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**Minutes of the Meeting of Palgrave Parish Council held in the Community Centre
on Thursday 19 June 2014 at 7.30pm**

Present

Councillors: M. Bootman (Chairman), E.R. Ling, Ms. V. Pudney, N. Weston, Mrs E. Collins,
J. L. Gibbons

Also present: District Councillor D. Burn, PCSO Dave Faulkner, Mrs K. Jones (Clerk)

Members of the Public: 1

6.14.1. To Receive and Accept Apologies

Apologies were received for Ms. J. Hicks, Miss M. Sneddon, County Councillor J. Fleming

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

None

6.14.3. Public Question Time

No questions. The Chairman informed the room that the meeting could be adjourned should members of the public wish to speak on a certain agenda item.

6.14.4. Report from County Councillor, District Councillor and Police

County Councillor Report

- Report not received.

Police Report

- 7 crimes reported to the Police in the past month, details provided to the meeting
- Police requested that any suspicious activity is reported to them, they rely on the public providing information, 999 for emergencies or 101 for non-emergencies. Summer Safety Tips; shut ground floor windows and lock doors if upstairs or in the garden, lock unattended vehicles including sunroofs, security mark garden tools and equipment, secure gates/garages/sheds and think about security when going on holiday
- Police Direct. Free messaging service providing local news about crime and policing. Leaflets available from Police, Clerk or sign up on www.suffolk.police.uk
- Current Priorities; Contraventions of vehicle weight restrictions in Eye and Palgrave, domestic oil heating theft, address anti-social behaviour in Monk Soham and Bedfield. Next SNT meeting Worlingworth Community Centre 1st July at 7.30pm
- 7th October Proposed Heating Oil Crime Prevention Seminar at Denham 6.30pm tbc.
- Palgrave 'Day of Action' 18 June 12.17 to 14.32

Access Only Road; 16 vehicles stopped, verbal cautions given for offences of driving where prohibited.

Denmark Hill 7.5T weight restriction – no vehicles over the weight restriction

Road side Speed Checks; 3 vehicles over 35mph (reported under Community Speedwatch procedures)

The Chairman thanked PCSO Faulkner and his fellow officers. It was noted that other villages have similar problems with speeding vehicles. Councillors gave examples of other locations in the village that might benefit from vehicle speed checks; Denmark Hill, Lower Rose Lane/Common Hill, outside the school and during different times of day.

District Councillor Report

District

- Better communication by MSDC meant Parish Councils were better informed of what was going on at a district level and so there was less for the ward member to report at the meetings.
- Next District Council Meeting 26 June; adoption of the new Joint Strategic Plan is the main agenda item. Council priorities are for economic growth and the environment.

Locally

- Gas Fired Power Station, Eye Airfield. The process is handled by the Planning Inspectorate and a decision will be decided by the Secretary of State. The pre-examination process required 'interested' parties to register. This process (now closed) has had 108 applications including the one from Palgrave Parish Council. Thrandeston Parish Council will be calling a meeting between the officers who have been administering the District and County responses and representatives from all the parish councils who have registered as interested parties. Councillor Burn will ensure Palgrave is informed of the meeting date.
- Wind Turbine. The planning decision awaits the Section 106 agreement (to ensure that only the one turbine is involved) being signed by all members of the PDCC Executive Committee
- In answer to a question about the emphasis on new housing in the Strategic Plan, Councillor Burn assured the meeting that all factors are examined when considering the location and size of housing developments, including their impact on the environment, in order to ensure that they are truly sustainable.

The Chairman thanked the District Councillor for his report.

There was discussion about who was available to attend the meeting of interested parties raised by District Councillor Burn. N Weston was unavailable and, dependant on start time, M Bootman would attend to represent Palgrave.

6.14.5. Minutes of the meeting 15 May 2014

5.14.33 The minutes were amended to show the date of the SALC Meeting to be 17th June.

The minutes were then agreed and signed.

6.14.6. Matters Arising

None

6.14.7. Report on The Lows

The Chairman summarised a report that had been circulated to Councillors following a vehicle being driven down The Lows on 31st May. The incident had been reported to Police, SCC and District Councillor.

Following this incident SCC Highways had confirmed their action plan for installation of bollards on The Lows. They expect the tenant on the land next to The Lows to have vacated by the end of

June, arrangements had been made for him to have vehicular access by a different route rather than drive the full length of The Lows. Following his vacation SCC Highways would install wooden bollards and tidy up the path. The Chairman informed the meeting that SCC Highways would not be persuaded to do anything different to what they had proposed and there was no timescale stated.

6.14.8. Working Parties and Sub Committees Membership and Chairman

It was agreed to include the following Councillors on the Working Parties and instate a Chairman for each group.

Finance & Compliance - Ms V Pudney to be Chairman

Churchyard and Cemetery - Ms Hicks, E. R. Ling to be included with N Weston to be Chairman

Paths & Open Spaces - Ms Hicks, E. R. Ling to be included with Ms V Pudney to be Chairman

Roads & Traffic - M Bootman to be Chairman

Ms Hicks and N Weston would continue to represent the Parish Council on the St John' House Liaison Committee. E R Ling would remain the representative on the Palgrave Welfare Trust.

6.14.9. Reports, Recommendations and Matters requiring direction from Clerk and Working Parties

Standing Orders [1t] were suspended to debate this agenda item.

Clerk

- Openness of Local Government Bodies Regulations 2014. Informal comments had been sent to SALC due to deadline constraints, these comments had been circulated and M Bootman gave a summary.
- Annual Surface Clearance Programme. The Clerk was in receipt of the paths that would cut by SCC in the parish, there would be 2 cuts per season, this had been reduced from 3 about 5 years ago and there were no plans to reinstate 3 cuts due to SCC budget constraints.
- Progress Power Gas Power Station, Eye Airfield. The Parish Council had registered as an interested party and had been required to make an outline of the principal comments it planned to make. These comments can be viewed at <http://infrastructure.planningportal.gov.uk/projects/Eastern/Progress-Power-Station/>
- M Bootman and the Clerk had attended the MSDC Parish Liaison Meeting. The meeting had covered the elections in 2015 which include parish council elections and the introduction of Individual Electoral Registration.
- NALC 'Local Councils Explained' publication had been received and was available for Councillors to read
- Reply received from Mr K Charman confirming that he would be happy to assist with the internal audit for the year end 31 March 2015

Finance & Compliance Sub Committee

- Had a number of tasks/projects to discuss and action, of which the new Financial Regulations were a priority.

Roads & Traffic - report had been circulated to Councillors

- Report on Flooding on Denmark Hill 27 May sent to SCC
- Application Form for Vehicle Activated Signs had been submitted to SCC
- School travel plan forwarded by the County Councillor. M Bootman and Clerk had had an informal discussion with the headteacher on this subject

- Reply from Ambassador Travel that their coaches would no longer go through The Green
- No reply from Whippet Coaches about the request for their coaches not to use The Green
- Police Action Day see 6.14.4

It was proposed to write to SCC Highways formally requesting that the depression at the foot of Denmark Hill be filled in to prevent water collecting there. All agreed.

Churchyard & Cemetery

- Churchyard Flint Wall. The Clerk had reported a crack in the wall. N Weston would meet with the church to discuss an action plan. It was proposed to agree to spend up to £500 on emergency repairs to this section of the wall if required. All agreed. The Working Party would also look into finding a craftsman to inspect and make repairs in the longer term.
- Cemetery Carpark Extension. The work had started on the extension to satisfy the planning permission; a water supply was now available in the cemetery. The contractors' public liability insurance had been received by N Weston. Other works were due to be done over the summer. Planning permission stipulated the hedge be planted in an October-March window. A completion for the whole works was expected mid November.
- Weedkiller had been used on the cemetery carpark but a tidying up of the carpark which might include re-gravelling would be reviewed after the carpark extension had been completed as it was likely this would create some mess.

Paths & Open Spaces

- Clerk to investigate permissions required to put up a post for the dog bin near the Old Police House
- Action list to include; Footpath map, Village Sign, Bus Shelter and Seats on Manorial Waste

Performance

- No report

Volunteer Help

- Councillors considered the different ways that they may be able to access any volunteer help in the parish; website, blogging, maildrop, email distribution, inserts through the Star were not an option. It was proposed that the Parish Council article in The Star would list the achievements of the Parish Council in the last month and the remainder of the article would concentrate on a request for volunteers, all agreed.

6.14.10. Planning Permission Granted. 1161/14 The Hollies, Lion Road. Alterations and extensions to main house and works to convert outbuilding to studio/annex.

M Bootman summarised the conditions attached to the permission being granted. MSDC notification circulated to Councillors.

6.14.11. Financial Report

The bank statement and financial report had been circulated. The Clerk read out the figures for the bank reconciliation.

Receipts

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| Cemetery. Garden of Remembrance H Morton | £50 |
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| To authorise payments for Clerks' Salary May 2015 | £225.30 |
| MSDC for April and May Grass cut (Cemetery, Green, churchyard) | £600 |
| MSDC for Dog bin emptying 2014-15(Barnaway, Priory Rd) | £30 |
| Clerk's Expenses | £49.54 |
| SALC Local Councils Explained Publication | £49.99 |
| SALC Internal Audit for year end March 2014 including VAT | £139.20 |
| All agreed. | |

6.14.12. Parish Council Audit Year End 31 March 2014

- 6.14.12.1 M Bootman explained that the Clerk is usually the Responsible Financial Officer where there are no other council employees. However, the Clerk does not need to be the RFO, the role could be done by a Councillor. All agreed that the Clerk should be the RFO.
- 6.14.12.2 The report from the Internal Auditor had been circulated to Councillors. The main recommendation was that council adopts Financial Regulations in 2014/15. It was proposed to accept their recommendation. The Chairman thanked the Clerk for her diligence and accuracy in preparing the accounts for audit. The Finance and Compliance Working Party will review the SALC model financial regulations and have them ready to consider adoption at the September Parish Council meeting. All agreed.
- 6.14.12.3 Annual Return Form 2013/14 Section 1 was proposed to be approved, all agreed. It was then signed.
- 6.14.12.4 Annual Return Form 2013/14 Section 2. This section was agreed and signed.

6.14.13. Parish Council Insurance for 2nd July 2014 to 1st July 2015

The premium for the final year of the Parish Council's long term agreement had been received for £545.61. It was proposed to pay, all agreed.

6.14.14. Request for funding from East Anglia's Children's Hospices

A letter had been received asking for funding which had been circulated to Councillors. A polite letter would be sent informing EACH that no funding would be available on this occasion. M Bootman advised the meeting that it is recommended that a Parish Council policy on giving grants/funding including amounts is drawn up and this could be drafted by the Finance & Compliance Sub Committee.

6.14.15. Amalgamation of Stuston and Palgrave Parish Councils

A report had been circulated to Councillors. M Bootman had been invited and attended the Stuston Parish Council meeting 12 June along with the Chairman of Thornham Magna Parish Meeting. At their meeting Stuston had voted unanimously in favour of a Parish Meeting arrangement and consequently any merger with Palgrave will not be proceeded with but would continue to offer any assistance if asked.

6.14.16. Nomination submitted to MSDC for The Green to be registered as an Asset of Community Value

The final nomination form and supporting illustrated supplement had been circulated to Councillors. M Bootman had collected some more evidence of the use of The Green by the community from the village scrapbooks which would be submitted to MSDC.

The Clerk had received a letter from MSDC acknowledging receipt of the nomination. MSDC Officers will assess the nomination and the Parish Council will be informed of the outcome by 7 August. Public Notices will put up around The Green giving notice that MSDC is in receipt of the nomination and where further information can be obtained.

It was proposed that the Chairman and Clerk be given authorisation to enter into discussions with parties such as MSDC and the school in regard to ascertain the potential for future uses of The Green. This was agreed on the condition that they report back keeping full council informed as and when matters arose. All agreed.

6.14.17. Annual Parish Meeting 8 May 2014

Items raised at the APM; volunteering, charities and grants had been discussed 6.14.9 and 6.14.14.

6.14.18. MSDC/Babergh Community Infrastructure Levy and Preliminary Draft Charging Schedule (CIL). Public Consultation.

[meeting adjourned] Link to consultation document had been circulated to Councillors. M Bootman and the District Councillor gave an overview of CIL. No comments were given at the meeting. [meeting reconvened] Councillors who wished to send individual comments should liaise with the Clerk, deadline 4th July.

6.14.19. [Babergh] Rural Housing and Core Strategy Policy CS11 Draft Supplementary Planning Document. Public Consultation.

[meeting adjourned] The District Councillor gave a summary of why Palgrave as MSDC should not have been included in this consultation process. [meeting reconvened].

Clerk to reply stating that the Parish Council is declining to respond as it is irrelevant to MSDC.

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

- Governance and Accountability Guide 2014 – F&C Sub Committee to review
- Revisions to the Suffolk Local Code of Conduct – F&C Sub Committee to review and bring to full council
- SALC LAIS 1366 Transparency Code and LAISU2D – F&C Sub Committee to review
- Armed Forces Day ‘fly the flag’– not relevant to the Parish Council
- Report of faded/missing road markings on Lion Rd, St John’s House. Request by Parishioner that it is reported to SCC
- South Norfolk Local Plan documents information to be circulated to Councillors
- Temporary Road Closure – Level Crossing 29/7 to 30/7 overnight
- Invite from Eye Scout Group for official opening of new Scout Hut. No Councillor available to attend so a ‘thank you’ and decline of invitation letter to be sent.
- Enquiries to be made on the cutting of the grass verges particularly Millway Lane and Lion Road.

6.14.21. Meeting ended 9.44pm.

6.14.22. Next meeting: Thursday 24 July at 7.30pm at the Community Centre