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MINUTES of MEETING held at Palgrave Community Centre at 7.30 pm on THURSDAY 14 JULY 2016

Present: Councillors E Bootman, M Bootman (Chairman), M Brown, E Collins, W Cooper, J Gibbons, V Pudney, M Sneddon, N Weston. Also in attendance Sarah Foote (Clerk), District Councillor David Burn (left 20.25) and County Councillor Jessica Fleming (left 20.15) and one member of the public.

07.16.09. Apologies for Absence

Apologies were received from Councillors Chairman and accepted by the Council.

07.16.10. Declarations of Interest and Dispensations

There were no declarations of pecuniary and non-pecuniary interests or requests for dispensations.

Members were reminded of the requirement to update their Register of Interests as appropriate.

07.16.11. Public Forum

There were no comments from the public.

07.16.12.1 Reports from County Councillor Jessica Fleming and District Councillor David Burn.

Suffolk County Council - Councillor Fleming reported on the Devolution Consultation which was open and would close on 19 August. Cllr Fleming then updated the Parish Council as follows:

Gateway Treatments at the start of the 30 mile/hr speed limits on Upper Rose Lane and Lion Road - the Highways department had provided outline plans for Approval. Cllr Weston suggested the alternative of extensions to the speed limit. The Chairman explained that the Suffolk County Council Policy document set out the requirements, confirmed each would require a legal order, cost between £5k and £10k and take a year to action. Andrew Pearce of Suffolk County Council had ruled out any extension to the speed limit on Lion Road when assessing the 21 dwelling development application.

Drainage at the Green and Lows Lane - the money had been set aside and the design was being worked on. The next stage was preparing the bill of quantities. Once approved it would take 14 weeks until construction.

Restricted access road – cost estimate of design £8,000 including road safety audits and a further £12,500 to carry out work which could include an elevated platform, bollards and drop kerbs. Cllr Fleming would consider funding of this from her Highways Budget if the Parish, School and Residents wished to proceed. The Councillors were in agreement that a visual of the scheme was required before proper consultation could be considered. Cllr Fleming also confirmed that she would fund the Gateway Treatments from her Highways Budget.

Action: Clerk to liaise with Cllr Fleming to progress.

Mid Suffolk District Council - Councillor Burn asked for general views on Devolution from the Councillors and then gave an overview of the process for the consultation. A Call for Sites for development of a minimum 0.25 hectares was currently being undertaken. These sites should be able to accommodate five or more dwellings. Cllr M Bootman stated that the recent SHLAA (Strategic Housing Land Availability Assessment) did not contain any allocations in Palgrave for over 2 hectares.

Cllr Burn was interested to receive comments on the deficiencies in the grass cutting at the cemetery and churchyard. It was confirmed to Cllr Burn that the main issues were getting the right area cut, churchyard being missed, wet grass being flung around, gullies being blocked and unclear invoices. The Parish Council had no idea when the cuts would take place as no schedule had been provided and in general had concerns about the completeness and quality of the job done.

Action: Councillor M Bootman to meet with J Buckingham (MSDC) and Councillor Burn.

07.16.12.2 - There were no comments from members of the public.

07.16.13. Minutes of last meetings

07.16.13.1 It was unanimously agreed to accept the minutes of the meeting of 9 June 2016 and of the Planning Meeting of 27 June 2016. The minutes were duly signed by the Chairman.

07.16.13.2 There were no matters arising from the minutes of the Planning Meeting of 27 June 2016. From the minutes of the 9 June 2016 meeting, a question was asked on membership of the Footpaths Working Group and this was clarified by the Clerk.

07.16.14. Planning

07.16.14.1 The following planning determination was noted:

Ref	Location	Application Details	Determination
2042/16	Barns adj. to Bridge House, Denmark Hill	Change of use of agricultural building to dwelling house	Prior approval refused

07.16.14.2 Other Planning matters –

To seek approval for Chairman and Clerk to submit the planning application for the Play Area and MUGA once designs are finalised – the above motion was proposed, however, Cllr Weston questioned that the plans had not been made available for the Parish Council to view and did not feel that the Parish Council could approve something they had not seen. The Chairman stated that members of the Parish Council were appointed to the JWP to jointly develop the plans for the PDCC. Previous versions of the plans had been presented at the Annual Parish Meeting, displayed at various events and are on the PDCC website. Final versions were in preparation and to not approve this motion would delay the progress of the play area and could possibly prevent the JWP from obtaining funding where grant applications were time sensitive - planning permission being a usual condition of such applications. In light of the above comments, and alternative proposal that the Parish Council should see the plans before they were submitted as a planning application was put forward was motioned and agreed five votes in favour and four against. It was suggested, if necessary, an extraordinary meeting could be held to avoid any delays in the progress of the project.

The Clerk later noted that resolution 3.16.6 (ii) from 24 March 2016 meeting had already granted approval to the Chairman and Councillor members of the JWP to act as agents for the PDCC in making the planning application and that approval stands.

07.16.15. Governance

07.16.15.1 Terms of Reference for Cemetery Committee were unanimously agreed.

07.16.15.2 Standing Orders had been reviewed and revised by the Chairman and the Clerk. The Clerk spoke to Councillors on the amendments to the Standing Orders and it was agreed to adopt the revised Standing Orders. The revisions included Authority for the Cemetery Administrator (or Clerk) to sign documents relating to the Cemetery. **Action: Clerk to publish revised edition to Councillors.**

07.16.15.3 It was noted that the Parish Council needed to consider adoption of the following policies and this would be an agenda item for the September meeting; Statement of Internal Control, Public Participation Policy, Complaints Policy, Data Protection Policy, Freedom of Information Publication Scheme, Grievance and Disciplinary Policy and Media and Press Policy. **Action: Clerk**

07.16.15.4 Parish Council website – the Clerk reported that the Council, through amendments to the website, were now compliant with obligations the Transparency Code for all Councils under £25k turnover.

07.16.16. Financial Matters

07.16.16.1 Council's current financial statement – a report was provided by the Clerk and is appended to the minutes. The report confirmed the bank balance as £31,547 and that the VAT Reclaim for year ending 31 March 2016 (£863.87) had been received. A report on spend against budget for the first quarter (April/May/June) was also provided to Councillors and appended to the minutes.

07.16.16.2 It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£327.99	Mrs S Foote	Clerks Salary July 2016	000043	LGA 1972 S112
£45.00	Charles Tustian	Spring period maintenance work	000044	LGA 1972 S111
£96.00 inc VAT	Suffolk Association of Local Councils	Cemetery Management Training	000045	LGA 1972 S111
£67.78	Suffolk County Council	Erection of post for Dog bin	000046	LGA 1972 S111
£103.82 inc VAT	Glasdon Manufacturing Ltd	Dog Waste Bin	000047	LGA 1972 S111

07.16.16.3 It was agreed to submit a claim for the 2016/17 Transparency Code Fund for 1.5 hours per month at £13.80 per hour to maintain the Parish Council website to comply with the Transparency Code. It was noted that this was now less than had been claimed by the previous Clerk. **Action: Clerk**

07.16.16.4 The quarterly budget report (April to June inclusive) was provided to Councillors, as detailed in 07.16.16.1, and appended to the minutes.

07.16.16.5 It was agreed to return £347.50 raised through the Chocolate Bingo event from the Play Area account to the PDCC. This had been held for the PDCC and any expenditure of it would not be eligible for reclaiming VAT.

07.16.17. Cemetery and Churchyard

Cemetery:

07.16.17.1 Quotations for the removal of Six Trees at the Cemetery were considered and it was agreed to appoint contractor W for the works, at a cost of £1,080 inc VAT, which should be carried out as soon as possible.

Action: Clerk to issue order for works and thank unsuccessful tenderers

07.16.17.2 Documentation for Cemetery Administration – Cllr M Bootman had prepared and circulated a Schedule of Cemetery Documentation and Guidance and a model form of Grant of Rights to Erect and Maintain a Monument and these were noted for information only. The necessary documentation would now be prepared using the various model forms issued by the Institute of Cemetery and Crematoria Management.

Action: Councillor M Bootman.

Cemetery and Churchyard

07.16.17.3 The problems encountered with standard of work delivered by current grass cutting contractor were reiterated as detailed in the report given to Councillor Burn earlier in the meeting. Discussion took place around the wish to have the grass cut before the first weekend of August as a wedding was taken place and how the current standard of work was not satisfactory and it was essential to have a schedule of when work would be carried out.

It was agreed, in principal, there was a need to review the contractor, the method of allocation of the contract and delivery of service before awarding the next contract. New tenders would be invited early in 2017.

Action: Councillor M Bootman to meet with J Buckingham (MSDC) and Councillor Burn.

07.16.18. Paths and Open Spaces

07.16.18.1 To receive a report from the Footpaths Working Group.

Cllr Brown reminded Councillors that the remit of the Group was to walk all the footpaths by the end of July. The next meeting would be held on 22 July. SCC Rights of Way Officer had provided assistance on the problems encountered to date; extensive overgrowth, cuts were late and where they had taken place were not of good quality, and informed the Group that only two cuts per year were scheduled, June had taken place and the next would be in September. Footpath 8, The Lows, remained the main concern and it was suggested to request an interim cut and lobby the County Council for a higher standard of maintenance as the Lows is not just a rural footpath but is paved like a minor road. The Rights of Way Officer would be writing to the appropriate landowners to remind them of their responsibility for maintenance of the footpaths.

It was agreed to ask Mr Tustian to trim under the hedges in middle section of The Lows.

Action: Cllr M Bootman to instigate.

The missing padlock on the right hand bollard at the entry to The Lows was noted. It was agreed that Suffolk County Council should provide a replacement if their Contractor had misplaced it.

Action: Clerk to report to Rights of Way and Highways.

07.16.18.2 It was noted that Suffolk County Council Highways had erected the post for the dog waste bin at Upper Rose Lane/Common Hill and that the bin was now in service. Cllr M Bootman had displayed a dog fouling offence sign on the side of the bin at the same location.

07.16.18.3 Details and dates for drainage work by Pond/Lows Lane and Denmark Hill had been covered in the County Council report earlier in the meeting.

07.16.18.4 New Footway Lights - Cllr M Bootman reported that UKPN had finally converted the six lights to LEDs, however, the one near the entry to The Lows footpath had the lantern angled upwards and permanently on and an inspection team were due to visit to rectify. The new lamp on Crossing Road had to be connected on private land but due to an administrative error this was delayed until the end of August. It was noted that when the invoice for the works was received a rebate was needed because of the delays and as a back-dated reduction in last year's energy usage.

07.16.19. Roads and Traffic

Details of the proposed Gateway Treatments had only recently been received by email and were considered by Councillors. Discussion took place around the placement of the entry and their effectiveness as opposed to alternative methods, e.g. moving the start of the speed limit area, as discussed earlier during Councillor Fleming’s report. It was proposed by Cllr M Bootman to proceed with the County Council’s Gateway Treatments subject to the County Councillor’s previously agreed funding arrangements, and agreed eight votes in favour, one abstention.

Vehicle Activated Sign – Cllr M Bootman stated that two issues need to be resolved; county will not allow a ‘30 slow sign’ as a matter of local policy unless they provide it through their scheme where the Parish hires the sign for two to three weeks per year, so only the County Council-approved speed indication devices (SIDs) can be deployed in the village. A discussion took place and agreement was to ask other parishes, through SALC, how effective SIDs are (the Clerk confirmed that information was available on this in the latest edition of The Local Councillor magazine), and similarly to ascertain if ‘Community Speed Watch’ was equally or more effective. It was suggested Palgrave needed to decide between the purchase of SIDs (and their locations, given the just approved Gateway Treatments) and participating in a ‘Speed Watch’ group.

07.16.20. Consultations

To note the following consultations and consider a response as appropriate:

From	Consultation Details
Suffolk County Council	Countryside Access (Rights of Way Improvement Plan)
Cllr M Bootman lead on the consultation response and Councillors responded with their views. A response would be submitted by Cllr M Bootman. Action: Cllr M Bootman	
Suffolk County Council	East Anglia Devolution Agreement.
It was noted that this consultation was now ‘live’ and Councillors were asked to respond through the website: www.eastangliadevo.co.uk . The Clerk would forward any additional information as it was received. Action: ALL	

07.16.21. Reports

To receive reports from the following/on the following matters:

07.16.21.1 Community Led/Neighbourhood Plan – Diss Town Council had proposed some meeting dates which Cllrs Weston and M Bootman could attend. Cllr M Bootman proposed to the Council that in any event consideration should be given to the process of commencing data collection after recess. **Agenda September meeting.**

07.16.22.2 Palgrave and District Community Council –Councillor E Bootman had attended the last meeting and her report is appended to the minutes.

07.16.21.3 Joint Working Party (JWP) Play Area – Councillor E Bootman reported the next meeting would be held on 28 July.

07.16.22. Correspondence

To note the following items of correspondence received since the last meeting and agree action as appropriate:

Date Received	From	Details
06.07.16	Suffolk Constabulary	Information Meeting, 20 July Eye Town Hall
It was agreed Cllr M Bootman would attend on behalf of the Parish Council.		
30.06.16	Mid Suffolk District Council	Community Emergency Planning News
27.06.16	Citizen Advice Bureau	Quarterly Newsletter
20.06.16	Mid Suffolk District Council	Town and Parish newsletter June 2016
20.06.16	Hopkins Homes	Annual Review

22.00 It was agreed to suspend Standing Order 3W to allow for the agenda to be completed.

07.16.23. Matters for information

07.16.24. Date of next meeting

Thursday 8 September 2016 at 7.30 pm Palgrave Community Centre.

22.04 meeting closed to the public and press.

07.16.25. Pursuant to the Public Bodies Admission to Meetings Act (1960) that meeting was closed to the public and press to consider confidential items relating to the employment of a permanent Parish Clerk and Responsible Financial Officer. Recommendations were received from the Personnel Committee, who had met

prior to the full Council meeting, and it was agreed to appoint Sarah Foote as permanent Clerk to the Parish Council. A contract of employment would be issued.

The Chairman thanked her for her support to date and looked forward to working with her in the future.

22.10 Meeting closed.