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Minutes of the Annual Meeting of Palgrave Parish Council held in the Community Centre on Thursday 15 May 2014

Present

Councillors: M. Bootman, Chairman, Ms. V. Pudney, Miss M. Sneddon, N. Weston, Mrs E. Collins

Also present: County Councillor Jessica Fleming and Mrs K Jones (Clerk)

Members of the Public: 1

5.14.1. Election of Chairman

There was no Chairman, the previous Chairman having resigned as a Councillor, and as the Vice Chairman was not present Miss Sneddon assumed the role of Chairman solely for accepting nominations and electing a Chairman.

M Bootman was proposed and seconded. No one else wished to stand. It was unanimously agreed to elect Mr Bootman as Chairman.

5.14.2. Notice of Vacancy for Mr E Barlow

MSDC had not received a request for an election and therefore the Parish Council should co-opt for this vacancy.

5.14.3. Co-option of a new Councillor

Mr Gibbons left the room. Councillors had been circulated the letter Mr Gibbons had written to the Parish Council asking to be considered for one of the vacancies. It was unanimously agreed to co-opt Mr Gibbons. Mr Gibbons returned to the room and Mr Bootman welcomed him onto the Parish Council.

5.14.4. Resignation of Mrs S Bunbury

Mrs Bunbury's resignation letter had been circulated to Councillors. It was acknowledged that Mrs Bunbury had performed the role of Chairman well and at length, of which the Parish should be grateful. All agreed.

5.14.5. To Receive and Accept Apologies

Ms. J. Hicks, E.R. Ling, District Councillor D Burn and PCSO D Faulkner

5.14.6. Election of Vice Chairman

Ms Pudney was proposed and seconded and unanimously elected to Vice Chairman.

5.14.7. Parish Council Representative on the PDCC Executive Committee

The membership of Working Parties and Sub Committees was deferred to later in the meeting. Mr Bootman had attended the last PDCC May meeting with Mrs Bunbury. It was proposed Ms Hicks should represent the Parish Council on the PDCC Executive Committee until 23 October,

this would be the Parish Council meeting before the PDCC Executive Committee AGM in November 2014. If Ms Hicks is unable to attend any of these meetings another Councillor will endeavour to attend in her place, this Councillor should have some interest in the PDCC. All agreed.

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

None.

5.14.9. Public Question Time

The member of the public wished to speak on a particular agenda item and the meeting would be adjourned for the member of the public to speak on this item.

5.14.10. Report from County Councillor, District Councillor and Police

Report from County Councillor Jessica Fleming

- Broadband. Improvements in Broadband had so far mainly happened in the east of the county. Access arrangements are explained at www.betterbroadbandsuffolk.com/FAQs
- SCC were looking at the effect of Ofsted reports on school ratings
- Anglia Enterprises
- Apprenticeship Schemes, including an employer sponsorship apprenticeship scheme
- Potholes – improvements being made in the reporting and fixing of potholes
- Vehicle Activated Speeding Signs are available to be purchased from SCC
- Criteria for 20mph in urban areas or villages had been agreed and can be found on the SCC website
- Review of Speed Limits had been undertaken and the county limits broadly comply to national criteria
- County support had been given for the A14 bypass
- Road tolling A14 would not happen
- Money was to be invested into the Norwich/London railway line. Carrying out the improvement programme would result in periodic disruption to services
- Ipswich chord opened, allowing rail-borne container traffic to the Midlands without reversing, with the aim to increase transport of freight by rail from Felixstowe
- Great Blakenham Incinerator test-firing date had been agreed as had sources of waste

Councillors discussed the increase of traffic due to the movement of waste into the county.

The County Councillor agreed to follow up with SCC Highways as the priority a response for the Vehicle Activated Speed signs (locations in the parish to be agreed and permission to mount the signs) along with a model or template for developing the school transport plan.

Mr Bootman thanked the County Councillor and she left the meeting.

Report from District Councillor David Burn

The District Councillor's report from the Annual Parish Meeting would be circulated to Councillors.

The Clerk also reported that the District Councillor hoped that Palgrave would register with the Planning Inspectorate as an interested party in regard to Progress Power and recommended Councillors sign up to Common Concern www.commonconcern.onesuffolk.net/info He also asked whether consideration would be given to the possible amalgamation of Stuston and Palgrave being on the next Palgrave Parish Council meeting agenda.

Report from the Police

There was no report from the Police. Mr Bootman informed the meeting that an initial (trial run) Police 'day of action' on speeding and HGVs in the parish would start at 1pm on 27th May.

5.14.11. To confirm the minutes of the meeting held 13 March 2014

The minutes of the meeting were agreed with the following amendments;

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.

3.14.21 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

the Parish Council section of the PDCC noticeboard at the Community Centre to be kept tidy

5.14.12. To confirm the minutes of the meeting held 10 April 2014

The minutes of the meeting were agreed with the following amendments;

4.14.5 Babergh/MSDC Joint Local Validation List Consultation document

The Parish Council commended production of this document. Feedback would be given suggesting further sub-division of rows to aid reading sub-paragraphs across the page and advising that formatting is subject to corruption when viewed via the web page.

4.14.6 Application to the Land Registry by the Lord of the Manor of Palgrave for registration of his title to Land at The Green, Palgrave

The Parish Council had noticed two discrepancies on the Plan of The Green supplied by the Land Registry; the boundary of verge and path to the north-east on the end of Lows Lane terminated before that shown on the 1977 Registration under the Commons Act while clarification is to be sought regarding the land at the north end of the pond which is not included within the boundary of land shown on the application. The Clerk would contact the Land Registry accordingly and enclose for comparison a copy of the plan showing the 1977 Registration with the Lows Lane discrepancy indicated.

4.14.9 Matters of Information brought by the Chairman, Councillors or Clerk

- M Bootman advised that, following a recent meeting of the Turbine Working Party, some matters related to the determination of planning application 3435/13 (erection of Wind Turbine in the adjoining field) will be discussed at the PDCC Executive Committee on 7th May. As Mrs Bunbury has a dispensation to absent herself from discussions relating to planning applications and as M Bootman is the representative on the Turbine Working Party it was agreed that M Bootman would represent the Parish Council at this meeting only. The Parish Council representative to the PDCC will be appointed at the forthcoming AGM as previously agreed.

5.14.13. Clerk's Report

- Councillors were reminded to update their Register of Interests if any of their situations had changed.
- Works for the trimming and maintenance of the trees on The Green had been undertaken. The removal of the tree in the pond (the moorhens were still present) and the basal growth on one lime tree still needed to be completed. The contractor was hoping to receive the consent from MSDC to remove the small tree west of the school and they can therefore do all these tasks at the same time.
- Dog Bins. The Clerk wished to thank Kevin Moore for putting up the dog bin on the footpath off Priory Road. SCC Highways had informed the Clerk that a dog bin could not be put up on the 30mph sign near the Old Police House, Rights of Way would also have to make arrangements for a separate post for their footpath sign currently on 30mph post and the Clerk had requested for the dog bin to go on this post.
- Salc had invited the Parish Council to give views on the SCC Scrutiny Committee on their Highways Contract arrangements, due to the short deadline for views the Roads and Traffic Working Party had sent informal views. All comments submitted can be viewed online.

5.14.14. Financial Report

The financial report, current bank statement and summary of bank reconciliation were received. The 1st instalment of the precept and the grant (in full) had been received

The following payments were authorised;

KM Gardencare (Cutting of The Lows Hedge)	£280.00
MSDC 0949/11 Cemetery Carpark Landscaping Fee	£48.50
SALC Subscriptions 2014/15	£322.00
Salc 2 Day Councillor's Course for M Bootman in June 14	£98 plus VAT
MSDC Small Business Rates and Relief	£0
MSDC 2 x dog bins emptying April 14 to March 15	£60
Clerk's Salary for February, March, April 2014 at £225.30 each month	

All agreed

The Financial Working Party should investigate if a proper accounting package would be suitable.

5.14.15. 1305/14 Application for Planning Permission. Erection of a detached dwelling house. Yew Trees, Priory Road, Palgrave.

The meeting was adjourned to allow Councillors to discuss the plans and building materials with a member of public who had submitted the plans to MSDC. The meeting was reconvened.

It was proposed to support the planning application, all agreed. There would be no comments submitted to MSDC.

5.14.16. 1161/14 Application for planning permission. Alterations and extensions to main house and works to convert outbuilding to studio/annex as per submitted plans. 1162/14 Application for Listed Building Consent. Alterations and extensions to main house and works to convert outbuilding to studio/annex per submitted plans. The Hollies, Lion Road, Palgrave.

Councillors discussed the plans. It was agreed to support the applications with the following comments. 1. the annex boundary with an adjoining wall;- that treatment of this section is not made clear 2. the potential unblocking of window might give cause for concern.

5.14.17. 1003/14 Notification of Proposed Larger Home Extension as Permitted Development. 1, Church View, The Green, Palgrave. For Information Only

This is for information only. Clerk to follow up what is and isn't covered in these permitted developments particularly in regard to conservation areas.

5.14.18. 0949/11. Change of use of agricultural land to form extension to existing cemetery carpark. Land adjacent to Cemetery, Millway Lane

Receipt from MSDC with agreement to conditions

5.14.19. 2089/13 Certificate of Lawfulness for of an existing use or development, Millers Rest, Millway Lane.

Notification from MSDC; Residential use considered lawful.

5.14.20. Consideration of quotes and selection of contractor for Millway Lane carpark Extension

Councillors considered the comparison of the 3 quotes received for the works for the cemetery carpark extension. One quote was for the work for the hedging and fencing only. It was proposed to accept the quote from Colin Buckmaster; Mr Buckmaster's quote was priced into four separate items which was very helpful in being able to make stage payments particularly as Councillors agreed the hedge planting should be deferred till the autumn. Mr Buckmaster had also satisfactorily completed works on the neighbouring land and so there would be some consistency to the works. It was agreed to accept the quote of Mr Buckmaster at £1,372.00. It was further agreed for N Weston to liaise with Mr Buckmaster to start the works with the following conditions; that works to the gate between car parks, northern access/bridge and water supply should begin by 8 June, to agree the date when the hedging would be planted, to agree any request for stage payment and to receive a copy of Mr Buckmaster's Public Liability Insurance before the work is commenced.

The Clerk would try to obtain a model form for a small works contract for future works.

5.14.21. Annual Audit Arrangements

Notice for the appointment of date for the exercise of Electors' Rights for the 2014/15 accounts would displayed on the Forge Close noticeboard from 19 May to 1 June. The notice informs electors that the accounts and relating documents are to be made available to them from 2 June to 27 June with reasonable notice. The Annual Return and supporting information must be with the external auditor by 30 June 2014.

5.14.22. Appoint of Internal Auditor

Due to the change in reporting requirements Salc would be appointed the internal auditor at a cost of £116. All Agreed.

5.14.23. Acknowledgement of Internal Auditor

Mr K Charman would be thanked for his role as the Internal Auditor in the past. Due to a number of new procedures being implemented over the last financial year the Parish Council had sought the advice of Salc for this audit to ensure that these new procedures were being implemented correctly.

5.14.24. Adoption of revised Standing Orders

An updated Standing Orders model had been published by Salc in October 2013. These new standing orders had had amendments made to make them following a meeting with Ms Pudney, Mrs Bunbury and the Clerk to make them relevant to Palgrave and had then been circulated to Councillors. There were still some questions to be resolved for example; clarification on who is the Proper Financial Officer.

It was proposed to adopt the Standing Orders in their current format with the proviso that they may need further alteration and amendments following further review. It was proposed to review them within 3 months for the September meeting, within 6 months and with a final review at the next Annual Parish Council meeting in May 2015. All agreed.

A copy of Standing Orders is to be given to all new Councillors.

5.14.25. Parish Council's Nomination for registration of the Manorial Land (known as 'The Green') as an Asset of Community Value

SCC Highways had confirmed the verge at the northern section of the pond and part of the land in front of Sunnyside are considered highway maintainable at the public expense. As a result the description and plan for the nomination needs updating. The tarmac path which runs east of The Green is a public footpath but the Lord of the Manor owns the soil underneath.

Based on some advice through Mrs Bunbury the nomination would give more examples of the extent of community use of The Green; benches, pond jubilee celebrations, village games, PGSG BBQ, pond maintenance. The nomination process would involve MSDC reviewing the application, the nomination would be amended if necessary based on any comments received back from MSDC before final submission.

5.14.26. Reports from the Working Parties

Footpath

The Lows needs a cut. Clerk to investigate number of cuts and dates of cuts in previous years.

Approach to the volunteer group who had cleared the path and drainage in the past.

Nothing to report on the Footpath Map, consider liaising with Janet Lockett in the first instance.

Members planned to walk the footpaths.

Consider possible sites for more dog bins.

Churchyard and Cemetery

2 days clearance work had been completed in the last year.

Still more major work to be done.

Grass cutting this year by contractor (MSDC) looks to be sufficient.

To consider the inspection of the Church flint wall.

Roads and Traffic

Awaiting reply from Jessica Fleming in regard to following outstanding points [see 5.14.10] so that further progress can be made.

Communication

At the APM organisations had indicated that the Parish Council could liaise with the secretaries of their organisations to enable any email communication to be sent out through their distribution lists.

It was agreed the APM flyer sent with The Star had been worthwhile.

Financial/Employment

Reported regularly at meetings. Nothing further to report.

5.14.27. Report proposing improvements to the organisation, terms of reference and method of operation of Working Parties

A report for this item had been circulated and recommended; the use of Working Parties to assist with the Council's business, to approve the new Working Parties and their remit and any timescales described, and to appoint 3 Councillors to each Working Party. It was also proposed that the Financial/Compliance Working Party would be a sub committee rather than a Working Party. All agreed.

It was agreed the Working Parties would be as follows;

Churchyard and Cemetery:- N Weston (Chairman), Ms Pudney, Mrs Collins

Paths and Open Spaces:- Ms Pudney, Miss Sneddon, M Bootman

Roads and Traffic:- M Bootman, J Gibbons, Ms Pudney

Parking:- would be deferred pending initial consideration under Open Spaces and Roads

Compliance and Finance Sub Committee:- Ms Pudney, N Weston and Clerk

Performance:- M Bootman, Clerk

5.14.28. SCC Advice on long distance coach services go through The Green and Denmark Hill.

Based on the advice from SCC it was agreed that M Bootman would draft a letter which would be sent to National Express requesting that they do not use The Green and Denmark Hill as part of their route. A similar letter to be sent to Whippet coaches once certain details have been clarified. It was also agreed that should there be future repetition of the use of these roads by long distance coach services then further communication from the Parish Council could follow without full council consent.

5.14.29. The Lows

SCC Highways reply to the petition and accompanying letter was that they did not intend to do anything until the 'tenant' on the land at the end of The Lows had moved and that they cannot barrier or gate the entrance to the pedestrian part of the route as free and open access is required for pedestrians. Based on this reply the Parish Council was in receipt of a letter from a parishioner asking that the petition had wanted a chicane installed and gave an example of one sited on a footpath in Diss.

It was agreed to reply to the parishioner's letter; the Parish Council is aware of the issues but at this point in time action undertaken by various authorities will have to be allowed to be resolved before any barrier can be installed. However, they should be assured that the Parish Council will maintain contact with all the relevant authorities to ensure that progress on this issue is being made.

5.14.30. Progress Power, Gas Power Station, Eye Airfield

It was agreed that the Parish Council would register as an interested party, deadline 6 June.

5.14.31. 2014/15 Parish Council Meeting dates

The meeting dates for 2014/15 were agreed.

5.14.32. Parish Council Insurance

The Clerk informed the meeting that the insurance was up for renewal at the beginning of July 2015, this would be the final year of a three year policy.

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

- Arrangements would be made for a third signature for the Parish Council bank account, to replace Mrs Bunbury. This to be M Bootman.
- MSDC Parish Liaison Meeting 5th June
- Temporary Traffic Order – Millway Lane 4-6 June due to overhead power lines work
- Closure of Level Crossing 14-15 June 23.00 to 07.00 hours
- Next Salc North Area Meeting 17th June
- Details for European Parliamentary Elections on Forge Close noticeboard and website
- Details on production company looking for gardens would be passed to PGSG
- Receipt of dates for Police and Crime Commissioner Public Meetings 2014
- Repeal of s150 (5) of the Local Government Act 1972 had been circulated and the Parish Council await details from Salc regarding updating their Financial Regulations
- Suffolk Village of the Year, details received
- LAIS1365 Access to Council Meetings and Documents

5.14.34. Meeting ended 9.54pm.

5.14.35. Next meeting 19 June 2014