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**Minutes of the Meeting of Palgrave Parish Council held in the Community Centre  
on Thursday 23 October 2014 at 7.30pm**

**Present**

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

**Also present:** PCSO Dave Faulkner and K Jones (Clerk)

**Members of the Public:** 3

**10.14.1. Apologies**

Apologies were received from and accepted for District Councillor D. Burn and County Councillor J. Fleming. Ms. J. Hicks had resigned as a Parish Councillor.

**10.14.2. Resignation of Mr E. R. Ling**

The resignation of Mr E. R. Ling was formally received.

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

There were none.

**10.14.4. Public Question Time (meeting closed)**

Presentation to retiring Councillor Mr Ted Ling

Mr Ling was thanked by the Chairman for his 27 years of service as a Parish Councillor and his involvement with many projects both large and small around the village. He was presented with an inscribed memento and card.

County Councillor Report

The Clerk summarised the report. Full report attached.

District Councillor Report

None. It was advised that Councillor Burn was otherwise engaged instructing legal representation for the Joint Parishes re Progress Power.

Police Report

The Clerk summarised the report. Full report attached. M Bootman and Ms V Pudney had been unable to attend the 7 October SNT Task Meeting. (meeting opened)

**10.14.5. Minutes of the meeting held 11<sup>th</sup> September 2014**

The minutes of the meeting were agreed and signed as a true and accurate record.

**10.14.6. Matters Outstanding from the meeting held 11<sup>th</sup> September 2014**

9.14.21 Outstanding works to the trees on The Green; removal of fallen tree in the pond, Contractor to the Lord of the Manor had advised that the Holly tree next to the fallen tree inspected and needs removing, the tree opposite the school still to be felled, tree outside Flint Cottage needs reducing in height so it does not interfere with power lines. The Parish Council would see if they could assist with the request from the contractor for access to the fallen tree in the pond from the adjoining private property.

#### **10.14.7. Parish Council Vacancies**

Mr K Charman had expressed an interest in becoming a Councillor. Mr Charman was unable to attend the next meeting due to a prior engagement but it was agreed to consider his co-option onto the Council (in his absence) at 11<sup>th</sup> December meeting. The Chairman thanked him for his interest.

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#### **10.14.8. Finance and Compliance Sub Committee**

The report of the receipts and payments to date with an explanation of variances would be reviewed when discussing the Financial Report at a later point on the agenda.

#### **10.14.9. Churchyard and Cemetery Working Party**

**Churchyard Gates;** correspondence from Palgrave Parochial Church Council (PPCC) explained that the Churchyard main gates were being repaired/replaced. The PPCC would pay for this work and it was hoped the gates would be re-erected shortly and look as similar to their predecessors as possible.

**Inspection of Churchyard Trees;** the PPCC had requested that the trees in the churchyard be inspected regularly, preferably annually. The Insurance Briefing item later on the agenda would consider this request.

#### **Churchyard Clearance and Further Maintenance Programme**

Three quotes had been circulated to Councillors for the clearance; to remove trees and shrubs as specified in the 'Churchyard full V5 removal 4 – 9<sup>th</sup> September'.

It was agreed by all to accept the quote of £1,100 (excl VAT) from Waveney Tree Specialists and request they carry out the work (power Local Govt Act 1972 s.215). Permission had been sought from MSDC Arboricultural Officer had replied by email 4 Feb 14 that no formal application process was required for this work. A letter would be sent to the PPCC to inform them that the work was planned to go ahead. The Chairman thanked N Weston for all his work on the churchyard this year.

NW/  
Clerk

#### **Cemetery Car-park**

Weedkilling; Authorisation had been given by the Chairman for £30 expenditure for Kevin Moore to undertake the weedkilling of the cemetery gravel car-park and the job would be undertaken shortly by Mr Moore. (power Open Spaces Act 1906 section 9 and 10)

Report on Provisional Proposals for work on the Cemetery Car-park;

A quote had been received by N Weston for longer term work to the cemetery car-park which included putting down a more substantial covering than gravel. The quote was approximately £2,500. N Weston would continue to progress these proposals and the options put forward for consideration that this work is budgeted for in 2014/15.

NW

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Parish Council Mower; currently in for repair and a quote would be obtained.

Parish Council Strimmer; N Weston to press ahead to get the strimmer mended with the appropriate cutter.

Churchyard Wall; N Weston was due to meet with a contractor to inspect the Churchyard wall (free of charge) and would report back to the Parish Council.

#### **10.14.10 Paths and Open Spaces Working Party**

**Village Sign;** The sign's condition meant it needs more than just a repaint. The sign column was also in need of repair and it was agreed that due to its condition and time of year the relevant Councillors would follow through to get the work done.

**Bus Shelter;** Ms Pudney had been unable to obtain more than one quote for repair of the bus shelter. Based on this quote it was agreed by all to allocate up to £1,500 of the budget for the repair work to both the village sign and the bus shelter. (power s.142 (1A) Local Govt Act 1972 and Local Govt Act 1953, s.4)

**Notice Board;** Councillors discussed; the different boards available, nearby alternative locations (The Green/Highways verge next to post box) and also a board at the bus stop. Permission would have to be sought dependent on location from MSDC as Managers of the Scheme for The Green, Highways, MSDC Conservation team and the Lord of the Manor. There was no amount for replacement/purchase of noticeboards in the budget so any expenditure would need to be a further agenda item.

**Dog Bins;** The meeting was closed. Mr E R Ling freely gave permission for a post and dog bin to be placed on his field which is next to the Old Police House. The Chairman thanked Mr Ling and the meeting re-opened. It was agreed for a further dog bin to go up between the telegraph post and the permissive path on Upper Rose Lane leading to Common Field. Permission would need to be sought from the landowner.

#### **10.14.11 Police Report**

The meeting was closed to allow a verbal report from PCSO Dave Faulkner.

- Vandalism on Upper Rose Lane and Crossing Road; the information was on Police Direct, flyers issued and it would be considered as a 'Tasking Issue'.
- The bollard at the top of the drive to the Community Centre was being raised at the Police's request. A request was made to parishioners that if Anti Social Behaviour is seen at Community Centre that they call 101 and ask to be put through to Eye SNT who are aware of this issue.
- Police Direct is being replaced by Police Connect
- Neighbourhood Watch; enables information to be relayed to parishioners.

Meeting opened

#### **10.14.12 Roads and Traffic**

U5402 and U5401 Roads; Brome and Oakley Parish Council had requested a speed data recorder to monitor traffic flow and would contact Palgrave once they have the results.

An incident had occurred on Crossing Road with a HGV [44 tonne]; details had been circulated to Councillors, SCC Highways, Peter Canfer SCC 'Lorrywatch' and County Councillor J Fleming. Based on this reply M Bootman had reviewed the statistics of the vehicle data collected from the traffic survey from Crossing and Priory Roads. It was agreed to go back to SCC Highways to dispute the view that HGVs being only 2% of road users means there is minimal impact from HGVs using these roads.

M Bootman also reported that he was finalising a photographic survey that would evidence the deficiencies in signing of the existing 7.5T restriction, previously discussed, for submission to SCC Highways, Peter Canfer SCC 'Lorrywatch' and County Cllr J Fleming.

#### **10.14.13 Performance Working Party**

The Clerk had given her notice; last day would be 20 November. The Parish Council would look into temporary cover and the recruitment of a new Clerk.

#### **10.14.14 Representative on the PDCC Executive Committee**

M Bootman informed the meeting that the Conversation Café 11<sup>th</sup> October had had approximately 40 attendees with various suggestions being put forward.

MB/  
Clerk

It was agreed by all that membership of the PDCC should continue for another year, £10 had been budgeted. It was agreed by all that Ms Pudney would be the Parish Council representative at the PDCC General Committee meetings until the Annual Parish Council Meeting in May 2015. It was confirmed that the Parish Council representative must represent the interests of the Parish Council and should vote accordingly at the AGM. Clerk

Minute 12.13.19 stated that “clarity would be sought by the Parish Council representative at the next PDCC meeting about the access of parishioners wishing to attend PDCC AGMs” this had not been done by the then representative nor by the successor. The Chairman was in receipt of an email from the PDCC stating that attendance is only for those that are paid up members of the PDCC. The PDCC currently has no secretary to provide clarity as to whether Parish Councillors can attend the meeting, albeit with no vote.

It was agreed to write to the Membership Secretary of the PDCC informing them that Ms Hicks had resigned and Ms Pudney would attend the General Committee Meetings as the representative of the Parish Council and also informing them that Parish Councillors as members of a member organisation may wish to attend the AGM. Clerk

#### **10.14.15 Clerk’s Report**

The 2015 APM is scheduled for the same day as the 2015 Elections. Alternative dates are being considered 16, 22, 23, 24 April. The rules would need to be checked in regard to holding the meeting on a Saturday. The Community Centre had not yet been checked for its availability. The Annual Parish Council Meeting on 14<sup>th</sup> May falls within the correct time period required for an election year. MB

Insurance Briefing 30 Sept. Points to note were;

- Financial figures produced by the Clerk should be checked and that check minuted
- Advice not to ignore any ‘objectors’ to any project the Council might undertake
- Be careful that Parish Council business is not forwarded to personal email addresses and check the email trail if forwarding emails.
- Risk Assessments should incorporate regular inspections. Recommend a 5 year arboricultural report for any trees.
- Consider a risk assessment for any new project
- Emergency Planning has some insurance implications and inform parish if decide not to undertake Emergency Planning.
- Volunteers; keep a list of names, complete a risk assessment

The Clerk was planning to meet a representative of Came & Company Insurance Group to discuss risk assessments and inspections for all the Parish Council assets. The Manorial Lane needs clarification as to ownership and responsibility. Discussion points included; to investigate a domain name email address possibly via the website. The Clerk was almost certain that there had not been a tree inspection in the last five years, money had been saved from the Churchyard maintenance budget 2014/15 and so it was agreed that a tree inspection should be budgeted for 2015/16 considering use of reserves and suitable time for the work to be undertaken. Clerk

**10.14.16 2553/14 Proposed works to trees as detailed in schedule. 1 Sycamore Close, Palgrave.**  
Notice received that MSDC does not wish to object

**10.14.17 2605/14 Removal of a Canary Island Pine. 2 Sycamore Close, Palgrave.**  
Notice received that MSDC does not wish to object

**10.14.18 1906/14 Erection of shower/toilet block and change of use of land as a caravan site. Land on the north side, Ling Road, Palgrave.**

Planning Permission has been refused.

**10.14.19 3435/13 Erection of 11KW 18m wind turbine. Underground electric cable from new location connecting to Palgrave Community Centre. Common Hill Field, Land north of Upper Rose Lane, Palgrave.**

Planning Permission has been granted

**10.14.20 3091/14 Erection of detached two storey dwelling following demolition of existing garage. Woodside, Lion Road, Palgrave.**

It was agreed to OBJECT to the application with the following comments

- Cramped site
- Minimal amenity for the new dwelling
- Character of the properties on the south side of the road are of larger dwellings with space in their frontage and this type of development would detract from their architectural character
- Request not to remove the hedge; nothing in the application that states whether any work will be done to the hedge

**10.14.21 Financial Report**

Quarterly Statement, Bank Reconciliation and Bank Statement received.

The meeting reviewed the current spend to date with the budget and the explanation of any variances. A small works maintenance plan and contract(s) was considered necessary and the content would be collated by N Weston, all Councillors to submit suggested items and works for this plan to N Weston. NW

Receipts; notification from MSDC of payment of 2nd instalment of precept £6,615.55

Payments paid since last meeting

Clerk Salary August 2014 (Standing Order) £225.30

Clerk Salary September 2014 (Standing Order) £225.30

Payments to be received

SALC Clerks Networking 19th Sept £18.00 incl VAT

Auditing the Annual Return for yr end 31 March 2014 £120.00 inc VAT

Insurance Briefing 30 Sept at SALC Offices £30.00 incl VAT

These payments were agreed and authorised.

**10.14.22 Audit for the Year End 31 March 2014**

It was agreed to approve and accept the Audit for the Year End 31 March 2014.

The only issue arising from the external audit was the inappropriate use of Section 137 in connection with the play equipment for the school.

The Chairman explained that Section 137 must only be used if there is no other power and the Council should ensure the correct power when any expenditure is sought, the recently adopted policy re financial awards should ensure this.

**10.14.23 Applications and Requests for Financial Assistance, Grants and Awards**

The Clerk would review the requests she held, write to those that did not meet the criteria of the Policy, being clearly of benefit to the parish and population of Palgrave, and ask for more information from those who meet the guidelines so Councillors could further consider their requests. Clerk

**10.14.24 Request from the PDCC for £1,000 in contribution to the Main Hall refurbishment**

This item was deferred to later in the meeting.

**10.14.25 Progress Power Gas Fired Power Station, Eye Airfield**

The status of the Eye Airfield Parishes Working Group had changed to a Joint Committee with the two Parish Council members previously delegated serving on it, there is a revised Fund Management Procedure that will require signature. Following the Landscape Architect's Report and Barrister's Written Opinion, further arguments were being developed for submission. The Examination process was continuing, with a site visit (none of the Palgrave representatives had attended) and Palgrave having been omitted from it and so M Bootman would formally submit photographs to show how visible the Power Station would be from the parish and Conservation Area. N Weston had attended one day of the recent Examination in public and provided an update. It was noted that the Applicant's Heritage Report on the pre-historic field system at Yaxley had not been made available to the Eye Airfield Parishes Joint Committee in time for responses.

MB

**10.14.26 Openness of Local Government Bodies Regs 2014**

The Clerk had attended a SALC session on the impact of the new regulations and briefed the meeting; reporting, which includes filming, photography, audio reporting, etc. can take place at a Parish Council meeting and all those attending a meeting could expect to be filmed. Further details available from the Clerk.

It was agreed N Weston may, if available, attend the SALC seminar on the new regulations due to the resignation of J Hicks.

Clerk

It was agreed by all to suspend Standing Orders 3I as being incompatible with the above Regulations.

The Clerk explained that any delegated decisions now have to be recorded.

**10.14.27 Update on The Lows**

To date no bollards have been installed.

A bollard has been installed on the Diss side of the Waveney.

The consideration for provision of any notices at the end of the access only section that state The Lows is a footpath would be deferred.

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It was agreed to write to SCC Highways informing them that the bollards are still not in place and there is still an opportunity for someone to drive a vehicle down The Lows.

Clerk

Clerk would also confirm the signage at the top of The Lows.

**10.14.28 Request from the PGSG that the contractor (currently MSDC) trim the edges and scrub by the pond with consideration being given at particular times of year due to wildlife including baby frogs.**

This would be dealt with under the proposed Small Works Maintenance plan.

NW

**10.14.29 Invitation from MSDC in respect of the existing arrangements for 2014 Review of Polling Districts, Polling Places and Polling Stations**

No Comments. Reply would be sent to MSDC by 31 October.

Clerk

**10.14.30 Request from the PDCC for £1,000 in contribution to the Main Hall Refurbishment.**

All Councillors were privy to a parishioner's email on this subject. Having debated the item for 20 minutes it was agreed by all to reply to the PDCC as follows;

The Parish Council has limited funds for financial awards, the amount the PDCC is requesting is disproportionate to other awards and so turns down this application. The Parish Council is mindful of the need to renew the play equipment and would be willing to

Clerk

work with the PDCC to agree the application for new play equipment in order that the Parish Council can consider making budget provision for it in 2015/16

**10.14.31 Matters of Information brought by the Chairman, Councillors or Clerk**

Receipt of letter from SALC 9 Sept re: elections

Bank confirmation that M Bootman is now a cheque signatory

SALC LAIS 1368.1 Transparency Code Update - Circulated

SALC LAIS 1370 Development Benefits Pilot - Circulate

Police and Crime Commissioner Letter 1<sup>st</sup> Oct re: Speed Enforcement Procedure - Circulated

**10.14.32 Meeting ended 10.14pm.**

**10.14.33 Next meeting: Thursday 11<sup>th</sup> December 2014 at the Community Centre**