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# MINUTES OF MEETING 11.12.2014

Clerk - Ms Vicki Gay

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Minutes of the meeting of Palgrave Parish Council held 7.30pm Thursday 11 December 2014,  
Palgrave Community Centre.

## Present

Councillors: M Bootman (Chair) N Weston  
Miss M Sneddon Mrs E Collins  
J L Gibbons

Also present: Cllr J Fleming (Suffolk CC – Hartismere Div)  
Cllr D Burn (Mid Suffolk DC – Palgrave Ward)  
Mrs H Butler (Minutes Clerk)  
Three members of the public

### 12.14.1 Apologies

Apologies for absence were received from Cllr Pudney and accepted by the Council.  
Apologies from PCSO Faulkner were noted.

### 12.14.2 Members Declaration of Interest and request for dispensation concerning any matter of the agenda.

None recorded.

### 12.14.3 Public Forum

7.32pm RESOLVED, with all agreed, to adjourn the meeting for the public forum. The Chairman reconvened the meeting at 7.45pm.

### 12.14.4 Reports from County and District Councillors/Mid Suffolk North SNT.

Received during the Public Forum 12.14.3 <sup>1</sup>

### 12.14.5 Parish Council Vacancies

At the request of the Chair the Council agreed to consider these items in revised order to that detailed on the agenda.

- Formal Receipt of resignation of Mrs K Jones (Clerk)  
The Council recorded and formally accepted the resignation of its Clerk and Responsible Finance Officer, Mrs K Jones.  
RESOLVED under s112(5) LGA 1972 to appoint Cllr Weston, in an unpaid capacity, as the PROPER OFFICER until such time as a new clerk could be appointed.
- To record Mrs Hilary Butler as acting Clerk (pro tem) and to agree that she receive reasonable reimbursement for her services.  
The Council RESOLVED, with all in favour, to appoint Mrs Butler as its temporary minute clerk. Mrs Butler will submit an itemised account of hours worked and expenses incurred for the Council's consideration.

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<sup>1</sup> Cllr Bootman requested letter to be sent to MSN SNT re road & cycle safety in relation to current SNT Tasking.

- Formal Receipt of resignation of Ms J Hicks.  
The Council recorded and formally accepted the resignation of Cllr Hicks. The casual vacancy was notified to Mid Suffolk DC and has been advertised. No request for an election was made.  
It was also noted that the casual vacancy created by the resignation of Cllr Ling had been duly advertised and no election requested.
- To consider the Co-option of two Councillors  
RESOLVED, with all in favour, to co-opt Keith Charman and Michael Brown as parish councillors for the Parish of Palgrave. It was agreed that signing of the Declarations of Acceptance of Office could take place within 28 days.

**12.14.6 To approve the minutes of the meeting held 23 October**

The minutes of the meeting were agreed and signed.

**12.14.7 Matters Outstanding from the meeting held 23 October**

- Installation of bollards at entry to The Lows and vehicle driving down on 26 November. It was noted that at least two vehicles had used the lane since the last meeting of the Council. The promised bollards have still not been installed by Suffolk CC.
- To note revised date for Annual Parish Meeting as Wednesday 22 April 2015.
- To note that 'Lorrywatch' training will now be scheduled for early in 2015.

12.14.8 No Item recorded.

**12.14.9 To Receive Reports and Consider Recommendations and Matters Requiring Direction**

8.1 To consider a report from St Peter's School re The Green and Traffic.

7.56pm The Council RESOLVED to adjourn the meeting to receive a report from Mr P Harrington, Community Governor, Gislingham & Palgrave CEVC schools. The Chairman reconvened the meeting at 8.19pm.<sup>2</sup>

At the request of the Chairman the Council agreed to accept the following items in a revised order to that detailed on the agenda whilst County Cllr Fleming was present.

**Roads & Traffic Working Party**

9.5.1 Report on Correspondence re: National Express service 497.

Noted that Ambassador Travel has responded to the Council's concerns and that action has been taken by the operator in an attempt to prevent future use of the route by its drivers.

9.5.2 Reply from SCC Highways re: Vehicle Activated Signs and Flooding Denmark Hill. In a letter dated 12 November 2014 Suffolk CC stated that it will assess the sites shortly and feedback results once the process is complete. It was noted that Suffolk CC has been in conversation with Cllr Gibbons regarding flooding issues on Denmark Hill. Suffolk CC will further investigate drainage culverts/ditches etc. in a bid to improve highway flooding issues.<sup>3</sup>

<sup>2</sup> MSN SNT to be requested to provide details (date/time/numbers/resulting action) of vehicles stopped using the access only road adjacent to the school as a through route for the next meeting on 8<sup>th</sup> January 2015.

<sup>3</sup> Denmark Hill - noted that children are alighting from the school buses at dusk and walking in the road in dark coloured clothing. Hartismere High School has issued reflective armbands to its pupils that walk along this route.

9.5.3 To note submission to SCC Highways of the photographic survey/report of the signage relating to the existing 7.5T HGV restriction The Green/Denmark Hill. It was noted that HGVs are still attempting to use Priory Road.

9.5.4 The Council agreed to invite J Kerridge, Suffolk CC, Central Area Highways, to meet with representatives to discuss this and other Highways issues.

#### **Finance & Compliance Sub-Committee**

9.2.1 Update on meeting with Insurance Broker re Risk Assessments. It was agreed that a method of recording Risk Assessment should be implemented as soon as practicable. Noted for consideration on appointment of a Clerk.

9.2.2 Update on SALC Filming and Social Media Seminar. Noted that members of the public are now legally entitled to record council meetings. It was agreed that the Council should consider implementing a written Policy Statement.

#### **Churchyard & Cemetery Working Party**

9.3.1 To consider action to be taken due to the unsuitability for repair of the Parish Council's strimmer and mower, including any related expenditure.

Cllr Weston reported that he had taken the items to a local company (Michael's Mowers) for inspection. The strimmer requires repairs to head/shaft likely cost in excess of £100 ex VAT. The mower is now obsolete and spares are not available. Agreed to include replacement of the strimmer on the January agenda for consideration. RESOLVED, with all in favour, to write off the mower. Cllr Weston was asked to make the necessary arrangements.

9.3.2 Report on Inspection of the Churchyard Flint Wall. Cllr Weston reported that the wall had been inspected by a specialist in flint walling and appears to be in good condition. The only recommendation was that all vegetation should be cleared from the wall, this should be included in a future work programme.

9.3.3 Update on Churchyard Clearance Programme 14/15 November. Noted that Waveney Trees have completed the works and that the PCC has confirmed that the works have been carried out to its satisfaction. The Chairman noted that as this is a closed churchyard the Council should seek some clarity as to what aspects of the churchyard maintenance it is responsible for.

8.48pm RESOLVED to adjourn the meeting to accept comments from Mrs J McLintock in relation to the gift of land and to progress the transfer to the Council. The Chairman reconvened the meeting at 8.57pm.

The Council agreed to add an item to the January agenda to consider the indefinite reservation of a specific plot at no charge for Mrs McLintock.

#### **Paths & Open Spaces Working Party**

9.4 Update on 'Bus Shelter and Village Sign repairs and renovations. Not discussed due to the absence of Cllr Pudney.

#### **Performance Working Party**

9.6 The Council agreed to adopt the Activity Summary dated 1 December as a basis for feeding into the budget process.

## **Palgrave & District Community Council**

9.7 Update by Parish Council representative to AGM and committee meetings. In the absence of Cllr Pudney the Chairman reported. The Council RESOLVED to work with the Palgrave Community Council for community benefit. Matters pertaining to the village sign, play equipment and noticeboard will be considered jointly.

### **Clerk's Report.** (Chairman)

9.8 Reply from MSDC re: drains in Goolds Close minute 9.14.6. Noted that action will be taken by Suffolk CC to alleviate flooding by regularly clearing gullies.

### **9.9 Correspondence received:**

- Mid Suffolk DC estimate of charges for May 2015 elections. To be considered with Budget discussions January meeting.
- Noted that the Council has received notification from Levington Landscapes regarding tree works to be carried out on The Green in January. It was agreed by all that the Council has no authority to instruct the owners of an adjoining property to grant access and the Contractor would be referred back to the solicitors acting for the Lord of the Manor.
- Suffolk CC – noted that the Experimental Traffic Regulation on Dam Lane (A143 to Mellis) expired on 3 December 2015. Agreed no comment.
- Cllr J Fleming – Public Transport Options. Noted.
- Mid Suffolk DC – 2015 Electoral Register. Availability to councillors noted.
- Road closures – Crossing Road. Noted overnight 24 - 26 February 2015 and 2 – 5 March 2015.
- Mid Suffolk DC – noted Band D equivalent increase in Council tax for year 2014/15 up from £349.79 to £353.95 (1.25%).
- Mid Suffolk DC – cost of emptying dog and litter bins. Up £5 per bin.
- Street Lighting – consideration will be given in the 2015/16 Budget to replacement with low energy LED alternatives if a quotation is available.

### **12.14.10 Planning**

The following Mid Suffolk DC Decision notices were noted .

9.1 **2207/12 (Planning Permission)** and **2208/12 (Listed Building Consent)** Barns fronting **Star Yard, Millway Lane, Palgrave.** GRANTED.

10.2 & 10.3 **0687/14 (Planning Permission)** and **0688/14 (Listed Building Consent).** **Elm Vale Farm, Denmark Hill, Palgrave.** GRANTED.

10.4 **3276/14 (Planning Permission)** Relocation of existing eco-house away from Star Yard Barns and creation of a new parking area. **Star Yard, Millway Lane.** Noted that Palgrave PC requested and the Case Officer agreed an extension to the response date (to allow for consideration on this agenda) Planning Permission was GRANTED on 11 December 2014. The Chairman noted that he had written to Mid Suffolk DC (Philip Isbell) regarding the premature decision.

The following Mid Suffolk DC application was considered by Council for comment:

10.5 **3717/14 Palgrave Community Centre** – installation of two air sourced heat pumps. Following some discussion it was agreed by the Council not to object and that the Chairman would respond to Mid Suffolk DC noting Palgrave PC's concerns with regard to the potential for noise nuisance from the equipment.

#### 12.14.11. Financial Report

11.1 To receive the Financial Report: The Council agreed to defer the Financial Report to the January meeting in the absence of a Responsible Finance Officer and Cllr Pudney.

11.2 The following receipts were noted:

Internment	£50.00
Reservation of adjoining Plot	£75.00
Renewal of Reservations of 4 Plots	£300.00
Renewal of Reservation of Plot	£75.00

11.3 RESOLVED under s111 LGA 1972, with all in favour, to renew retrospectively the Palgrave PC subscription of £8 to the PDCC .

11.4 RESOLVED, with all in favour, to approve payment of the following accounts:

K M Gardencare	£30.00	Cemetery carpark weedkilling
SALC	£36.00	SALC Seminar (N Weston)
MSDC Grass Cutting	£1,200	Grass cutting Jul-Oct 2014
Waveney Tree Specialists	£1,320	Churchyard tree works
The following items were noted as paid by Standing Order:		
Mrs K Jones	£225.30	Salary Oct 2014
Mrs K Jones	£150.20	Salary Nov 2014
Mrs K Jones	£186.34	Holiday Pay 2014

#### 12.14.12 Parish Council Bank Account

RESOLVED, with all agreed, to delete Cllr Mrs J Hicks from the Mandate and to add Cllr N Weston as a signatory. Any amendment to the change of correspondence address to rely on any decision made re appointment of a Clerk.

#### 12.14.13 Cemetery - Garden of Remembrance

- RESOLVED to amend the Amended Cemetery Regulations dated 21<sup>st</sup> July 2010 relating to Memorials in the Garden of Remembrance, point 22, to clarify the limiting dimensions and that the depth front-to-back be not more than 360mm.
- To then consider request by HL Perfitt for a memorial 380mm square in Garden of Remembrance. Following some discussion the Council RESOLVED to approve the proposed memorial providing the design could be amended to meet with cemetery regulations and was no more than 360mm square.
- Further RESOLVED to complete during 2015 a review of the above Regulations and associated Fees and Charges.

#### 12.14.14 Grants & subscriptions

RESOLVED, with all agreed, to donate £100 each to Borderhoppa, Diss First Responders and the East Anglian Air Ambulance under s137 LGA 1972 and £100 to the Diss Citizens Advice Bureau under s38 (ss2A) LGHA 1989.

RESOLVED under s111 LGA 1972, with all agreed, to support the work of the Suffolk Preservation Society by subscribing as a 'Friend' at a cost of £30.

**12.14.15 Mid-Suffolk DC - Consultations**

15.1 MSDC Community Infrastructure Levy – Draft Charging Schedule consultation & Regulation 16/17 consultation. Closing date 24 Dec 14. A report by Cllr Bootman, circulated prior to the meeting, was considered by the Council. RESOLVED, with all agreed, that Cllr Bootman should respond in line with his report on behalf of Palgrave PC.

15.2 To consider calling a public meeting to obtain views as to whether Palgrave should grow, in order to respond to the Parish Survey 2014 by 31 Jan 2015.  
9.44pm RESOLVED to adjourn the meeting and invite Cllr D Burn (MSDC) to speak on the subject. The Chairman reconvened the meeting at 9.48pm.  
It was agreed that a public meeting should be held on Friday 16 January 2015 at the Community Centre. Cllr Bootman to arrange.

**12.14.16 Update on Progress Power**

A brief update on the project was received from Cllr Burn (MSDC).

RESOLVED, with all agreed, to sign the memorandum of understanding issued by Thrandeston PC on behalf of the Eye Airfield Parishes Working Group. Signed by the appointed delegates to the Working Group Cllr Bootman (Chair) and by Cllr Weston (also Proper Officer) on behalf of Palgrave PC.

12.14.17 To consider matters of information brought by the Chairman, Councillors or Clerk.  
No matters were considered.

9.56pm RESOLVED, pursuant to the Public Bodies (Admission to Meetings) Act 1960, to close the meeting to the public to consider a confidential personnel matter.

12.14.18 To consider the appointment of a Clerk and Responsible Financial Officer  
RESOLVED to offer the position of Clerk to the Council/Responsible Finance Officer to Ms V Gay at a salary scale commensurate to SCP27 pro rata, based on an initial 360 hours per annum/ average 30 hours per calendar month subject to periodic review. The post will be offered commencing 1 January 2015 and subject to a six month probationary period.

12.14.19 Next meeting: 7.30pm on 8th January 2015 at Palgrave Community Centre

Meeting closed 10.10pm