



# MINUTES OF MEETING 24.03.2016

Chairman - M J Bootman

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## Minutes of Palgrave Parish Council Meeting held on Thursday 24<sup>th</sup> March 2016 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:** County Cllr J Fleming, District Cllr D Burn, M Dyer - Chairman of the PDCC

**Members of the Public:** 4.

**03.16.1 Apologies for absence:** none.

**03.16.2 Members Declarations of Interest and Dispensations:** none.

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

**03.16.3.2 Received Reports from:**

(i) County Cllr Jessica Fleming's report and update had previously been circulated. She added that progress had been made regarding HGVs using unsuitable and restricted routes in that Cllr Finch, the Cabinet Member for Highways, was willing to discuss appropriate routes and also in strengthening enforcement under the present 'Lorrywatch' scheme. Cllr M Bootman mentioned a rumour circulating about the closure of Crossing Road, which was not anticipated, and Cllr Fleming said that she would query this when she next met with Network Rail officials;

(ii) District Cllr David Burn opened by mentioning the 'East Anglian Powerhouse' and Devolution, as announced in the recent Budget. However with Cambridgeshire County Council voting unanimously against the deal and various senior MPs not being enthused, the outcome remains uncertain. If all can be agreed, hopefully Brome Recycling Centre might re-open mid-April.

**03.16.4 Minutes:** The Minutes of the Parish Council meeting held 10<sup>th</sup> March 2016 were approved and signed as a correct record by the Chairman.

**03.16.5 Reports & Representation:**

**03.16.5.1 PDCC Executive Committee:** NOTED that Cllr E Bootman had requested that the Parish Council be formally consulted on proposed revisions to the PDCC constitution and queried why for two months running the Parish Council News had been at the back of the 'Palgrave Star'. The response given to the latter was that the content was going to be shuffled around every month to encourage reading the whole newsletter. The main topic was feedback from Cllr M Bootman after attending Development Control 'A' committee where discussion on the Lion Road development was stopped on a legal point; School and County Council claiming that lack of space at the School would be solved by alterations to the Community Centre but the PDCC had not been consulted.

**03.16.5.2 PDCC Constitution:** *M Dyer, P Dyer and Mrs J McClintock, PDCC Executive Committee, were present for discussion of this item. The Chairman thanked them for consulting the Council.*

Councillors were particularly concerned to ensure that the spirit and intent of the original land purchase for a recreation ground by the then Parish Council in 1962 was sustained and protected for the benefit of all inhabitants of Palgrave. Principal points reflected to the PDCC included:

- The name including 'Community Council' now conflicts with the Local Government and Public Involvement in Health Act 2007 where 'Community Council' is an alternate to 'Parish Council';

- Great concern at learning of the ‘apparent’ loss of clause 14 of schedule 1 of the original trust, especially as it clearly defines the procedure for agreeing changes to the use of the land and is clearly referred to and modified by the present trust deed. It needs to be re-instated;
- No clear definition of ‘neighbourhood’ or ‘district’ to ensure clarity of the places served;
- Concern at the transmutation into a membership organisation because (i) it automatically excludes those inhabitants it is supposed to serve and (ii) there is a risk that the membership can be selected (or rejected) to provide an executive committee (and trustees) selected from it that ensures it can then give itself the authority to do what it thinks fit. That is not to suggest the present PDCC operates in that way but the opportunity is there and so could be taken advantage of. Couple it with the loss of clause 14 and the inhabitants will cease to be relevant;
- Trustees should ensure broad representation and be elected from outside of the committee;
- Representation by and from other bodies should offer more flexibility to avoid constraints resulting from other organisations procedures;
- On winding-up how are jointly-funded assets, such as the play equipment, to be treated?
- More emphasis should be placed on the uses and development of the Recreation Ground, which is much under-used and according to the original trust is for the use of all inhabitants;
- Policies/Protocols on Equal Opportunities and Young People & Vulnerable Adults are commendable but probably not practical - to whom does the latter apply and who must be CRB-checked - any hirer of the hall for a children’s party, any adults separately hiring the bar/lounge whilst there is a children’s party in the hall, anyone coming into potential contact with children in the play area or on the recreation ground?
- Need also to provide for long-term hire arrangements/user accounts in the Terms of Hire.

**03.16.5.3 Turbine Working Party:** NOTED that no further meetings had been held. Cllr Burn said he had spoken with the new tenant but that it was protocol to report first to the Working Party.

**03.16.6 Joint Working Party with PDCC (Play Equipment):**

(i) Cllr E Bootman reported progress with the plans, now divided into four areas - play equipment, seating & picnic, MUGA and garden & orchard.

The JWP was being helped to identify potential sources of funding by Jeremy Brown at County and Gillian Hilder at MSDC. Cllr E Bootman had approached Adnam’s, but Palgrave was just 3 miles beyond their 25 mile limit; Desira, which supported it’s own local charity but suggested a possible marketing/advertising arrangement, and Fields in Trust - as actively promoted by Mid Suffolk but apparently not having any funds for the County of Suffolk! Local man Philip Skipper is running the London Marathon on 24<sup>th</sup> April to raise funds - £250 pledged out of a target of £500 to date.

A talk and display at the Annual Parish Meeting will back up the write-up in the March issue of the ‘Palgrave Star’;

(ii) AGREED the Chairman together with Councillor members of the JWP have authority to act as Agents for the planning application as suggested by MSDC as it halves the application fee.

(iii) The Chairman suggested to members of the PDCC and Joint Working Party present that it is probably an appropriate time to consultant those responsible for the Community Centre and Playing Field in order to ensure that vehicle accesses to the field, any plans for building extensions and such like were not in conflict with the final arrangement of the Play Area. He also suggested moving the fence rail back from the access road to provide additional end-on parking.

**03.16.7 Financial Matters:**

**03.16.7.1 Banking Arrangements:** NOTED that the Barclays account has finally been closed with the balance of £11,206.33 transferred to the NatWest main account, but no closing statement was sent to the Parish Council despite an instruction to do so.

**03.16.7.2 Insurance:** nothing to report.

**03.16.7.3 Bank Statement:** RECEIVED copies of the statements for the NatWest Main Account and the Barclays account, the latter being a certified branch copy.

**03.16.7.4 The following Receipts were NOTED:**

Debtor	Amount £	Account
None.		

**03.16.7.5 The following Payments [from the NatWest Main Account] were APPROVED:**

Creditor	Amount £	Inc. VAT	Cheque
PDCC - Room Hire 2015-16	231.00	-	000022
<del>Waveney Tree Specialists - Churchyard, Reduce 8 Yew Trees</del>	<del>360.00</del>	<del>60.00</del>	
Waveney Tree Specialists - Churchyard, Remove Bifurcated Yew	50.00	10.00	000023
Ladywell Payroll - 2015-16	48.00	-	000024
Cozens-Hardy - Abortive Transfer of Land to Cemetery (see 8.1.1)	240.00	40.00	000025
Jackmans Solicitors - Abortive Transfer of Land to Cemetery (do.)	TBC	TBC	000026
Cllr M Bootman - Catering supplies (Litter-pick & Annual Meeting)	22.99	-	000027
Cllr M Bootman - Stationery Supplies (4 Reams A4 Paper)	23.96	4.00	000028

Payment to Waveney Tree Specialists for reducing the 8 Yew trees was deferred by mutual agreement pending a satisfactory outcome to the work.

**03.16.7.6 Good Councillor Guide 2016:** NOTED that 11 copies had been received with 10 being distributed to Councillors and 1 held spare in the event that the vacancy is filled.

**03.16.7.7 Authority:** AUTHORISED the Chairman, Vice Chairman and one other Councillor drawn from the authorised signatories to progress outstanding invoices, agree terms of engagement and fees and any other actions necessary to compile final accounts and submit same to internal audit.

**03.16.7.8 Internal Audit:** NOTED that SALC would not prepare the accounts again. AGREED that SALC to undertake the Internal Audit at a fee of £124 plus VAT.

**03.16.7.9 Payroll:** AGREED that Ladywell Payroll service be renewed at the same cost of £48.

**03.16.7.10 Grass-cutting:** Quotations were invited from 3 contractors of which 2 responded. AGREED that the quotation submitted by MSDC be accepted as the lower of the two, noting the cost increased of £25 per cut for 2016-27, resulting in a maximum increase of £175 over the year.

**03.16.7.11 Notice Board:** AGREED to place an order on Greenbarnes Ltd for the design of notice board previously agreed, with name board, at a cost of £1,890.77 plus VAT and 4-6 week delivery.

**03.16.7.12 Annual Review:** APPROVED the following, incorporating the changes noted:

(i) Risk Assessment - removal of certain references to the Manorial Waste;

(ii) Risk Assessment - Financial (none);

(iii) Freedom of Information Statement (none);

(iv) Asset Register - updated to remove the Manorial Waste and Cemetery Extension,

add conversion of 6 Footway Lights to LED and 1 new Footway Light, 1 additional Dog Waste Bin, 1 new Litter Bin and the Laptop Computer, Hard Drive and Software.

**03.16.8 Reports and Recommendations:**

**03.16.8.1 Cemetery & Churchyard:**

**03.16.8.1.1 Cemetery Extension:** NOTED that Mr and Mrs McClintock had decided not to proceed but the land would still be available for parking for funerals. AGREED that the Council pay both parties legal costs to date, as itemised in Minute 03.16.7.5 above.

**03.16.8.1.2 Cemetery Regulations, Fees and Charges:** AGREED that the charge for re-assigning a Deed of Grant of Exclusive Burial Rights shall be £20, the other amendments to the Draft and the transitional arrangements all as discussed in the meeting and APPROVED the revised Cemetery Regulations, Fees and Charges to apply from 1<sup>st</sup> April 2016. [Signed copy attached]

**03.16.8.1.3 Churchyard 'Tidy-up':** Cllr Weston proposed Saturday 14<sup>th</sup> May. Cllr Mrs E Bootman to first check if any events scheduled by Church or PDCC. **Action: Cllrs E Bootman/N Weston**

**03.16.8.2 Paths & Open Spaces:** nothing to report.

**03.16.8.3 Roads & Traffic:** nothing to report.

**03.16.9 County Council, District Council and Police Matters:**

03.16.9.1 A140 Route Strategy - this had been located and circulated by Eye Town Clerk but had also featured in the Diss Express when County Cllr Guy McGregor was quoted at length. AGREED to submit comments to draw attention to the lack of any bypasses or realignments, absence of improvements to a number of junctions, and specifically the lack of consideration of the 'rat-run' passing Thrandeston and the impact of growth in the Diss area also affecting the B1077, A140 and the junction with the A143 - the last junction being specifically excluded from the study.

03.16.9.2 Police - NOTED that there was to be a reduction in officers locally to 1 police office and 1 PCSO, supported from Halesworth, and that a new (but definitely not improved) format for SNT reports had been circulated.

**03.16.10 Planning Applications and Decisions:**

**03.16.10.1** Planning Application: 0832/16 - Pond View Cottage, The Green, Palgrave. Erection of a first floor extension over existing lean-to rear extension. AGREED to SUPPORT.

**03.16.10.2** Planning Application for Woodside, Lion Road, Palgrave. This had still not been validated by the Development Management officer and so NOTED that an additional meeting may be called to consider it.

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

**03.16.11 To consider matters of information:** none.

**03.16.12 Next Meeting:** Annual Parish Council at 7.30 p.m. Thursday 12<sup>th</sup> May at Palgrave Community Centre.

**03.16.13 Exclusion of the Public:** RESOLVED to exclude the public during consideration of confidential information relating to approval of the appointment of a Locum Clerk and RFO.

**MEETING CLOSED:** 10.00 p.m.