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**Minutes of the Meeting of Palgrave Parish Council held in the Community Centre
on Thursday 11th September 2014 at 7.30pm**

Present

Councillors: M. Bootman (Chairman), Ms. J. Hicks, Ms. V. Pudney (Vice Chairman),
Miss M. Sneddon, N. Weston, Mrs E. Collins, J. L. Gibbons

Also present: District Councillor D. Burn, County Councillor J. Fleming, PCSO Abigail Durrant,
Peter Canfer SCC Trading Standards and K Jones (Clerk)

Members of the Public: 3

9.14.1. Apologies

There were no apologies. A resignation letter had been received from E.R. Ling and was read out to the meeting by the Clerk. The Parish Council were grateful to Mr Ling for his contribution as a Councillor and appreciated his dedicated service to Palgrave. His resignation would be formally noted at the 23 Oct meeting.

23 Oct

9.14.2. Members' declaration of interest and request for dispensation concerning any matter on the agenda

There were none.

9.14.3. Public Question Time

Members of the Public were here to speak about items on the agenda and the meeting would be adjourned at the relevant point to allow them to speak.

9.14.4. Reports

Police Report

- 3 crimes since the last meeting
- Heating Oil Prevention Seminar 7th Oct (6.30pm tbc) at Denham Village Hall followed by
- Mid Suffolk North SNT Priority Task Meeting 7th Oct at 7.30pm
- Current Priorities in Palgrave; Access Only Road (a report would be given at 7th Oct Task Meeting) and ASB in Community Centre Car-park
- Speeding; the SNT had been in the Parish to monitor speeding on 10th Sept. Councillors asked if speeding could be monitored at; road west of the school, Denmark Hill, Lion Road, Crossing Road and Rose Lane. The nature of a road had an effect on whether the Police could monitor speeding but Councillors asked that if this was the case whether Police could be seen to be visible to motorists in these locations. Speeding was also noted to be a particular issue between 5.30-6.30pm.

The Chairman thanked PCSO Durrant for her report.

District Councillor Report

- To note the deferment of the SCC Gypsy and Traveller Consultation

Talk by Peter Canfer on SCC Lorrywatch Scheme

- An introduction to the scheme had been circulated to Councillors and Mr Canfer explained the purpose of the scheme, why it was managed by Trading Standards and how it worked. The

scheme worked only on roads with a 7.5T weight restriction.

- Mr Canfer was informed that Crossing Road had a particular problem with HGVs. However, as this road did not have a 7.5T weight restriction 'Lorrywatch' could not be used. The Parish Council had requested a 7.5T weight restriction is imposed on Crossing Road, data collected had supported this request. Mr Canfer agreed to liaise with SCC Highways to find out the status of this request and inform Highways of concerns raised at this meeting.

The meeting was re-opened for Council Business

9.14.5. To agree the minutes of the meeting held 24th July 2014

The minutes would read;

7.14.8 It was proposed that up to £750 of Parish Council monies is ring fenced.

The minutes were amended and then agreed as a true record and signed.

9.14.6. Matters Outstanding from meeting held 24th July 2014

7.14.11.4 Memorial Bench. The family wished to replace the bench. N Weston would liaise with the family and discuss suitability and design, he felt there was no requirement for a formal policy in this instance. NW

7.14.23 Traffic Brome/Palgrave via Thrandeston Roads. Awaiting a reply from Brome and Oakley Parish Council R&T

7.14.24 Flooding on Goulds Close. The Clerk had written to all parties as agreed, MSDC contacts kindly provided by District Councillor D Burn. Clerk needed to follow up the MSDC reply and would report back at the next meeting. Clerk
23 Oct

9.14.7. SCC Lorrywatch Scheme

The agenda was changed so that Mr Canfer was available in case there were any questions following his presentation. It was agreed by all to participate in the scheme. Volunteers and a co-ordinator would need to be appointed, an advertisement would go in The Star. The Chairman thanked Mr Canfer for attending the meeting. R&T

9.14.8. Report on Parish Council Assets including strimmer, mower etc

N Weston has the strimmer and mower. The strimmer is broken and quote(s) to get this fixed would be sought taking into account the request for a brush cutter. NW

Clerk to investigate location of part of the village sign. Clerk

9.14.9. Policy on Financial Assistance, Grants and Awards

N Weston explained the proposed policy which had been circulated to Councillors; the use of Section 137 and the limit of this expenditure, the three financial bands and the criteria the Parish Council should use when assessing applications, the timing of any decisions (October) enabling the Parish Council to set its budget and so calculate its precept in January. It was proposed and unanimously agreed to accept the policy.

9.14.10. Financial Regulations

The draft Financial Regulations had been circulated to Councillors. It was proposed and unanimously agreed to adopt these Financial Regulations.

9.14.11. Report from County Councillor J Fleming

The meeting was closed.

- There would be a new Area Highways Officer
- The County Councillor would follow up with Highways the status on 7.5T weight restriction request on Crossing Road and the bollards on The Lows
- Vehicle Activated Signs (VAS), a Health & Safety issue on VAS should soon be resolved.

The County Councillor was informed that Palgrave was planning to purchase the VAS from its parish council budget.

- In reply to the question, it was affirmed that the VAS and the 7.5T restriction on Crossing road where the Parish Council's priorities. The County Councillor would do her best to progress these with Highways.

The meeting was re-opened.

9.14.12. Amendments to Standing Orders

It was agreed to accept the F&C Sub Committee proposed amendments as follows;

17 c. 'as soon as practicable possible after 30 June, 30 September and 31 December'

17 d i. 'last quarter and the'

19 g removal of 'Electronic records are not considered best practice'

9.14.13. Churchyard Clearance and further maintenance

N Weston briefly outlined the clearance and maintenance programme which had been agreed with a representative of the PPCC; quotes would now be obtained for the work. All agreed.

NW

9.14.14. Cemetery Car-park; weedkilling, re-gravelling and borders

N Weston commented on the condition of the car park and suggested that stage one should be the weed-killing of the car-park area with re-gravelling and borders (possibly railway sleepers) could be stage two. J Gibbons would discuss the weedkilling with N Weston outside of the meeting and N Weston would report back on progress at the next meeting.

NW/
JG
23 Oct

9.14.15. Status of the Manorial Waste

It was agreed to enter into discussions with MSDC to clarify the status of the Manorial Waste which would assist in determining the possible future course of action.

9.14.16. Village Sign

A volunteer had offered to repaint the village sign and Ms Hicks had made the arrangements for this to happen. However, on further inspection Ms Hicks had been informed the sign was in a poor state, and so would report back at the Oct meeting to propose what action should be taken.

JH
23 Oct

9.14.17. Bus Shelter

Ms Pudney would assess what work needs to be done to the bus shelter and would report back along with any costings at the next meeting or Nov at latest. All agreed.

VP
23 Oct
/Nov

9.14.18. Notice Board

An assessment of what work needs to be done to the noticeboard is required considering; the option of a new board, glazed doors or other locations (the bus shelter has been suggested as a second location). Report back to next meeting with any costings.

P&O
23 Oct
/Nov

9.14.19. Dog Bins

The Clerk has one dog bin in her garage. It had been proposed to go up on the 30mph sign by the Old Police House, however, SCC Highways had not given permission. There is a request to SCC Rights of Way that when they move their footpath sign from the 30mph sign, as required, that the dog bin go on this new post, there is no timescale as to when this might happen. This and any alternative sites for dog bins to be reported back to meeting by 23 Oct or Nov at latest.

P&O
23 Oct
/Nov

9.14.20. Reply from SCC Highways re: drainage on Denmark Hill and VAS

The reply from David Stiff 4 Aug on the drainage on Denmark Hill and VAS had been circulated to Councillors. J Gibbons had written a report of the current status of the drainage on Denmark Hill. The Parish Council would respond informing SCC Highways that the parish wished to purchase its own VAS as agreed with the County Councillor 9.14.11 and to suggest that they liaise with J Gibbons about the drainage problem on Denmark Hill.

R&T

9.14.21. Clerk's Report

- The draft transfer document for the cemetery car-park is with the vendor's solicitors
- Remaining work to the trees on The Green would be carried out 24th September. It was reported that a small tree on The Green was growing up into power lines, Clerk would investigate and inform the solicitors acting on behalf of the Lord of the Manor.
- The 'Good Councillor Guide' publications were handed out to Councillors. M Bootman emphasised how useful the guide is for Councillors.
- The Clerk had replied to correspondence from the secretary of The Palgrave Society in regard to the condition of the village sign informing them that the Parish Council had allocated money in this year's budget to return it to a good condition.

Clerk
asap

9.14.22. Progress Power, Proposed Gas Fired Power Station, Eye Airfield

The Parish Council was in receipt of a letter (4 Aug) from the Planning Inspectorate setting out the procedural decisions and timetable.

Eye Town Council had withdrawn from the group of combined Parishes, the remaining 5 Parishes and 2 Parish Meetings had submitted a combined written presentation including a Landscape Report by 4 Sept deadline.

Meeting was closed.

The District Councillor explained the proposed Fund Management Procedure for the combined Parishes which had been set up for the sole purpose of employing the services of consultants/expert witnesses/legal opinion. Thrandeston Parish Council would bank on behalf of the combined Parishes, collect all pledged monies and create an account of 'Working Capital', Thrandeston would then pay invoices out of this money including the VAT. Palgrave would receive an initial receipt for any contribution to this fund and at a later date an invoice stating the amount that had been spent out of this fund and Palgrave's contribution net of VAT. Any monies remaining in this fund after invoices have been paid would be returned to Palgrave calculated on its original contribution to the fund. (Full Fund Management Procedure details available from Clerk).

Meeting re-opened.

The Clerk as RFO confirmed that she understood the proposed payment arrangements, was [happy] that the Parish Council could act in this way and would sign the Fund Management Procedure accordingly.

It was agreed to transfer £750 (7.14.8) to Thrandeston Parish Council to the 'Progress Power Fighting Fund' as per the fund management procedure. A cheque would be written and signed after the meeting and given to the District Councillor.

There is the opportunity to make private donations to this fund, Clerk has the details.

Meeting closed. The District Council explained that the Combined Parishes were considering whether money pledged by the participating councils should be spent first, before any privately donated monies is used. The general view was that the two should be used concurrently. Meeting re-opened

9.14.23. The Green as an Asset of Community Value

MSDC had accepted the Parish Council's nomination and The Green had now been added to the list of Assets of Community Value, valid for the next 5 years.

A report had been circulated on the preliminary discussions with MSDC (and District Councillor D Burn) held 29 Aug and correspondence with the school.

It was agreed by a vote that the Parish Council make a formal request to MSDC to investigate the physical means of preventing casual parking on The Green south of Forge Close and take action to discourage parking.

MSDC had provided a copy of the Land Register Title SK347674, MSDC had informed M Bootman that the Parish Council might want to consider obtaining copies of the entries in the Charges Register to see what rights have been granted, the Clerk and Chairman would report back to a future meeting.

The Chairman thanked the officers at MSDC for their involvement in the nomination process and their attendance at 29 Aug meeting.

9.14.24. 1906/14. Erection of shower/toilet block and change of use of land as a caravan site. Land on the north side, Ling Road, Palgrave

Due to the MSDC deadline for comments, Councillors comments on this application had been collected by email and submitted to MSDC. "At the present time the Parish Council is minded NOT TO SUPPORT the application and recommends the Planning Case Officer visit the site". Full response available from Clerk or on the MSDC website.

Concerns had been raised about how the District had handled this application including the required site notification, the Parish Council would liaise with the District Councillor outside of this meeting about these concerns and report back.

JG

9.14.25. 2553/14 Proposed works to trees as detailed in schedule. 1 Sycamore Close

There were no objections. The Parish Council would SUPPORT this application.

An extension had been agreed with MSDC, however, an administrative error had not noted this extension and MSDC had granted permission before the extended closing date. The Parish Council had been advised to submit their comments anyway.

9.14.26. 2605/14 Removal of a Canary Island Pine. 2 Sycamore Close, Palgrave

There were no objections. The Parish Council would SUPPORT this application.

9.14.27. 2240/14 Permission to fell tree no> AM01357 Tilia SPP, Palgrave Village Green.

Consent had been granted.

9.14.28. 2015/14 Longs Farms, Millway Lane, Palgrave

Listed Building Consent Granted

9.14.29. MSDC notification on Wind Turbine

To date no notification had been received from MSDC. The meeting was closed. The District Councillor (also chairman of the Turbine Working Party) would follow this up. Meeting reopened.

9.14.30. Update on Community Infrastructure Levy

M Bootman had attended the MSDC Workshop 11 Sept. The Clerk would circulate notes.

Clerk

9.14.31. Financial Report

A current Financial Spreadsheet and budget were received. The new Financial Regulations required the Clerk to provide each Councillor with a quarterly report after 30 Sept.

All agreed to the following payments;

Payments paid since the last meeting	
Clerk Salary July 2014	£225.30
Payments received and authorised	
SALC 8 copies of The Good Councillor Guide at total of	£15.20 incl VAT
Clerk's expenses for July/Aug/Sept 2014	£23.30
SALC Councillor Training for V Pudney 14th/18th Aug	£117.60 incl VAT

9.14.32. Request from the PDCC for £1,000 in contribution to the Main Hall Refurbishment

It was proposed and agreed that the request be deferred to the next Parish Council meeting. A decision could then be considered after the PDCC Consultation Tea Party 11th Oct, to which the Parish Council had been invited, Ms Hicks would attend as the Parish Council representative on the PDCC but the invitation was open to all Councillors.

9.14.33. Parish Council Bank Account

Following correspondence from Barclays Bank 20 Aug it was agreed that the Clerk would write to the bank informing them that Mr B Honnor should be removed from their records. In the interim it was suggested that M Bootman should not act as a signatory until the bank had corrected all of its information

Clerk

9.14.34. Update on The Lows

This would be deferred to 23 Oct meeting.

23 Oct

9.14.35. MSDC Community Emergency Workshop 23rd Sept or 11th Nov

No one available to attend.

9.14.36. MSDC Winter Gritting Workshop 10th/14th Oct

No one available to attend.

9.14.37. SCC Consultation on the future of Children's Centres in Suffolk

Information circulated. No comments would be submitted.

9.14.38. SCC Consultation on Gypsy and Traveller Short Stay Stopping Sites

To note the consultation had been stopped.

9.14.39. Report on the clearance of the pond by the PGSG and consider their request for strimming

The PGSG had undertaken a clearance of the pond and the Chairman thanked Miss Sneddon for arranging for the scrub to be taken away. Consideration of the request from the PGSG to re: strimming around the pond would be deferred to the 23 Oct meeting.

23 Oct

9.14.40. Matters of Information brought by the Chairman, Councillors or Clerk

- The Openness of Local Government Bodies Reg 2014 amended s.1 of the 1960 Act with effect of 6 Aug permits filming, photography at a Parish Council meeting. The Clerk was proposing to attend the SALC Clerk's Networking Day on 19th Sept where this would be discussed. Her report on the implications and adoption of changes to the Standing Orders would be on the 23 Oct agenda
- Correspondence had been received from Diss Corn Hall in regard to the Parish Council approaching MSDC, this had been passed onto the District Councillor for his views.
- Due to deadline dates informal comments had been passed onto SALC for SCC Scrutiny Committee: Highways Area Offices and Our Place

23 Oct

9.14.41. Meeting ended 10.04pm. Next meeting 23 Oct at 7.30pm at the Community Centre