows Lane	Refusal of Discharge of Conditions re chimney
DC/18/03176	Lows Lodge, Lows Lane	Erection of ground floor extension Permission Granted
DC/18/03155	Little Holland, The Green	Felling of Sycamore Trees – Permission Granted

**08.18.09.3** There were no other planning matters that required urgent attention or for information.

**08.18.08 Cemetery and Churchyard**

**08.18.10.1** Churchyard and village clean up set for Sat 13 October 9 till 1pm. – **Actions:** Cllr Weston to put article in *Sept Star* and mailshot. Clerk to contact Sian Bunbury re refreshments in the church.

**08.18.10.2** To note update and quotes for work on rebuild of section of Churchyard wall. **Action:** Clerk to check if ivy sprayed. To request confirmed quote from 3<sup>rd</sup> contractor for rebuild of wall as per specification.

**08.18.11 Bus Shelter** - Overgrown trees need trimming which Highways say are not necessary to do as yet. **Action:** Clerk to contact contractor and ask him to quote.

**08.18.12 Paths and Open Spaces**

**08.18.12.1** Priory Wood re FOI request – District Cllr Burn confirms he will try and resolve for the next meeting.

**08.18.12.2** Footpaths re permissive path through the Lion Road development. District Cllr Burn confirms he will try and resolve for the next meeting.

**08.18.13 Defibrillator** - Grant Application delayed due to Natwest bank statement. **Action:** Clerk to chase if all in order with application since sending bank statement.

**08.18.14 Royal British Legion** - Refer to Public forum minute 08.18.03.2. Clerk reported silhouette Tommies cost £42 each. Grants are available but are only approved in conjunction with an overall event happening. It was unanimously agreed to purchase 3 perspex Tommies, on PCC approval that they can be sited in the church. PC, school, and Mr Gibbons to work together on this project. **Actions:** Clerk to purchase once PCC approval received and 2 wreaths for the 2 war graves in the churchyard cemetery. Clerk to send war graves official info to all councillors.

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

**08.18.15.1** Diss and District Neighbourhood Plan – Cllr Weston attending the meeting next week

**08.18.15.2** St John's – Cllr Cooper – next meeting not until December. Cllr Weston to attend with Cllr Cooper

**08.18.15.3** PDCC – Cllr Brown was unable to attend the last meeting but does wish to continue in this role – **Action:** Clerk to re-confirm to the PDCC of Cllr Browns' intentions and sincere apologies.

**08.18.16 Lows Lane Bollards Padlock** - **Action:** Clerk to chase with Highways as no response received to date.

**08.18.17 A140 Eye Airfield Highways Scheme** - Clerk gave update on response received from Highways.

**08.18.18 CIL Expenditure bid by Suffolk Highways re new bus stops**

Clerk distributed response from Suffolk Passenger Transport with alternative proposal to improve the current access to the bus shelter bringing access across the grass at the front and improved side access. It was determined that as the bus pulls in from the side, front access was not required.

**Action:** Clerk to respond with partial approval of their suggestions.

**08.18.19 Village Pond** - To note pond edge strimming offer by Palgrave Gardening & Social Group (PGSG). **Action:** Clerk to send PC thanks for their work.

Signed ..... Chairman

Date ..... 11/10/18



- 08.18.20** To review possible membership of the Local Council Public Advisory Service (LCPAS) – Cllr Weston attended a Village Greens course and found them most helpful. They offer free legal advice to members. Do SALC offer this? Membership is £100 p.a. **Actions:** Clerk to investigate legal advice with SALC. All Councillors to mull over possible membership for next meeting  
Discussion took place about what happens to the land if the school should ever close – are there Rights of Reversion whereby the grounds revert back to the Lord of the Manor and SCC would no longer have the school as an asset. Are we members of The Open Space Society? **Action:** Clerk to investigate both.
- 08.18.21** To review if any grit bins need purchasing and subsequent application process. It was noted there are no grit bins in the village. Note grit heaps are no longer permissible for environmental reasons. It was agreed not to purchase any grit bins.
- 08.18.22** To note Town & Parish Liaison Meeting 9th October – it was agreed these were not worth attending.
- 08.18.23** **Financial Matters**
- 08.18.23.1** The following payments were approved:

Amount	Payee	Details
£55.18	Caroline Emeny	Clerks expenses, see detailed listing
£1010.92	Caroline Emeny	Clerks salary for July and August
£40.00	Local Council Public Advisory Service	Village Greens Training Course – N Weston
£18.60	S A L C	Book Keeping Training Clerk attended 50% cost only
£10.20	S A L C	Networking workshop Clerk attended 50% cost only
£240.00	PKF Littlejohn LLP	External Audit fee

- 08.18.23.2** The following receipts were noted:  
£7297.50 being 2<sup>nd</sup> part of Precept received 7/9/18 from MSDC  
£1218.20 received 29/8/18 being HMRC VAT refund re period June 2017 – June 2018
- 08.18.23.3** To note success of the external AGAR audit. Completion of Notice of Conclusion of Audit document to be completed and published by the clerk on notice board and website. **Action:** Clerk to publish
- 08.18.23.4** The replacement Natwest mandate form changing signatories was signed for Clerk to post.
- 08.18.23.5** Up to date accounts were presented and the budget reviewed. All satisfactory to date.
- 08.18.24** **General Data Protection Policy (GDPR) and other policy documents**  
The following policies were reviewed and adopted: Data Protection Policy; Filming Videoing, Photography etc at Parish Council or Committee Meeting Policy; Subject Access Request (SAR) Policy; Note the Clerk advised there are more policies required and the website still needs reviewing. As long as we can be seen to be working towards compliance, which we are, we are legally covered.
- 08.18.25** **Correspondence** - The following items of correspondence were noted:

Date Received	From	Details	Fwd
29 June	Joint Housing Strategy Consultation Period (Babergh Mid Suffolk Local Plan)	Invitation to take part in the formal consultation period scheduled for 17/9 – 26/10/18 - We should hear from Babergh and MSDC about this imminently.	Y
17 August	Palgrave Resident	3 items of concern- road signage obscured, lows ditch full of debris, WW1 anniversary	Y

- 08.18.26** **Matters for information**  
There were no urgent matters brought by the Chairman, Councillors or Clerk.  
**Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the meeting will be closed to the public and press to consider the following matter:**
- 08.18.27** It was confirmed the Clerk had successfully completed the probationary Period. The Contract of Employment does not need amending at this time.
- 08.18.28** **Date of next meeting** – Thursday 11 October 2018, 7.30pm at Palgrave Community Centre.

Meeting closed at 21.40

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

Date ..... 11/10/18 .....