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

Present

Councillors: 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 and Ms K Jones (Clerk)

Members of the Public: 19

3.14.1. Mr E Barlow

Parish Councillor Mr Eric Barlow had died very recently, Mr Barlow had been on the Parish Council for over thirty years. A silence and reflection was observed in his memory.

3.14.2. To Receive and Accept Apologies

Apologies were received and accepted for County Councillor J. Fleming and PCSO Dave Faulkner

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

None

3.14.4. Public Question Time

The Members of the Public wished to speak on Agenda Items 5 (Update on The Lows) and 18 (To receive an Update on the Roads and Traffic Site meeting 27 February). The running order of the agenda would be amended to allow Members of the Public to speak earlier on in the meeting.

3.14.5. Report from the County Councillor (read out by Mrs Bunbury, summarised as follows)

- Bus Services. Some route contracts are due to expire, SCC is reviewing options, feedback welcomed
- Concessionary Travel. Details on renewing/applying and options available
- Consultation on Suffolk Records Office re: Accessibility, views sought
- Energy Efficiency Improvements. Funding and advice available
- Better Broadband News Update
- Internships & Apprenticeships Update; list of opportunities available
- Consultation on Home to School Transport ends 28 March
- Agri-Tech Grants available
- Gypsy and Travellers. New Contact details for support
- Responses to the recent Progress Power Consultation from SCC, MSDC and County Councillor Fleming.

Full Report will be put on Parish Council noticeboard on Forge Close and Palgrave website.
Responses to Progress Power can be found on the Common Concern website.

3.14.6. Report from The Police (read out by Mrs Bunbury and summarised as follows)

- There were 0 crimes reported to the Police since the last meeting
- Information provided on Suffolk SAFEKey. www.suffolk.safekey.org.uk
- Trading Standards Warnings. Advice to residents on 'Nottingham Knockers'
- Contact details for Safer Neighbourhood Team. Call 101 or midsuffnorth.snt@suffolk.pnn.police.uk

3.14.7. Update on The Lows

Mrs Bunbury read out an email from the Police informing Parishioners that they can email any questions about issues affecting The Lows directly to PCSO Faulkner although answers won't be able to be given on the current investigation, fines can be issued although the amount of the fine is not dictated by the Police. Parishioners should report any incidents of the path being used inappropriately to the Police.

Mrs Bunbury read out an update from the County Councillor; SCC Highways and Police had met (14 March) with the 'tenant' in an attempt to find a resolution, they are negotiating a position where the 'tenant' removes his vehicles, machinery, animals and leaves the plot. Dialogue is ongoing but SCC Highways are confident that the matter will be resolved. Mrs Bunbury informed the meeting that representatives from the Parish Council had attended a meeting with Police, SCC Highways and County Councillor on 27 February and viewed the situation on The Lows. The Parish Council will continue to try to resolve this issue and press for bollards to be installed.

The meeting was opened to Members of the Public. A statement had been passed to the Parish Council and was accompanied by a petition. Mrs Bunbury read out the statement to the meeting. There was discussion on the length of time it was taking to get a physical barrier installed and the costs of damage caused by the use of prohibited vehicles and any possible recouping of these costs. Mrs Bunbury informed the meeting that the Parish Council may consider a contribution to the cost of any bollards installed on The Lows. The Parish Council was asked if it would support the petition.

Meeting reconvened. The Parish Council would write a letter (to be sent by post) to SCC Highways enclosing the statement and petition it had received, the Parish Council would include an accompanying letter stating that the Parish Council support the petition with the exception to the reference to bikes; cycling is not permitted on The Lows footpath. All agreed.

Meeting reopened. The District Councillor gave an update on the situation on The Lows from the District Council's perspective; as it was unlikely that planning permission would ever be given for the caravan to remain on the site, a preliminary letter has been sent to the tenant requesting its removal. It is important to recognise that the problem is a complex one because the different breaches fall under the jurisdiction of separate authorities, namely the County Council, District Council and Police. All of these are working to find a resolution. There was further discussion on the length of time the situation was taking to resolve, damage to the land, the role of Diss Town Council and Tesco's, and damage to the tarmac path.

3.14.8. Report from the District Councillor

- Wind Turbine Update. The conditions that are likely to apply to the relocation of the Wind Turbine to the new site are; the access through the hedge, scheme of decommissioning, scheme of mitigation if there are any bat fatalities (difficult to determine, so may be modified). MSDC Legal department is finalising a section 106 agreement to ensure there could be no more than the single turbine, even if ultimately there is permission for it in more than one location. When these are finalised it is expected that permission will be granted quite quickly and the funding for the relocation can then be investigated.
- Progress Power, Gas Power Station, Eye. Consultation on the Progress Power Information Update (which gave details on the electrical compound and access road which was lacking in the original documentation) ended 6 March. Responses had been sent in from other Parishes. The District and County response were very critical of the Update and warned Progress Power that if their concerns were not adequately addressed, they might have to consider withdrawing their support.

There were no further questions for the District Councillor.

3.14.9. Update on Roads and Traffic Site meeting 27 February

M Bootman gave a summary of the site meeting held with Police, SCC Highways, County Councillor and representatives from the Parish Council. An update paper had been circulated to Councillors. Full report available on request. To summarise:

- Police Actions day(s) for the issue of penalty notices for prohibited HGVs and speeding
- Sufficient HGV usage of Crossing Road to justify imposition of a 7.5T weight restriction
- Review of HGV signage particularly from A143
- Public Service Vehicles, requires investigation of the agreed routes.
- Data presented at the meeting showed a reduction in vehicle speeds although Rose Lane eastbound was still a concern
- The Parish Council have money in the budget from 2013/14 and 2014/15 for two Speed Activated signs and are investigating which posts these signs could be located.
- Access Road East of School; no consensus for progress reached, further discussion required
- Road markings West of the School would be included in a School Transport Plan

The meeting was opened to allow Members of the Public to speak. Discussion points included who would be responsible for moving the vehicles activated signs to the different locations in the parish, flooding on Denmark Hill (Clerk to inform SCC Highways), routes with weight restrictions, progress on the Speed Activated signs and the presence of Police in relation to times when vehicle speeds are particularly high.

3.14.10. Clerk's Report

Trimming of the trees on The Green. The Clerk had been informed that the solicitors acting on behalf of the Lady of the Manor had agreed to trimming of the trees and removal of the tree from the pond. The Clerk had also been informed that a complete survey of the trees would be carried out. Following on from the site meeting, there was no confirmed ownership of the two trees outside Sunnyside, this would need further investigation. The tree that had been reported as looking unsightly at the APM would only be trimmed.

Cutting of the hedge beside The Lows footpath. 3 quotes had been received. Kevin Moore had been asked to carry out the work as his quote was most competitive. The hedge would be cut by tractor flail on the field side and by hand along the path.

The use of barbed wire along a stretch of The Lows was raised.

3.14.11. To confirm the minutes of the meeting held 13 February 2014

Subject to the following amendments the minutes were agreed:

2.14.20 Would include the following;

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 Would now read;

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

2.14.24 Would now read;

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.

3.14.12. Matters Arising

2.14.15 No comments had been sent on the consultation on MSDC New Draft Statement of Community Involvement

2.14.7 Cemetery Carpark Extension. N Weston had meet with one supplier to obtain a quote for the four major tasks of the extension project. N Weston and Clerk would liaise to arrange two further quotes.

2.14.12 Mrs Bunbury thanked E Ling, who had arranged for the cemetery carpark hedge to be cut.

3.14.13. Financial Report

Financial Report and Current Bank Statement were received.

HMRC Notification of £701.20p VAT repayment had been received

Payments paid since the last meeting were received and authorised for;

Clerk's Salary January 2014	£225.30
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SALC End of Year Accounts Training for K Jones (Clerk)	£30 including VAT
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Payments were received and authorised for;

Clerk's expenses	£61.20
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Agreed.

3.14.14. Grass Cutting for The Green, Churchyard, and Cemetery 2014

4 quotes had been obtained for the Grass Cutting. The quote from MSDC was the lowest price per cut and it was agreed to use MSDC for Grass Cutting 2014. In view of the reduced cost it was agreed that the number of cuts would revert to 7 for the year.

3.14.15. Planning Applications and Decisions

None

3.14.16. Discussion on the possible amalgamation of Stuston and Palgrave Parish Councils

Stuston Parish Council Chairman briefed the meeting on the situation in Stuston and the reasons why they were considering a possible amalgamation with another parish.

The District Councillor spoke about the legalities and said that in his view, if there was an agreement that the two parishes should merge, the best time to do it would be when the district council elections are held in May 2015.

Palgrave Parish Council would undertake some initial investigations. All agreed.

3.14.17. Acceptance of Council Risk Assessment, Council Financial Risk Assessment, Freedom of Information and Assets Register

Council Risk Assessment would be amended to include 'risk of a lack of maintenance' and would be accepted.

Financial Risk Assessment accepted

Freedom on Information accepted

Assets Register accepted. Clerk confirmed the Assets Register does not show depreciation.

3.14.18. Options for the Internal Auditor for End of Year Accounts 2014/15

The Clerk would approach SALC in regard to being the Internal Auditor 2014/15. All agreed.

3.14.19. Request for funding/contributions; West Suffolk Hospital Arthrose Appeal and Magpas. Section 137 expenditure.

The request for Magpas would not be discussed see 3.14.11.

It was proposed not to give a grant to the Arthrose Appeal this time. All agreed.

Grants and funding are Section 137 expenditure and now recorded in the Parish Council financial spreadsheet. A Section 137 expenditure limit is set by government each year.

3.14.20. Annual Parish Meeting 8 May to consider items and invite list

Invite letters to be sent to School, Church, PDCC, Police, St John's House, Gardening and Social Group, Walking Group, History Group, Palgrave Website Co-ordinator and Palgrave Welfare Trust. This year invites would also be sent to Table Tennis Club, Friendship Club and Wind Turbine Working Party.

N Weston would arrange for an APM Flyer to be an insert in the April Star.

Material would be collected for stands and displays to include a request for work by the school children, village scrapbooks and information on Registering of Community Assets.

The opportunity could be taken to ask Parishioners about supporting charities with grants.

Mrs Bunbury informed the meeting that the APM would be her last meeting as she would be resigning as a Parish Councillor.

3.14.21. Procedure to Register Community Assets

Information had been circulated to Councillors on Registering Community Assets. It was proposed to complete and submit the nomination form for including The Green in the Community Asset Register and authorise any expenditure involved of up to £500. All agreed. M Bootman and Ms V Pudney would work on this project and N Weston as reserve.

3.14.22. Report from PDCC meeting

Mrs Bunbury had been unable to attend the last meeting but the PDCC reported that they were asking for support on events and the Parish Council section of the PDCC noticeboard at the Community Centre to be kept tidy.

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

- Joint Year book for Babergh and MSDC available
- SALC Mid Suffolk North Area Meeting details circulated
- Letter from Suffolk Preservation Society
- MSDC Open Space Provision and Needs Assessment submitted. Clerk has a copy.
- Letter from Brandon Lewis MP re: Localising Council Tax Support circulated
- Network Rail work Notification 8 March requested to go on Palgrave website
- Community Action Suffolk newsletter circulated

3.14.24. Meeting ended: 22.14

3.14.25. Next meetings: 8 May Annual Parish Meeting 15 May Annual General Meeting