



# MINUTES OF MEETING 22.10.2015

Chairman - Mike Bootman  
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## Minutes of Palgrave Parish Council Meeting held on Thursday 22<sup>nd</sup> October 2015 at 7:30pm in Palgrave Community Centre.

**Present:** Cllrs M Bootman (Chairman), Ms V Pudney, Mrs E Bootman, M Brown, K Charman, Mrs E Collins, Mrs W Cooper, J Gibbons, Ms M Sneddon, N Weston.

**Also present:** District Cllr D Burn.

**Members of the Public:** None.

**10.15.1 Apologies for absence:** None.

**10.15.2 Members Declarations of Interest and Dispensations:** Cllr N Weston declared a non-pecuniary interest in Item 10.15.8.3.2 (site adjacent to his property); Cllr J Gibbons declared a non-pecuniary interest in Item 10.15.10.3 (member, PDCC executive committee).

### MEETING ADJOURNED

**10.15.3.1 Public Question Time:** No questions.

**10.15.3.2 Reports received from:**

**10.15.3.2.1** County Cllr Jessica Fleming was prevented from attending at the last minute and so submitted a report that was to be circulated following the meeting;

**10.15.3.2.2** District Cllr David Burn advised that Planning Application 2659/15 re the former Pat Lewis site was to be considered by Planning Committee on 4<sup>th</sup> November;

**10.15.3.2.3** N Suffolk SNT - the brief report directed the Council to the Suffolk Police website for information. A communication had been received from the Temporary Chief Constable re future non-attendance by local officers at meetings and enhancements to the website in 2016, replacing local reports. Whilst Councillors accepted the reasons, current alternative channels [e.g. Police Connect] were considered inadequate during the transition.

### MEETING RE-CONVENED

**10.15.4 Minutes:** The minutes of the Parish Council meeting held 17<sup>th</sup> September 2015 were, with addition of the name of Cllr Ms M Sneddon as being present, APPROVED and signed as a correct record.

**10.15.5 Reports:**

**10.15.5.1 The Chairman:** NOTED that he had been following up actions from previous meetings and in connection with progressing matters covered elsewhere on the Agenda;

**10.15.5.2.1 PDCC:** AGM to be held on 12<sup>th</sup> November when present chairman is to stand down and also to cease editing the 'Palgrave Star' after December. Main hall to be closed for a week for redecoration. See also Minute 10.15.6;

**10.15.5.2.2 PDCC Representation:** AGREED that Cllr E Bootman be re-appointed as Parish Council representative for the remainder of the Council year [to 19<sup>th</sup> May 2016];

**10.15.5.3 Turbine Working Party:** NOTED from Cllr M Bootman there was still no progress on the Tenancy transfer. The Working Party had met, agreed a list of preparatory actions in readiness and been reminded that the landowner's agreement was critical.

**10.15.6 Joint Working Party with PDCC:** NOTED from Cllr E Bootman members had met with one supplier and needed to obtain two comparable quotes. Revised cost estimate £40,000 exc. VAT. Cllr M Bootman had attended a PDCC committee meeting to explain the benefits of the Parish Council receiving funds and making the expenditure as it could reclaim VAT on sums directly involved. Cllr E Bootman to arrange meeting with Cllr David Burn re locality funding application, Cllr M Bootman to enquire of MSDC requirements for planning permission for the play area. **Actions: Cllrs E Bootman/M Bootman**

**10.15.7 Financial Matters:**

**10.15.7.1.1 Banking Arrangements:** AGREED to two further signatories for the NatWest account. Cllrs Cooper, Charman and Brown offered themselves; it was AGREED to progress Cllrs Cooper and Brown details with Cllr Charman in reserve. It was further AGREED that the Barclays account be closed once the additional signatories had been approved by NatWest.

**10.15.7.1.2 Subsidiary Accounts:** APPROVED in principle the use of subsidiary NatWest accounts for specific purposes [e.g. Cemetery and Play Area].

**10.15.7.2 Insurance:** NOTED that there was no reduction in premium for the exclusion of the area of land known as the 'Manorial Waste' and that the premium for insuring the BT 'phone box will depend on the value assigned to it; some councils use the notional £1 cost while others assume £1,000.

**10.15.7.3 Bank Statements:** RECEIVED Statements for both accounts for the last period.

**10.15.7.4 The following Receipts were NOTED:**

Debtor	Amount £	Account
NONE		

**10.15.7.5 The following Payments [from the NatWest account] were APPROVED:**

Creditor	Amount £	Inc. VAT	Cheque
Cllr K Charman - Land Registry (further copies of Titles re The Green)	28.00	0	000001
MSDC - Grass Cutting (5 further cuts)	1,530.00	255.00	000002
SALC - Finance and Transparency Code Event 22/9/15	90.00	15.00	000003
BDO - External Audit Fee (2014-15)	120.00	20.00	000004

**10.15.7.6 Training (Councillors):** CONFIRMED for evenings of 11<sup>th</sup> and 25<sup>th</sup> November with content as circulated. AGREED to raise Purchase Order on SALC for total cost of £470 plus VAT and NOTED Cllr Charman unable to attend. **Action: ALL/Cllr M Bootman**

**10.15.7.7 Training/Office Equipment (Transparency Code):** AGREED (i) the purchase of laptop computer and scanner/printer from 121 Computer Services Ltd. to ensure access to local support, changes to the Council website and associated training to aid compliance with the Transparency Code and (ii) that the allowable costs of the above be reclaimed through SALC from the transitional grant. **Action: Cllrs M Bootman & Weston/Clerk (if appointed)**

**10.15.7.8 Accounts for the Year ending 31<sup>st</sup> March 2015:** APPROVED and ACCEPTED the Annual Return and Issues Arising Report containing the audit opinion given by BDO.

**10.15.8 Reports, Recommendations and Matters Requiring Direction:**

**10.15.8.1 Cemetery and Churchyard**

**10.15.8.1.1 Cemetery Fees and Charges:** (i) AGREED uplift in charges for Interments as proposed by Cllr Pudney, (ii) AGREED charges for Burial of Cremated Remains in Garden of Remembrance generally be consistent with Internments but Regulations need amendment to provide for Reservations, (iii) NOTED that the proposed charges for memorials and other services were not all provided for in Regulations and so (iv) AGREED that revised Regulations be developed by a Working Party comprising Cllrs Pudney and E Bootman with Mr Phil Dyer and be put to a future meeting. **Action: Cllrs Pudney & E Bootman/Mr P Dyer**

**10.15.8.1.2 Cemetery Extension:** NOTED the undue length of time that the legal transfer was taking and so AGREED (i) that Cllrs M Bootman and Charman be appointed to a Working Party and delegated authority to resolve outstanding matters to progress the transfer. Further AGREED that (ii) the Parish Council as beneficiary will pay reasonable legal costs, associated fees and charges of the Transferors up to a sum not exceeding £500, to be billed directly to the Council, and (iii) APPROVED similar expenditure by the Parish Council on its own behalf also not exceeding £500. **Action: Cllrs Charman & M Bootman**

**10.15.8.1.3 Cemetery Hedging:** On advice from a Horticulturalist and as the hedge needs substantial reduction in height (to 1.2-1.5M) and width AGREED (i) quotations should be for reduction of the surrounding hedge by flailing and (ii) a separate contract be put in place for bi-annual cutting and general maintenance. **Action: Cllr M Bootman/Mr P Dyer**

**10.15.8.1.4 Churchyard:** (i) Cllr Weston suggested the number of grass-cuts be increased substantially from the present 5-7 per season. AGREED to defer consideration to the Budget Meeting. (ii) Cllr M Bootman also sought advice from the Horticulturalist on treatments to the Yew trees lining the entrance path. It was proposed they be coppiced to about 1.2-1.5M with side branches trimmed to produce a more upright form and the work be undertaken in February, so that they would be quick to show new growth. AGREED to refer to the PCC for its consideration and response. **Action: Cllr M Bootman**

**10.15.8.1.5 Churchyard & Cemetery Gates:** Cllr Weston produced a quotation for repairs and renovations to both sets of gates that was substantially less than that last obtained by the PCC for the churchyard gates. Cllr Weston was asked to obtain separate quotations for each location. AGREED to refer to the PCC for its consideration, including contributing to the cost, and response. **Actions: Cllr Weston/Cllr M Bootman**

#### **10.15.8.2 Paths & Open Spaces**

**10.15.8.2.1. 'Highway Waste':** NOTED that (i) application had been made to the Highway Authority as landowner to retain the BT 'Phone Box and (ii) verbal permission had been granted to undertake light branch trimming of the tree overhanging the 'Bus Shelter. AGREED to approach MSDC Tree Officer for formal permission. **Action: Cllr M Bootman**

**10.15.8.2.2 Pond by Millway Lane:** NOTED that the pond had now been cleared of tyres etc. and that the landowner had also witnessed and reported an incident of fly-tipping.

#### **10.15.8.3 Roads & Traffic**

**10.15.8.3.1 'Unsuitable for HGVs Signs':** NOTED that (i) the alternate type of sign had been erected on the A143 on both approaches to Crossing Road and to Priory Road and (ii) the obstructions to visibility of the westbound sign for Crossing Road had been reported.

**10.15.8.3.2 Vehicle Activated Signs (VAS):** The Chairman referred to the Survey Report presented by Highways and the notes of the site meeting attended by him, Cllr E Bootman, County Cllr Jessica Fleming and John Simpson [previously circulated]. The site meeting was scheduled so Cllr Fleming could attend, in order to clarify and resolve the reasons why three of the five sites were conditionally approved and to review the availability of finance from Cllr. Fleming's Highways budget. The lack of suitable sites along Upper Rose Lane led to an agreement to provide more prominent road markings at the entry to the speed limit there and similarly at Lion Road.

Cllr Weston disputed the assessment of the Highway Engineer, citing locations elsewhere in the County that had VAS positioned on the opposite side of the carriageway and amid entrances, and he further questioned what might be said about siting the VAS outside a Councillor's house. Cllr Weston would not take the Chairman's assurances that sites had

been gone into in depth at the site meeting. Owing to long-standing concerns of residents about speeding along Upper Rose Lane it was AGREED (i) that Cllr Weston continue to compile his photographic evidence and (ii) a site meeting of the various parties including Cllrs Weston and Pudney would then be arranged. **Actions: Cllr Weston/Cllr M Bootman**

**10.15.8.3.3 Outstanding Highways Matters:** NOTED the present status of these as summarised in the notes of the meeting with Highways previously circulated.

**10.15.9 County Council and District Council Matters**

**10.15.9.1** Town & Parish Liaison Meeting 5th November - main topic Strategic Housing.

**10.15.10 To Consider any Planning Applications or Receive Decisions:**

**10.15.10.1.1** Planning Application: 3398/15 - Erection of two storey extension to existing dwelling. Spring Farm Cottage, Old Bury Road, Palgrave IP22 1AZ. AGREED to SUPPORT.

**10.15.10.1.2** Planning Application: 3711/15 - Change of use from agricultural land to domestic. Spring Farm Cottage, Old Bury Road, Palgrave IP22 1AZ. AGREED to OBJECT due to excess size for purpose, loss of agricultural land and unstated effects on local ecology etc.

**10.15.10.2** Planning Application: 2659/15 - Demolition of existing garage building and erection of 5 detached dwellings and garages with construction of 3 new vehicular accesses. Pat Lewis Ltd, Upper Rose Lane, Palgrave, IP22 1AP. NOTED that District Cllr David Burn had requested it be referred to Planning Committee.

**10.15.10.3** Planning Appeal: APP/W3520/C/15/3134972 - Unauthorised Installation of Wind Turbine, Palgrave Community Centre. AGREED to submit a Written Representation in SUPPORT of the Enforcement Notice, due to non-compliance with the stated Saved Policies.

**10.15.10.4** Planning Application 2682/15 - Construction of 3 holiday lodges &C. Land at Ling Road, Palgrave. WITHDRAWN by Applicant.

**10.15.11 To Consider Matters of Information:**

**10.15.11.1** Circulation via SALC re HM Queen's 90<sup>th</sup> Birthday in 2016 - passed to PDCC.

**10.15.11.2** Circulation via SALC re Government Petition to grant Right of Appeal in Planning Process to Parish Councils [ [www.petition.parliament.uk/petitions/110489](http://www.petition.parliament.uk/petitions/110489) ]

**10.15.12** **Next meeting:** 7.30pm on 10<sup>th</sup> December at Palgrave Community Centre.

**10.15.13** **Pursuant to s1(2) of the Public Bodies (Admission to Meetings) Act 1960** RESOLVED to exclude the public and press during consideration of confidential matters relating to the appointment of a Clerk and Responsible Financial Officer.

**MEETING CLOSED 10.20 p.m.**