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**Minutes of the Meeting of Palgrave Parish Council held in the Community Centre
on Thursday 24th July 2014 at 7.30pm**

Present

Councillors: M. Bootman (Chairman), Ms. J. Hicks, Miss M. Sneddon, N. Weston,
Mrs E. Collins, J. L. Gibbons

Also present: District Councillor D Burn and K Jones (Clerk)

Members of the Public: 1

7.14.1. Apologies

Apologies were received from E.R. Ling and Ms. V. Pudney.

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

No Declarations of Interest and no requests for dispensation. The Chairman reminded Councillors it was their responsibility to keep their Declaration of Interests up to date.

7.14.3. Public Question Time

Meeting Closed. Concerning the Green, there were discussions on the identity of late Ladies of the Manor and the current Lord of the Manor, a request for this information from the solicitors acting for the late Ladies of the Manor had so far not been forthcoming. A copy of a Land Registry document was offered that might provide some further information in that regard.

7.14.4. Report from County Councillor, District Councillor and Police

District Councillor Report

- MSDC had been informed that SCC had signed a contract in regard to waste disposal
- Better Broadband Update - planned upgrade for Palgrave Sept-Dec 2014.
- Ash Dieback Disease Event Tues 12 Aug (details circulated)
- Wind Turbine. PDCC Executive Committee had accepted the terms of the section 106 agreement and were willing to sign it. The District Councillor would ensure that MSDC Planning prioritise this matter. Once the section 106 agreement was signed planning permission should shortly follow. Discussions with the landowner and tenant to be held before the turbine could be moved to the new location.

The meeting was re-opened for Council Business.

M Bootman and Ms Pudney had attended the most recent Police Tasking Meeting 1st July. The seasonal advice from the meeting was about garden and garden shed security.

The Police had been in contact about a new scheme being run by SCC 'Lorry Watch'; vehicles misusing a weight restriction or unsuitable route can be reported to SCC. SCC then obtain details of the vehicle and request a legitimate reason why the vehicle was using that route. SCC would then decide on what action should be taken. The Chairman informed the meeting that SCC already have a tool for reporting HGV use of prohibited or unsuitable routes on the website <https://secure.suffolkcc.gov.uk/customerservice/CSD/SCC/product.aspx?ProductID=PHGV01> which would be circulated to Councillors to use. It was proposed by the Chairman that the new

'Lorry Watch' scheme was a good idea and that the Parish Council should enter into talks with the Police and SCC as issues on HGVs use of restricted and unsuitable roads had been discussed on numerous occasions at Parish Council meetings, it was agreed that use of the new scheme be formally agreed at the September Parish Council meeting.

7.14.5. Notice of Vacancy for Mrs Bunbury

MSDC had not received a request for an election; the Parish Council should co-opt a replacement member. There were currently three vacancies.

7.14.6. To confirm the minutes of the meeting 19 June 2014

The minutes of the meeting 19 June 2014 were agreed and signed as a true record.

7.14.7. Matters Arising from the last meeting 19 June 2014

6.14.20 Highway Verges.

SCC had replied that there are two cuts on main roads (A and B), the first cut started 5th May and takes about 2 weeks and the second cut started 14th July. There is one cut per year on minor roads (classified C and U) which started 2nd June, SCC has experienced some delays but would hope all minor roads to have been cut by 14th July.

6.14.16 Update on the nomination of The Green as an Asset of Community Value

MSDC would inform the Parish Council of the outcome of the nomination by 7 August

The Clerk and Chairman had met with the Head of the School.

The Chairman had met with one of the school governors re: 'thoughts and ideas' on what might benefit the school if the nomination was successful and The Green could be purchased.

The Parish Council should develop a Business Case as to whether it should consider the purchase of The Green if it became available. To this end the Parish Council had requested a meeting with MSDC, and MSDC had requested this is co-ordinated by the Ward Member. The aim of the meeting is to discuss what MSDC might support in terms of suitable play and exercise provision for the school and other issues relating to the management and use of The Green.

The meeting was closed. District Councillor D Burn informed the meeting that he would continue to press for this meeting to be arranged. Meeting re-opened.

7.14.8. Progress Power. Gas Power Station, Eye Airfield.

Meetings of interested parishes – 26th June attend by M Bootman, 22nd July attended by M Bootman and N Weston.

M Bootman and N Weston had also attended the Preliminary Meeting on 24th July where M Bootman submitted that the sustainability of the gas supply and the impact of the power station on the gas supplies to other business and domestic users should form part of the examination.

A document comparing all the responses of the 'interested parishes' had been circulated, but any further responses are confined to the matters included in the written submissions made by 6th June. The Preliminary Examination is the start of statutory examination process which would conclude January 2015 when the Examiner's report would be submitted to the Minister.

There was concern for the need for expert advice to be available to the interested parishes in particular regarding Cultural Heritage and Landscape. A plea had been put in The Star for anyone that had expertise they might consider providing.

It was proposed N Weston and M Bootman with J Gibbons as back up would represent the Parish Council; making decisions at 'interested parishes' meetings and continuing the work involved during the Progress Power examination process. All Agreed.

It was proposed that up to £750 of Parish Council monies is ring fenced to contribute towards any expert advice that is required by the interested parishes. The authority for such expenditure is s111 of the Local Government Act 1972, granting powers for a local authority to do anything which helps it to discharge its functions. All agreed.

Meeting Closed. The District Councillor informed the meeting that possible private donations might become available which could be used towards the cost of any expert advice. Financial contributions from other parishes might also be dependent of the amount of their precept. Meeting was re-opened.

7.14.9. The revised Suffolk Code of Conduct 2014

The revised Suffolk Code of Conduct had been circulated, it was agreed to accept the revised version.

To satisfy the current requirement for Councillors' Declarations of Interest to be made available on the Parish Council website a link to the MSDC website where they are already published would be put on the Parish Council website, this would suffice for the time being pending the upgrade to the host website functions and the Transparency Code provisions due later 2014.

Clerk

7.14.10. Parish Council Grants and Charities Policy

This item was deferred to the September meeting to provide for further development.

F&C

7.14.11. Churchyard and Cemetery Working Party

7.14.11.1 Cemetery Car park Extension

The work to the cemetery car park extension is completed except for the hedge planting which is due to be completed Oct/Nov 2014. It is to be recorded that the gate into the car park extension was sited in a slightly different position to the agreed plans; consequently the hawthorn had not been removed. It was proposed to accept items 2, 3 & 4 of the works as complete, all agreed. The Chairman thanked N Weston for his contribution to this project. Water is now available at the cemetery.

7.14.11.2 Future Projects for consideration

Establishing a more permanent boundary marker for the car park area, with additional weed killing and a new covering of gravel as required.

7.14.11.3 Grass Cutting for Cemetery Car park Extension

Having considered alternative proposals it was agreed that MSDC would be asked to undertake an initial grass cut, including removal of grass cuttings at a cost of £90. The additional area of grass would then be incorporated in the cemetery monthly cut at an extra cost of £5, making the total cost of each cemetery cut £65 (Open Spaces Act 1906, ss9 and 10).

Clerk

7.14.11.4 Memorial Bench

A 12-year old memorial bench in the cemetery had been accidentally broken. An urgent decision had been made by the F&C Sub-Committee with the agreement of the Chairman not to make an insurance claim. It was proposed that N Weston would remove the bench

NW/

and/or the plaque and the Clerk would inform the family that the bench needed to be removed and to enquire what course of action they would like to take, all agreed. In the light of this event and in the absence of any prior guidelines the Chairman recommended that the Parish Council have a policy for memorial benches, which was agreed.

Clerk

7.14.11.5 Churchyard Flint Wall and Churchyard

N Weston had undertaken an initial inspection of the wall. The wall requires minor repairs on the school side on the NW section. N Weston would seek a 2nd opinion from H Bunbury, as a member of the PPCC and an architect. A suitably experienced craftsman would be sought to repair this section and to complete an inspection of the entire wall. N Weston would meet with the PPCC to review further work required to maintain the churchyard, in particular to the Yew Trees.

NW

7.14.12. Paths and Open Spaces

Chairman noted progress to be made on investigations into the manorial land, village sign, and suchlike.

The deteriorating state of the Parish Council noticeboard at Forge Close was drawn to Councillors attention and the Chairman again suggested siting a further notice board at the 'Bus Shelter.

7.14.13. Roads and Traffic

7.14.13.1 SCC had been requested to consider filling-in the depression at the foot of Denmark Hill.

7.14.13.2 Ambassador Travel had been advised that one of the company's coaches operating the National Express service had, contrary to instructions, driven through the village.

7.14.13.3 No response had been received from SCC Highways on any other outstanding matter

7.14.13.4 The school would start work on reviewing and updating the School Travel Plan

7.14.14. Performance

The Chairman and Clerk had met for an interim review of workload which included agreeing measures and objectives that would lead to more effective and efficient ways of dealing with the wide range of duties

7.14.15. Report on Volunteers

Three parishioners had contacted the Clerk willing to volunteer. J Gibbons would obtain an update from the Palgrave Gardening & Social Group in regard weed clearance and marginal planting around the pond.

JG

N Weston and V Pudney would discuss a possible 'Working Day' for jobs around the parish and bring forward proposals.

NW/
VP

7.14.16. 2023/14 Application for a non-material amendment following grant of planning permission 2926/13 Star Cottage, Ling Road Palgrave.

MSDC - Notification received.

7.14.17. 1162/14 The Hollies, Lion Road, Palgrave.

MSDC - Notification of Listed Building Consent Granted

7.14.18. 2015/14 Application for Listed Building Consent. Longs Farm, Millway Lane, Palgrave

It was agreed to support the application for the following reasons;

- it would bring the building back into good condition,
- that retaining the cement render is appropriate due to its good condition,
- fenestration - to note the risk of making it too regular which may be out of character a building of this age. The Parish Council is happy to leave the positioning and window types to the case officer and conservation officer having regard to the structure of the building.

7.14.19. 2240/14 Permission to fell tree no>AM01357 Tilia SPP, The Village Green, Palgrave

All agreed to support this application with addition of a note to MSDC that the correct spelling is understood to be 'Tilia'.

7.14.20. Financial Report

7.14.20.1 Bank Reconciliation, bank statement and financial report received.

7.14.20.2 No receipts

7.14.20.3 Payments made since last meeting

Clerk's Salary June 2014	£225.30
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7.14.20.4 Reissue of Cheque 100610 for Internal Audit SALC	£139.20
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7.14.20.5 To make the following payments which include VAT Grass Cut (Cemetery, Churchyard and Green) June 2014 MSDC	£300.00
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Councillor Training Course M Bootman June 2014 Salc	£117.60
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Colin Buckmaster Cemetery Carpark Extension items 2, 3 &4*	£1,392.00
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*as on quotation 16.03.14 at £1,160.00 (Power; Open Spaces Act 1906 ss.9 and 10)

All agreed

7.14.20.6 It was agreed to purchase 8 copies of the Good Councillor Guide at a total cost of £16 to be collected from SALC. Six copies to go to the councillors who had not attended the SALC course with 2 spare copies (Local Government Act 1972 s111)	VP/ Clerk
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7.14.20.7 It was agreed that M Bootman as Chairman be the third signature/authorised person on the Parish Council Bank Account, that the bank mandate forms be signed accordingly and that S Bunbury be removed as a signatory.	MB/ Clerk
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7.14.21. Training

Ms Pudney to attend SALC 2 day Councillor Course 14th & 21st August at £98 plus VAT
Ms Jones to attend SALC Insurance Briefing half day course 30th September at £25 plus VAT. All agreed. The Chairman reminded Councillors of the importance of relevant training and encouraged applications for it, especially the SALC Good Councillor course.

7.14.22. The Lows

7.14.22.1 Plans of SCC Highways proposed bollards had been circulated. The Chairman noted that they were for information and not up for debate. As requested by SCC a key had been requested for the Parish Council and two keys for the landowner with right of access along The Lows. Clerk would also inform the local Police SNT that the Parish Council is a key holder.	Clerk
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7.14.22.2 The bollards were due to be installed imminently, once installed SCC Highways would tidy up/repair the path, details had been circulated to Councillors. The Clerk would	Clerk
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ask if SCC Highways would consider tidying up the section of path just before the Parish Council hedge where the vehicles had been crossing onto the field as (10.13.5) the path was prone to flooding at this point.

A 'thank you' to SCC Highways would be considered at September PC meeting once the work was completed. Sept

7.14.22.3 Notice had been received that the MSDC Planning Enforcement case in respect of the tenanted land has been closed.

7.14.22.4 Councillors noted the correspondence between a parishioner and SCC Highways in regard to petition/barrier dated 24 June. The Parish Council would consider the provision of any notices at the end of the access only section that state that The Lows is now a footpath only at its September meeting. Sept

7.14.23. Traffic on the U5402 and U5401, Brome to Palgrave via Thrandeston roads, approach from Brome and Oakley Parish Council.

The Clerk read out the correspondence from Brome and Oakley Parish Council concerning increased traffic on the U5402 and U5401. It was agreed to reply that the Parish Council were willing to discuss the over-arching problem of traffic.

7.14.24. The request to write to SCC asking that the two drains in the access road north of Goulds Close are cleared out following recent flooding.

District Councillor D Burn would find out if this road is the responsibility of MSDC. DB
It was agreed that the Parish Council would contact the authority responsible for the housing on Goulds Close (MSDC) to notify them of the flooding and ask that they deal with the issue of the drains. Clerk

The Parish Council would also respond to the resident of Goulds Close suggesting that as a tenant they contact MSDC directly about the issue and regret that they were incorrectly advised in the first instance by an SCC operative Clerk

7.14.25. Stationery and equipment and secure disposal of confidential waste.

It was agreed the Clerk prepare a list of stationery and equipment necessary to fulfil the duties and investigate the most appropriate means of dealing with secure disposal of confidential waste involving expenditure not exceeding £250, with authority delegated to the Chairman and Vice Chairman to authorise this expenditure. All agreed. Clerk

Discussion on the need to relocate the Parish Council's filing cabinet which is still held in S Bunbury's garage. N Weston offered to help collect and transport it. Clerk

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

- Salc LAIS1367 Deregulation Bill and Up2Date140717 received and circulated
- Lights Out event to commemorate WWI 4th August forwarded to Geoff Hinchcliffe
- Road Closures at Level Crossing overnight; 29/30 July, 8/9 Sept and 10/11 Sept,
- MSDC Small Grant Fund for Holiday Activities forwarded to PDCC

7.14.27. Meeting ended 9.50pm.

7.14.28. Next meeting 11th September 2014 at 7.30pm at the Community Centre