



MINUTES OF MEETING 18.02.2016

Chairman - M J Bootman
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Minutes of Palgrave Parish Council Meeting held on Thursday 18th February 2016 at 7:30pm in Palgrave Community Centre.

Present: Cllrs M Bootman (Chairman), Ms V Pudney, Mrs E Bootman, 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: 2.

02.16.1 Apologies for absence: Cllr M Brown.

02.16.2 Members Declarations of Interest and Dispensations: none.

02.16.3.1 Public Question Time: No questions.

02.16.3.2 Received reports from:

(i) County Cllr Jessica Fleming was not able to attend and no report was submitted;

(ii) District Cllr David Burn confined his report to matters not on the Agenda:

(a) Stuston Parish Meeting was proceeding with a 'Speedwatch' scheme and invited neighbouring Parish Councils to participate and contribute. The Chairman explained that the final outcome with Palgrave's VAS had yet to be agreed owing to discussions on extending speed limits, potential for traffic calming along Lion Road associated with the present planning application and a difference with Highways officers over the type of signs, which they insisted be SIDs. No specific allocation had been made in the 2016-17 budget for 'Speedwatch' but it had been considered previously, either as an alternative if VAS was not approved or to reinforce VAS if necessary;

(b) District Cllr Burn announced the award of £1,200 to Palgrave from his special Locality Fund towards the Play Area, for which Councillors thanked him.

02.16.3.3 Woodside, Lion Road, Palgrave: the owner Mr M Davey showed Councillors revised proposals for extending the accommodation which were intended to overcome objections that resulted in the previous planning application being refused.

02.16.4 Minutes: The Minutes of the Parish Council meeting held 14th January 2016 and the Minutes of the Personnel Committee meeting held 11th February 2016 were both approved and signed as a correct record by the Chairman of each respective meeting.

02.16.5 Reports & Representation:

02.16.5.1 Personnel Committee:

(i) CONFIRMED that it shall be called the Personnel Committee (not sub-Committee);

(ii) AGREED that it should comprise four Councillors with a quorum of three

(iii) APPOINTED Cllr J Gibbons to fill the vacancy;

(iv) Subject to clarification of certain points by SALC, APPROVED the Model Contract;

(v) ADOPTED the RFO Job Description, Application and Appraisal Forms and Timesheet;

(vi) CONFIRMED the vacancy be filled by a person CiLCA qualified or nearly so.

02.16.5.2 PDCC Executive Committee: Cllr E Bootman NOTED that the PDCC:

(i) Is currently revising the Constitution. AGREED the PDCC be requested to formally invite the Parish Council, being a Trustee under the Constitution, to comment on the revisions;

(ii) Now has a separate website;

(iii) Had appointed Jan Hicks as representative on the St John's Liaison Group.

02.16.5.3 Turbine Working Party: NOTED that:

(i) The turbine has been serviced, Councillors acknowledged the reduction in noise;

(ii) As Mosscliff had gone into administration, the service engineer had to travel from Somerset but he had corrected several long-standing problems. Mosscliff had requested payment of the £5,000 retention, held against re-siting the turbine to the approved position, and this had been released by the PDCC. Councillors were reminded it had previously been confirmed that the Council could make a loan to the PDCC to assist with relocating the turbine to the adjoining field;

(iii) Cllr Weston sought confirmation that the new tenant will be contacted, which was given by District Cllr Burn, chairman of the Working Party.

02.16.5.4 St Peter's CEVC School:

Following a request from the head of the Tilian Partnership, AGREED that Cllr Weston could give a talk to year 6 pupils on Democracy. **Action: Cllr Weston**

02.16.6 Joint Working Party with PDCC (Play Equipment): NOTED that the grant applications to MSDC had been successful (see above) but that to Tesco had not. Comprehensive advice had been given by the Grants officer at MSDC, suggesting updating previous surveys and consultations before more grant applications were made. Planning application can be made by Parish Council as Agent and should be for the whole scheme, including any future additions or extensions, but this cannot be submitted until the equipment provider delivers an acceptable design.

02.16.7 Financial Matters:

02.16.7.1 Banking arrangements:

(i) NOTED that two further signatories have been added to the NatWest mandate;

(ii) AUTHORISED Barclays to close that account and transfer funds to NatWest account;

(iii) AUTHORISED the application to NatWest for a subsidiary account for the Play Area.

02.16.7.2 Insurance: nothing to report.

02.16.7.3 Bank Statements: RECEIVED a copy of the NatWest statement.

02.16.7.4 The following Receipts were NOTED:

Debtor	Amount £	Account
Financial Year 2014-15		
HMRC - Refund of VAT paid in that year	1,292.58	NatWest
Financial Year 2015-16		
NALC - Transparency Fund Grant for Laptop, etc.	647.87	NatWest

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

Creditor	Amount £	Inc. VAT	Cheque
Countryside, Conservation & Tree Services - Reduce Cemetery Hedge	700.00	-	

02.16.7.6 Financial Regulations: ADOPTED amendments to Financial Regulations 1.6, 6.4 & 11.

02.16.7.7 Pension Arrangements: NOTED that the Council's staging date for auto-enrolment was 1st February 2016 and that all requirements including a Declaration of Compliance had been met.

02.16.7.8 Good Councillor's Guide 2016: APPROVED purchase of 11 copies of the new edition at a cost of £24.75 if collected.

02.16.8 Reports, Recommendations and Matters Requiring Direction:

02.16.8.1 Cemetery & Churchyard:

02.16.8.1.1 Cemetery: In view of the continued wet conditions preventing access by machinery and need to complete work by 29th February, AGREED to review the previous decision [Minute 01.16.8.1.1] and reduce the hedge by hand cutting and so ACCEPTED the alternate quote from Countryside, Conservation and Tree Services of £700.00.

02.16.8.1.2 Churchyard: With the agreement of the PCC, ACCEPTED the supplementary quote from Waveney Tree Specialists of £50.00 plus VAT for removing a bifurcated Yew tree at the same time as coppicing the 8 Yew trees.

02.16.8.1.3 Cemetery Regulations, Fees & Charges: AGREED the final draft in principle, including the additional regulations regarding Exclusive Right to Burial, and the circulation to stakeholders (local funeral directors, monumental masons, Rector of the Benefice and PCC) for comment prior to making a final decision. **Action: Chairman**

02.16.8.2 Paths & Open Spaces:

02.16.8.2.1 The Green and the School: Councillors considered the draft response from MSDC Rights of Way officer suggesting that MSDC was, subject to planning permissions, minded to approve all of the encroachment, enclosure and other uses of The Green adjoining the School. Councillors NOTED the comments of Suffolk Preservation Society in connection with the School's proposal to erect a temporary classroom and that the above appear to conflict with the Planning (Listed Buildings and Conservation Areas) Act 1990 as well as the law relating to Village Greens. Councillors had also been made aware by the PCC that the School was attempting to exercise control over the area by banning the parking of cars during weekend Church services. Councillors AGREED to respond to MSDC on those lines and Cllr Weston to investigate further the applicable law in relation to Village Greens. **Action: Chairman & Cllr Weston**

02.16.8.2.2 Parish Clean-up: NOTED this will take place over the weekend of 12th & 13th March. Picking kits to be collected from MSDC and advance publicity required. **Action: Cllr M Bootman**

02.16.8.2.3 Notice Board: NOTED MSDC Heritage officer and Lords of the Manor do not object;

02.16.8.2.4 'Phone Box: NOTED MSDC Heritage officer does not object but referred it to Planning;

02.16.8.2.5 Footpath east of The Green: NOTED the dislodged bollard, report to Suffolk CC 29th October 2015, is now to be attended to within 4 weeks from 11th February 2016!

02.16.8.2.6 Bins: NOTED (i) Licence to Site Apparatus applied for siting a Dog Bin on the Highway verge on Upper Rose Lane with Highways to erect a post at a cost of approx. £70 and (ii) Order placed for 1x Dog Bin for above location and 1x Litter Bin for 'Bus Shelter.

02.16.8.3 Roads & Traffic:

02.16.8.3.1 Parking on Highway Verges: NOTED the increase in this, especially along the 'Access Only' road and Upper Rose Lane. AGREED Cllr Pudney to approach the SNT. **Action: Cllr Pudney**

02.16.8.4 Maintenance of Grounds and Assets:

02.16.8.4.1 AGREED to engage Mr C Tustian, who was the only respondent to the advertisement, to carry out miscellaneous works as scheduled from time to time at a rate of £10 per hour;

02.16.8.4.2 Hedge Trimmer: APPROVED expenditure up to £200 plus VAT to purchase if required.

02.16.9 County Council and District Council Matters: NOTED the following:

02.16.9.1 County Highways: on-line survey of Councillor's opinions of the service;

02.16.9.2 Better Broadband: inadequate coverage of areas within the village of Palgrave;

02.16.9.3 Brome Recycling Centre: District Cllr Burn gave an update on the action being taken by MSDC to provide financial support and to find a replacement operator so that it could re-open. This was proving difficult given the current low value of recyclable materials;

02.16.9.4 Policing: receipt of revised proposals following improved Home Office settlement.

02.16.10 Planning Applications and Decisions

02.16.10.1 Planning Application 4195/15: Lion Road, Palgrave. Erection of 21 dwellings, 3 no. new highways accesses, associated parking, turning & on-site open space provision.

The Chairman explained that a number of responses had now been made and a revised layout submitted. District Cllr Burn advised that the application was scheduled to be considered by Planning Committee 'A' on 2nd March. The following additional points were raised:

- Revised site layout is more cramped than the original, certain footways have been omitted including some leading to the open space and surrounding footpaths, parking spaces remain cramped and will result in more on-street parking. Not an improvement on the original;
- Highways proposed condition 6 for the footway on the south side linking to Clarke Close does not lead to the village amenities but stops short, forcing pedestrians to cross at an unsafe place;
- The submitted surface water drainage design is not sustainable but, contrary to Building Regs recommendations, disposes of runoff via the piped surface water sewer;
- The brief officer response from South Norfolk DC does not explicitly state that Diss has the service and infrastructure capacity, only confirms that it is a Major Town but that growth is elsewhere in the District. It cannot be presumed that Diss has the necessary capacity.

Councillors AGREED to submit further objections based on the above.

District Cllr Burn also reported that MSDC Communities had requested that the Council submit a list of 10 community projects for potential s106 funds. This was at remarkably short notice in the circumstances but Councillors AGREED the Chairman should submit a list. **Action: Chairman**

02.16.10.2 Planning Application: 0030/15 West Side, The Green, Palgrave. Demolition of existing side extension and removal of garage. Erection of single storey side extension. Re-erection of garage. AGREED to support the Heritage officer's remarks about the pre-fabricated garage roof.

02.16.11 Matters of Information: NOTED the following:

02.16.11.1 Cemetery Extension: Mr & Mrs McClintock had written stating that they no longer wished to transfer the land but that it would remain available for parking for funerals.

02.16.12 Next meeting: 7.30 p.m. Thursday 24th March at Palgrave Community Centre.

MEETING CLOSED: 10.20 p.m.