



MINUTES OF MEETING 08.01.2015

Clerk - Ms Vicki Gay
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Minutes of Palgrave Parish Council Meeting held on Thursday 8th January 2015 at 7:30pm in Palgrave Community Centre.

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

Also present: C. Cllr J Fleming, D. Cllr D Burn

Members of the public 5

01.15.1. Apologies for absence: None

01.15.2. Members Declarations of Interest and Dispensations: None

Meeting adjourned.

01.15.3. Public Question Time.

A member of the public raised concerns about the situation at The Lows public footpath

01.15.4. To receive reports from:

01.15.4.1 County Councillor J Fleming.

Railways and 'Norwich-in-90' Programme - In Suffolk, Network Rail's Anglia route asset management team is starting to review the safety of all level crossings. The county's position is that it wants to see safe level crossings and faster travel times on the county's railways and accept that some crossings will need to be altered or closed. We will work with Network Rail to ensure that balance is struck between safety, travel times and accessibility when proposals are put forward to close individual level crossings and we are stressing to NR that consultation with affected parties must take place.

Consultation on Network Rail – Anglia Route Study – end date 3rd Feb. - This Route Study sets out how future growth in the long term to 2043 could be accommodated as well as the nearer term (2019 – 2024). Although no direct mention is made of crossings the public is encouraged to respond with any comments on these plans:

<http://www.networkrail.co.uk/long-term-planning-process/anglia-route-study/>

DfT Consultation on the new East Anglia Rail Franchise – end date 16th March - This document describes the DfT's planned approach for rail passenger services on the Greater Anglia franchise when the current contract ends on 16th October 2016. Views are sought on the future franchise specification and any changes the public would like to see:

<https://www.gov.uk/government/consultations/east-anglia-rail-passenger-franchise>

Progress Power Eye Power Plant, Eye - The examination phase of this application will end on 24th January. SCC has prepared final comments for submittal on 13th January including a summary of the joint local authorities' position on key aspects of the proposal. Issue Specific Hearings have taken place at the Brome Grange Hotel on Dec. 9 -11th; relevant documents are available on: <http://infrastructure.planningportal.gov.uk/projects/eastern/progress-power-station/?ipcsection=exam>

01.15.4.2 District Councillor D Burn

Cllr Burn noted that due to the efforts of our Chairman the Parish Council were up to date with matters concerning the Parish Survey and the Community Infrastructure Levy (CIL). Cllr Burn reported that, from 31st March 2015, Stuston Parish Council will formally cease to be and that the residents of Stuston will in future be represented by the Parish meeting. This would mean that the entire voting population can make decisions; this will be quite a big change for Stuston.

01.15.4.3 Suffolk Police Mid Suffolk North Safer Neighbourhood Team (PCSO Dave Faulkner)

Since your last meeting there have been 0 crimes reported to the police.

Priorities

On Tuesday 6th January, Eye SNT held its quarterly priority tasking meeting. During the meeting it was decided that the following priorities would be set:

Rural Crime - target incidents of Rural Crime in Mid Suffolk North - Rural Crime is defined as 'Any crime of an agricultural, livestock wildlife or heritage nature. Includes fly tipping, unauthorised metal detecting and hare coursing.

Excess speed – target vehicles exceeding speed limits in Mid Suffolk North - Due to the increased number of complaints, received in the meeting and through the last period.

The next meeting is set for Thorndon Village Hall, Thorndon at 7.30pm on 27/04/15

Local Safer Neighbourhood Team - Local officers are: PCSO 3240 Faulkner & PC 80 Wiggins.

Meeting re-convened

01.15.5. Minutes

Minutes of the meeting of Thursday 11th December 2014 approved and signed as a correct record.

01.15.6. To Receive Reports from the:

01.15.6.1 Chairman

The Chairman informed the Councillors that business had been brought up to date in most areas in the absence of a Clerk. The letters concerning donations have been sent out and a replacement street nameplate ordered for Burlington Close. However as a result of this, and other urgent matters requiring attention, he had been unable to complete the photo survey of Crossing Road as promised. The Chairman further informed the Councillors that tree works on The Green had been undertaken today on behalf of the Lord of the Manor.

01.15.6.1.2 Transparency Code

A new Transparency code will need to be adopted by June this year. This will be discussed further once more information is obtained.

01.15.6.1.3 Application for urgent temporary 2 way traffic signals

The following application was noted: Application for urgent temporary 2 way traffic signals to be used at Palgrave LC, crossing road, between the hours of 07:00-18:00. This is to allow works to take place on the existing traffic control signals at the level crossing.

01.15.6.2.Clerk

01.15.6.2.1 New Anglia Hub

The Clerk has received information about NEW ANGLIA HUB. This is a free Service offering advice to anyone thinking of starting a business or up scaling an existing business. She will put the information on the notice board.

Action Clerk

01.15.7. To Receive Reports and Consider Recommendations and Matters Requiring Direction:

01.15.7.1 County Council, District Council and Police Matters

01.15.7.1.1 Community Infrastructure Levy

It was noted that the response to the formal consultation on the Community Infrastructure Levy has been submitted.

01.15.7.1.2 To finalise arrangements for the public meeting

A public meeting will be held at on Friday 16th January 2015 7.30 in the Community Centre. This meeting will discuss a survey questionnaire that profiles the Parish and its relationship with the adjoining area to assist the planners at Mid Suffolk DC, particularly in terms of forming what they term clusters of towns/villages/parishes that interact or rely on one or more members for services. In Palgrave's case its primary relationship with Diss. In addition, in order to assist with infrastructure planning and also to get a feel for any appetite for growth in individual towns or parishes there is a final question in the survey specifically about growth. This final question in particular one is on which the Parish Council would be pleased to receive some feedback.

01.15.7.1.3 To receive an update from the Police SNT Tasking Meeting of 6th January

Cllrs Bootman and Pudney attended the recent tasking meeting. Both Councillors were not overly impressed with the meeting and are concerned what the increased financial restraints might mean for Palgrave. It would appear that a great deal of Palgrave's policing resources is taken by up by incidents at St Johns, which ties up the Police Officer taking her away from other duties. The issue of vehicles using the access road was raised but with no result. Two priorities were set: Rural crime prevention and Speeding. (see also under item 01.15.4.3)

01.15.7.1.4 To consider public safety matters relating to The Lows Public Footpath

It has been reported that in the past groups of people were gathering on the footpath at The Lows to drink alcohol and smoke, this has been found to be intimidating. Residents are urged to inform the Parish Council if these gatherings are still taking place.

01.15.7.2 Finance & Compliance Sub-Committee

01.15.7.2.1 To authorise the Sub-Committee to identify and prioritise the requisite Policies and procedures and to produce drafts of them during 2015 for approval by full Council

It was **Resolved** that Cllrs Pudney, Watson and the Clerk will prepare a list to identify priorities.

Action Clerk/Cllrs Pudney/Weston

01.15.7.2.2 To consider changing this Sub-Committee to a Working Party

It was **Resolved** to dissolve the Finance & Compliance Sub-Committee and form a working party in its place. All in favour.

01.15.7.3 Churchyard & Cemetery

01.15.7.3.1 Reservation of plot

It was **Resolved** to grant the reservation of plot 122 to Mrs Jane McLintock for an indefinite period and further to waive any associated fees or charges for it in grateful appreciation of the grant of additional land to the Parish Council for an extension to the Cemetery. All in favour.

01.15.7.3.2 Hedge works to Cemetery

It was agreed that the Clerk and Cllr Weston would invite quotations for works to reduce the overhang of the hedge to the east boundary of the Cemetery to make the next row of plots more accessible. The work needs to be carried out before the end of February and it was agreed that the Clerk be able to authorise work up to the cost of £500 to this end. Quotes will also be sought to lay the hedge in the autumn. **Action Clerk/Cllr Weston**

01.15.7.4 Paths & Open Spaces

01.15.7.4.1 Bus shelter

It was agreed to seek quotes for works to the Bus Shelter on the Manorial Waste to remove some of the upper cladding to make the interior more open (under permissible development rights). The Clerk will liaise with Cllr Bootman to address this issue. **Action Clerk/Cllr Bootman**

01.15.7.4.2 Replacement Notice Board on The Green.

Following confirmation that the PDCC is willing to share the cost of a replacement Notice Board on The Green it was agreed that the Clerk and Cllr Pudney should liaise to look at possible options. **Action Clerk/Cllr Pudney**

01.15.7.4.3 Title and Rights documents relating to The Green.

It was **Resolved** that a sum of up to £100 could be spent on Title and Rights documents relating to The Green. **Action Clerk/Cllr Charman**

01.15.7.5 Roads & Traffic

01.15.7.5.1 Meeting to discuss Highway matters.

The Chairman and Clerk are still in the process of arranging a meeting with Josh Kerridge to discuss matters relating to County Highways including HGV signage, VAS survey, flooding and the bollards at The Lows. **Action Clerk**

01.15.7.5.2 Lorrywatch' training

The 'Lorrywatch' training will be held on 11th February at 7.30, at the Community Centre.

01.15.7.5.3 Using Weight-restricted, Access-restricted or other inappropriate routes

It was noted that the Chairman has written again to Ambassador Travel regarding National Express Service 497, the London-bound coach, using Denmark Hill/The Green on Saturday 27th December. A reply has been received expressing Ambassador Travels frustration that this problem had not been resolved and that they will remind their drivers of the importance of not to operate through Palgrave.

The Chairman has also written to MRCT about driver behaviour/use of an access-restricted route and South Norfolk DC about its refuse vehicle using a weight-restricted route.

01.15.7.5.4 County Highway's Footway Lighting Report

The Chairman and Clerk met with Karen Smith from Suffolk County Council to look at and discuss lighting in the village. The existing units are old and will begin to fail and a decision needs to be made as to how to tackle this issue. One option is to replace all the units, another would be to carry out a phased replacement and a further option would be to replace the units as they failed. All of these options carry their own budget implications as well as potential for savings. In addition there is an option for the lighting to be switched off overnight, typically between midnight and 5 a.m. but subject to local agreement, which would save energy costs.

It was agreed that some further research needs to be carried out, namely which of the fifteen units discussed are suitable to have a new unit fitted and what would be the implications of these changes. It was further agreed that this is a matter that should be an item on the agenda for discussion at the Annual Parish Meeting. **Action Clerk**

01.15.8. Planning

01.15.8.1 Application Number: 3276/14 Relocation of existing eco-house away from Star Yard Barns and creation of a new parking area Location: Star Yard, Millway Lane, Palgrave

To note planning permission **Granted** (prior to end of extension of consultation period): 3276/14 Relocation of existing eco-house away from Staryard Barns and creation of a new parking area. Star Yard, Millway Lane.

01.15.8.2 Application for Listed Building Consent: 3729/14 Replacement of window, The Swan, The Green, Palgrave

The following comments were submitted by the Parish Council:

1. The replacement window style proposed is sufficiently different from the existing windows on either side of the porch such as to lose symmetry and consistency. It would be preferable that both ground floor windows to the front elevation were to be the same, even if that outcome waited on the eventual replacement of the window to the right of the porch to realise it;
2. The window framing proposed is greater in section due to the double glazing and lacks the vertical glazing bars; consequently there are concerns that the style is not obviously appropriate for a building of this period, character and original purpose.

Having made these comments the need for the replacement window is accepted and it is acknowledged that maintaining a vernacular appearance is often a matter of opinion.

01.15 8.3 Determining Planning Applications

It was proposed that the above item be put on the next agenda for further discussion as to ways to consider these between regular meetings and so to avoid missing MSDC deadlines in the future, as was the case with application 9.1 above. **Action Clerk**

01.15.9 Financial Matters

01.15.9.1 To receive the Financial Report.

01.15.9.1.1 It was agreed that the new Clerk will be paid by cheque, in arrears at each meeting.

01.15.9.2 The following Receipts were noted:

01.15.9.2.1 Reservation of 2 burial plots in Cemetery, £150.00

01.15.9.3 The following accounts were approved for payment

01.15.9.3.1 Hilary Butler, temporary Clerk 100632 £130.00

01.15.9.3.2 Ladywell Accountancy, PAYE 100633 £40.00

01.15.9.4 To set the Council's Budget and Precept for the financial year 2015-16.

It was **Resolved** to set a budget and the Precept for £13,231.10

Action Clerk

01.15.9.5 To note overpayment to previous clerk

Due to the non -cancellation of the standing order the previous Clerk has been overpaid. The Clerk will contact the previous Clerk to make arrangements for the overpaid amount to be repaid.

Action Clerk

01.15.10.To consider matters of information brought by the Chairman, Councillors or Clerk

01.15.10.01 Cllr Weston reported that the hedge at the cemetery has been planted.

01.15.11.Next meeting:

The next meeting will be held at 7.30pm on 12th February 2015 at Palgrave Community Centre.

No further business, Meeting close