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**Minutes of the Meeting of Palgrave Parish Council held in the Community Centre
on Thursday 13 February 2014**

Present

Councillors: E. Barlow, M. Bootman, Mrs. S. Bunbury (Chairman), Ms. J. Hicks, E.R. Ling,
Ms. V. Pudney, Miss M. Sneddon, N. Weston, Mrs E. Collins

Also present: District Councillor D. Burn, County Councillor J. Fleming and Mrs K Jones (Clerk)

Members of the Public: 5

2.14.1. To Receive and Accept Apologies

Apologies were received and accepted for PCSO Dave Faulkner.

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

None

2.14.3. Public Question Time

Members of the Public wished to speak on particular agenda items and the meeting would be adjourned at the relevant points.

2.14.4. Report from County Councillor, District Councillor and Police

County Councillor Report

- SCC 2014/15 budget had been approved; £38.6 million of savings have been made.
- Progress Power Update Drop-in Sessions – dates confirmed
- Electric Car Charging. Funding for 12 additional charging points in the County.
- Better Broadband. Parish Councils should be kept informed when high speed broadband goes 'live'.
- Full report would be sent by email.

Concerns about the A143-B1077 Stuston Road resurfacing diversion and Palgrave being used as a short cut had been sent to SCC Highways.

There were no questions for the County Councillor. Anyone with questions, in particular on Progress Power, should contact the County Councillor. The County Councillor left the meeting.

District Council Report

- Council Tax; a small rise was highly likely this financial year, approval will be decided at the meeting of the full Council on 27 Feb
- Progress Power. It is the District Councillor's view that it is well worth engaging with Progress Power and the Inspectorate. Even though some believe approval is inevitable, the parish councils and residents can at least at least help to shape the way in which it happens and make it as acceptable as possible. On 3 February Progress Power released the Information Update Report on the siting of the electrical connection compound and the proposed access to it. This has triggered a consultation period that ends on 6 March.

- Wind Turbine. A draft decision notice granting permission (without prejudice) has been issued to enable the working party to agree some of the imposed conditions with MSDC. A meeting has been arranged to discuss one of the conditions, which concerns the action that would be required if the turbine was found to be causing bat fatalities. A MSDC Tree Officer is involved in deciding the best place to come through the hedge with the connecting cable between the Community Centre and the proposed new location. There is no update on funding until permission has been given for the new location. It is hoped to have the Turbine moved late summer.

There were no further questions for the District Councillor. The District Councillor left the meeting.

The Chairman would change the running order of the agenda so members of the Public could speak on particular agenda items.

2.14.5. The results/replies from the Informal Consultation of the Closure of the 'Access Only' road east of the school.

M Bootman summarised the results of the informal consultation. 22 dwellings received the letter and response form of which 14 replies were received by the Parish Council; 11 in support and 3 objections to closure of the access only road. Residents' comments included; parking issues, concerns about access for emergency and delivery vehicles, congestion created by school run traffic. Residents also gave alternative suggestions to resolving the problem. Report attached.

The meeting was adjourned to allow members of the public to speak. Issues raised included concern about amount of room for cars to turn in Forge Close, parking on the road west of the school, parking space in Forge Close. The meeting was returned to Parish Council meeting.

The recommendations of the informal consultation was that; the Parish Council would continue to work with SCC (site meeting 27 Feb) in pressing for closure of the Access Only road, a site meeting would be arranged with residents to discuss the issues raised, and that all parties work together to seek a solution to traffic congestion at school pick up/drop off times. All agreed.

2.14.6. Parking on The Green, outside the Old Reading Room, reminder to residents.

Mrs Bunbury explained that residents had been written to in the past to remind them not to park on The Green. MSDC have a Management Scheme which prohibits parking on the Green although the Parish Council appreciate there is a shortage of car parking spaces. The meeting was opened to members of the public. Issues raised included that outside the Old Reading Room is a footpath, and the damage and erosion to The Green by cars being parked on it.

The meeting was reconvened. It was proposed the Parish Council would notify MSDC, as the managers of The Green, of the problems and ask them to remind residents that parking is not permitted on The Green. All agreed.

2.14.7. Update on the Cemetery Car Park

The cost of £48.50 for submission of a landscaping scheme required by a condition of the planning permission, was proposed by M Bootman, seconded by E Barlow and agreed.

It was agreed to omit a hedge at the northern end of the cemetery carpark thus leaving the view.

The meeting was opened to the Public.

The sellers now had a draft transfer note. The seller's solicitor had requested the Parish Council provide a plan of the cemetery carpark on an Ordnance Survey map as the current plan would not be accepted by the Land Registry. Authorisation to purchase plan and to continue the work on the cemetery carpark was proposed by M Bootman and seconded by Miss Sneddon and Agreed.

The two gates proposed (a pedestrian gate in the south-east corner and into field to the north) were deemed unnecessary or a hindrance to grave digging equipment so would not be installed. Further investigation would be made about a suitable water tap to ensure that it can't be left running, as water to the tap will be provided from the seller's water supply.

The Clerk will investigate the financial requirements of providing three quotes to be submitted for work for the Parish Council.

2.14.8. Update on The Lows

Since SCC Highways had dug out the drainage and cleared the path of mud vehicles had driven down The Lows on three separate occasions, one occasion the vehicle was a JCB Digger. Mrs Bunbury read out the correspondence from the Police after the incident with the JCB Digger.

Correspondence had been received from members of the public in regard to concerns over the use of the land at the end of The Lows and the Clerk had requested these members of the public contact MSDC directly. Individuals can write to MSDC and SCC, the Clerk can provide contact details.

The Parish Council would continue to liaise with the Police, SCC, MSDC. A request was made to write to Diss Town Council to inform them of any prohibited use of vehicles on the Norfolk section of The Lows.

The meeting was adjourned to allow members of the public to speak. Discussion included the ability of the landowner which the footpath runs over to request the use of vehicles is stopped.

2.14.9. Report from the Police (read out by Mrs Bunbury, full report available from Clerk)

There had been 5 reported crimes since the last meeting.

Heating Oil and Catalytic Converter thefts are an on-going trend across the county. Information on security advice for heating oil would be put on noticeboards.

M Bootman asked if the Police would be repeating the catalytic converter marking event held at the Pat Lewis garage.

2.14.10. The minutes of the meeting held 9 January 2014 were agreed and signed

2.14.11. Matters Arising

1.14.4 As bin collection times/dates had not been left by MSDC on actual bins the Parish Council would provide this information in The Star. A link to the MSDC website with the information would be included in the 'Parish News'. Deadline for The Star was 20 Feb.

2.14.12. Financial Report

The financial report and current bank statement were received.

A claim for a VAT refund had been sent to HMRC

Payments paid since the last meeting were authorised

Clerk's December salary £225.30

Payments were authorised for;

SCC Street Lighting £1,103.74 including VAT

Two dog bins at £95.74 each £229.77 including VAT

SALC Standing Orders W/shop for V Pudney & K Jones £60.00 including VAT

PDCC Community Centre Hall Hire May 13 to March 14 £220

Receipts for memorials in 2013/14 had been different due the size of the memorial.

Receipt of precept request had been sent from MSDC. The precept would be paid in April and September. The 2014/15 precept gives a Band D property amount of £37.83 a 0.73% decrease on 2013/14.

E R Ling would arrange for the hedge to be cut at the cemetery for £25.

Three quotes were being sought for the hedge cutting for The Lows. There was £500 in the budget, the Parish Council would go ahead with the lowest priced quote.

2.14.13. 2937/12 Erection of 1 ½ storey dwelling and construction of a new vehicular access. Land adjacent to 12, Upper Rose Lane, Palgrave.

Conditions received.

2.14.14. 3531/13 Re-roofing of property to improve air flow to roof timbers. Relocation of kitchen and bathrooms. Gas installation with new meter box. Shangarry House, The Green, Palgrave.

Listed Building Consent Granted.

2.14.15. Response to the Consultation on MSDC New Draft Statement of Community Involvement

M Bootman would draft comments on behalf of the Parish Council. Deadline 27 Feb.

2.14.16. Update on the Footpath Map

Progress had been minimal. There were three suggested routes and Thrandeston should be included on the map. The Footpath Working party would pick this project up which would include liaising with SCC.

2.14.17. The cost of hire of a venue for Parish Council meetings

Clerk to seeking guidance from SALC about the Parish Council being required to pay for the hire of a venue for meetings.

2.14.18. Feedback from recent PDCC meeting

Mrs Bunbury had attended the last PDCC meeting held 5 Feb. Feedback included an outline of planned events, film nights were becoming more regular, the PDCC were looking to increase membership. The windows had recently been replaced and there was ongoing maintenance of the hall floor. Next meeting 5 March.

2.14.19. Formal representation of the Parish Council on the PDCC Executive Committee

It was proposed that Mrs Bunbury would continue to represent the Parish Council till the next Parish Council AGM. When representation of committees is decided at the AGM representation of the PDCC would be decided too. This was agreed.

2.14.20. Development Rights and Procedure for the Playing Field with reference to the trust deed

A decision had been taken 9.13.15 on the Development Rights and Procedure for the Playing Field. The Standing Orders state that a decision of the Council cannot be reversed within six months save by a special resolution of at least six members of the Council so this item could not be discussed until March 2014.

Mrs Bunbury wished it to be minuted that the article in The February Star written by N Weston had been written without reference to the Chairman, Vice Chairman or Clerk.

N Weston clarified that he was re-iterating comments made in a Parish Council meeting and Councillors voted not to publish a retraction of this article in the forthcoming issue of The Star.

2.14.21. Request for funding from Magpas

Insufficient information was available to enable a decision to be made.

2.14.22. Alternative site for a new Dog Bin, possibly by Old Police House

A dog bin had been put up already on Millway Lane near the cemetery. It was considered a better location would be near the Old Police House rather than having two bins close to each other. Clerk to seek agreement for the bin to be put up on the post located in this new location.

2.14.23. Update on Progress Power Gas Fired Power Station Outreach meeting

N Weston had attended the Outreach meeting 22 Jan. Locally run Common Concern was providing online updates about the Power Station application. Progress Power had issued an Information Update which included information on the substation and access to the substation, consultation ends 6 March. The Parish Council would respond stating that "Palgrave Parish Council is already concerned about the number of HGVs and volume of traffic in the parish, proper arrangements need to be made for construction traffic and that this traffic should use main routes, main routes are those as defined by Suffolk County Council in its Lorry Management Plan." The Clerk would circulate details on the drop in sessions. The Parish Council should register to be an interested party at the appropriate time.

2.14.24. Update on the Standing Orders Workshop

Ms Pudney and Mrs Jones had attended the Workshop, they would now meet with Mrs Bunbury to discuss which sections of the model standing orders the Parish Council might adopt. M Bootman had offered to check the final version and Ms Hicks to be on standby.

2.14.25. Update on End of Year Accounts Workshop

The Clerk had attended, it was her advice that Council consider a formal internal auditor for the end of year accounts such as SALC, although there would be a fee involved it would give the appropriate advice and guidance. Clerk to investigate further.

2.14.26. Completion of MSDC Open Space, Sport and Recreational Facilities Questionnaire

Ms Pudney and Miss Sneddon would complete the questionnaire liaising with PDCC in regard to questions about the Community Centre facilities.

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

- There was concern about the movement and disposal of construction spoil at the Woodyard. The Parish Council would write to MSDC, SCC and Network Rail about their concerns.
- The Clerk was meeting with Levington Landscapes representing the solicitors to the Ladies of the Manor to discuss general maintenance of the trees on The Green
- The Clerk had been informed that both Ladies of the Manor were now deceased. The Clerk would investigate Community Asset Mapping
- Thank you letters had been received from East Anglian Air Ambulance, Diss First Responders, Borderhoppa and Diss CAB for the grants from the Parish Council
- Precept Referendums. The government had not extended referendum principles to Parish Councils
- SALC LAIS 1363 Local Audit and Accountability Act 2014
- SALC VAT Consultation LAIS 1364
- SALC LAIS Up2Date 140206
- SALC Public Transport Seminar – Bus Services, 24 February
- Notification from MSDC of works to a Horse Chestnut Tree, Priory Wood

2.14.28. Meeting ended 10.40pm.

2.14.29. Next meeting 13 March 2014