



MINUTES OF MEETING 09.04.2015

Acting Minutes Clerk - Mrs E Bootman

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Minutes of Palgrave Parish Council Meeting held on Thursday 9th April 2015 at 7:30pm in Palgrave Community Centre.

Present: Cllrs M Bootman (Chairman), V Pudney (later), M Sneddon, N. Weston, J Gibbons, E Collins, M Brown & W Cooper.

Also present: District Cllr D Burn.

Members of the Public: 2

04.15.1 Apologies for absence: Cllr K Charman.

(The presence of County Cllr J Fleming and PCSO D Faulkner was not required.)

04.15.2 Members Declarations of Interest and Dispensations: None.

The Chairman reminded Councillors that, following re-election, new Declarations and Dispensations would require to be made at the Annual Parish Council Meeting on 14th May.

04.15.3 Resignation and Appointment: The resignation of Ms Vicki Gay from the post of Clerk w.e.f. 31st March 2015 was ACCEPTED; it was AGREED to appoint Mrs E Bootman as Acting Minutes Clerk in an unpaid capacity for this meeting. It was NOTED that the Chairman had approached SALC for assistance with temporary cover.

MEETING ADJOURNED

04.15.4 Public Question Time: No questions.

04.15.5 To receive reports:

04.15.5.1 District Councillor David Burn: Cllr Burn advised there was no requirement to include reports from County, District or Police in the Minutes. The Chairman remarked that it was a practice that had developed under recent Clerks.

MEETING RE-CONVENED

04.15.6 Minutes: The minutes of the meeting held 12th March 2015 after correcting the spellings of 'Burn' (03.15.4.2) and 'Spoors' (03.15.6.1) were approved and signed as a correct record.

04.15.7 To Receive Reports from the Chairman

04.15.7.1 Purpose of Additional Meeting: Councillors NOTED the purpose of the Meeting was to complete outstanding legal requirements, and to act or delegate Councillors to act to ensure that all year end activities, preparations of accounts and audits are completed in a timely manner and the business of the Council can continue without delay.

04.15.7.2 Annual Parish Meeting: Councillors NOTED the publication of papers in the Palgrave 'Star' and the arrangements for this Meeting. The Chairman thanked Alan Spoors as editor of the 'Star' for his co-operation and explained he had twice requested a report from the School but no response was received.

Cllr Collins gave her apologies in advance, Cllr Gibbons would prompt the Gardening & Social Group for a display table, Cllr Pudney had agreed to take the Minutes.

The Chairman reminded Cllr Collins to submit the receipts for beverages and biscuits for this and the Public Meeting on 'Planning & Growth'.

04.15.7.3 Election Nomination Papers: The Chairman confirmed the Nomination Papers for the Parish Council Election had been accepted by the Deputy Returning Officer and thanked Cllr Burn for ensuring their delivery by hand on time.

The results of Uncontested Elections and Notices of Poll for Contested Elections should be available on the Mid Suffolk website within the next day or two.

04.15.7.4 Personal Data Matters: The Chairman was concerned that communications were still being addressed to Ms Jones. The changes in Clerks and Councillors were promptly reported to Mid Suffolk but do not appear to be acted on. The most recent example was the Remittance Advice for the 2015-16 Precept and Grant but also BDO's Audit Papers, Suffolk CC Invoice for Lighting and Local Plan consultation from South Norfolk.

Cllr Burn reported following the complaint, of a former Clerk's personal details listed in a Planning Appeal rather than 'Clerk to Palgrave PC', was not considered an issue by the Corporate Manager. The Chairman added many Palgrave voter addresses include Norfolk.

At Cllr Burn's request it was AGREED that the Chairman produce a list of those writing to out-of-date addresses and to pursue with Mid Suffolk. **Action: Cllr Bootman/D. Cllr Burn**

04.15.8 Reports, Recommendations and Matters Requiring Direction

04.15.8.1 Status Report:

04.15.8.1.1-3 Councillors NOTED that the decision by Suffolk CC Highways on the application for Vehicle Activated Signs was still pending so the allocated funds could not be spent; no progress had yet been made on the preparation of Policies (Minute 01.15.7.2.1); insufficient progress had been made on the replacement Notice Board for a purchase to proceed.

04.15.8.1.4 Cllr Charman advised Title documents relating to The Green now on order.

04.15.8.1.5 Grass Cutting: Councillors AGREED that the Chairman, Vice-Chairman and Cllr Sneddon be delegated to invite 3 tenders for this work and make a recommendation as to a Contractor at the next Meeting. Cllr Bootman to send apologies to Mid Suffolk for missing the pre-arranged appointment. **Action: Cllrs Bootman/Pudney/Sneddon**

04.15.8.2 Cemetery and Churchyard:

04.15.8.2.1.1 Cemetery: Councillors AGREED that the Chairman and Cllrs Collins and Weston be delegated to finalise the arrangement of the lower section of the Cemetery, which is to be a 'mirror image' of the upper section, and to liaise with Michael Lockett who has been involved in this. **Action: Cllrs Bootman/Collins/Weston**

04.15.8.2.1.2 The Chairman also reported that Cemetery management was a separate competency, one that may be off-putting to applicants for the Clerk's post and further it was a function that might better be delivered by a third party. Accordingly he had put the question to SALC. It was suggested that approaches be made to nearby councils with cemeteries (Diss, Eye, Yaxley) and SALC would ask attendees on the next training course. At this point Cllr Pudney expressed an interest in it. Accordingly the matter was deferred for consideration by the new Council together with Cemetery charges and work to the car park.

Cllr Weston asked about the quotes for car park work, one of which was submitted to the last meeting when he was absent. The Chairman said he would provide a copy of that but needed to locate the second quote in amongst the former Clerk's papers. **Action: Agenda**

04.15.8.2.2.1 Churchyard: Councillors were reminded of the recommendation for the Council's insurance broker, Came & Co., to have 5-yearly safety inspections of the trees here and in the Cemetery and this should be arranged as a matter of urgency by the new Council before renewing Insurance. **Action: Agenda**

04.15.8.2.2.2 Cllr Weston suggested that the next Churchyard tidy-up be arranged for a suitable date in May. Accordingly it was AGREED with the provisos that the Risk Assessment be updated to include the potential adverse effects of clearing Ivy from the walls and that other arrangements to deal with waste for composting are made as Ted Ling could no longer do this. The event to be advertised in the Palgrave 'Star', by e-mail circulation and possible use of appropriate social media. **Action Cllr Weston**

04.15.8.3 Paths & Open Spaces

04.15.8.3.1 Bus Shelter & Notice Board: Councillors NOTED the much improved condition and appearance. Cllr Bootman said that the base of the post for the Village Sign had also been treated, and that he intended to apply an algal-removal spray to it. Cllr Brown asked if the same could be done for the various green-covered road signs, seats and so on, perhaps at the same time as the Churchyard tidy-up, and Cllr Bootman offered the use of his sprayer and a supply of the solution for the purpose.

04.15.8.3.2 Draft Policy further deferred to the next meeting. **Action: Agenda**

04.15.8.3.3 Manorial Waste: Also subject to the need for a 5-yearly inspection trees as above. Cllr Burn provided the contact details of the Tree Warden in Thrandeston.

04.15.8.3.4 Damaged steps. It was suggested that Mid Suffolk Countryside Section was responsible, from the time the adjacent housing was built. **Action Cllrs Brown/Sneddon**

04.15.8.4 Roads & Traffic

04.15.8.4.1 'Lorrywatch': Cllr Brown provided a progress report on previous activity and plans for the next. The County had indicated a 30% success rate on the first round of monitoring with 5 further cases ongoing and it was clear that photographic evidence was appropriate to eliminate errors in reporting. An incident involving a 46T foreign vehicle was also noted, country TR (Turkey), in relation to Anglian Autoflow. The Chairman thanked the volunteers for their efforts.

04.15.8.5 County Council and District Council Matters

04.15.8.5.1 Joint Local Plan Early Consultation: The Council's Response was ACCEPTED.

04.15.9. To Consider any Planning Applications or Receive Decisions:

04.15.9.1 0392/15 Elm Vale Farm, Denmark Hill, Palgrave: Conversion of barn and converted annexe into a dwelling house. Erection of 2 no. cart lodges, installation of sewage treatment plant. Planning Permission GRANTED.

04.15.9.2 4008/14 - Badgers Drift, Priory Road, Palgrave - Erection of rear extensions. Planning Permission GRANTED.

04.15.10. Financial Matters

04.15.10.1 Annual Reviews: Councillors considered the following and, subject to the agreed revisions, ADOPTED them for the ensuing year under signature by the Chairman:

Freedom of Information Act 2000 Publication Scheme - with addition of specific items as will be required under the Transparency Code and increased use of the website as repository;

Council Risk Assessment - as revised to incorporate Mitigation and reformatted and with the additional risk of Personal Injury noted under 'Strimmer';

Council Financial Risk Assessment;

Register Of Land & Property Assets - with the additional of Land as will be required under the Transparency Code and as revised and with greater detail including age of Assets (where known) and more realistic assessments of depreciation and current value.

For the Register it was viewed that official guidance on calculating depreciation would be helpful. The question was also raised as to ownership of memorial seats and the Chairman reminded Councillors that this issue came up last year when one was damaged but that they did not consider any clear policy on it was necessary. **Action: Cllr Bootman**

04.15.10.2 Banking and Banking Arrangements: Copies of the Bank Statements covering the period 22nd October 2014 - 20th March 2015 were circulated with the Agenda.

The Chairman reported receipt of the application documents for a Community Account with NatWest and summarised the conditions and options and services that could be taken up, including an associated investment account. The existing account with Barclays would have to be closed but a period for transition was allowed. Councillors RESOLVED to progress the basic account application with NatWest. **Action: Cllrs Bootman/Sneddon/Weston**

04.15.10.3.1 Receipts:

Financial Year 2014-15

The Chairman reported that he was aware of requests for 2 Cemetery Plot Reservations and 1 Plot Renewal but was uncertain as to whether any payments had been received.

Financial Year 2015-16

1st instalment of the Precept £6,615.55 and Full Grant £299.67 = £6,915.22

04.15.10.3.2 The following Payments were APPROVED:

<u>Financial Year 2014-15</u>	Amount	plus VAT	Cheque
Premier Build Works to 'Bus Shelter (£690) & Sign (£60)	750.00	150.00	100642
PDCC Community Centre Room Hire 1/4/14 to 31/3/15	240.00	0.00	100643
Title Deeds relating to The Green per Cllr K Charman	35.00	0.00	100644
Ms V Gay - March Pay (Gross, but may be subject to Tax)	369.30	0.00	100645
Total =	£1,394.80	£150.00	
<u>Financial Year 2015-16</u>			
SALC Annual Membership Subscription due 1 st April	330.00	0.00	100646
Total =	£330.00	£0.00	

04.15.10.3.3 The following Payment was CANCELLED

<u>Financial Year 2014-15</u>	Amount	Plus VAT	Cheque
To HMRC for PAYE Tax for Ms V Gaye on 12 th February 2015	-73.80	0.00	100638
Total =	£-73.80	£0.00	

04.15.10.4 Payroll Services: Councillors AGREED to engage Ladywell Accounting Services, the previous provider, to (i) finalise the Council's Payroll for 2014-15 at a cost of £20-£30 (but which may be more given the apparent workload) and establish any PAYE tax liability re Ms V Gay and (ii) to provide the Council's Payroll Service for 2015-16 at a cost of £48, compared to SALC at £84 plus VAT.

Further it was RESOLVED that as matter of Policy the Council would not in future permit the Clerk to perform their own Payroll work.

The Chairman informed Councillors that the Council was now registered with DWP for Pension Auto-enrolment.

04.15.10.5 Preparation of Accounts and Internal Audit: Councillors AGREED to engage SALC to (i) assist with preparation of the Accounts for 2014-15 at a fee to be confirmed (as the work has to be assessed) and (ii) to undertake the Internal Audit of those Accounts at a fee of £118 plus VAT.

04.15.10.6 Business Continuity: Councillors AGREED that the Chairman, Cllr Pudney and Cllr Charman be delegated to progress receipts and payments, agree terms of engagement and fees and such other actions as are necessary to finalise the Accounts for 2014-15.

04.15.11. To consider Matters of Information:

04.15.11.1 Cllr Pudney reported that she had set-up Palgrave PC on Facebook under her name. The Chairman reminded Councillors that anything representing the Council needs to comply with the expected standards but otherwise there was no reason that it could be another way of promoting Council activities such as the Churchyard clear-up. The Chairman reported a recent invitation to join 'Streetlife', yet another social media but for a locality rather than a person or organisation. It was suggested that Cllr Weston investigate which forms of social media might be appropriate for use by the Council. **Action: Cllr Weston**

04.15.11.2 Cllr Brown reported that Mid Suffolk should finish the litter clear-up along the remainder of Lion Road (from the Village boundary to the A143) on Friday 10th April.

04.14.11.3 The Chairman reported that there was still work to be done to locate the Council's documents etc. that were worked on by Ms V Gay. The notion that the Council should have its own domain and e-mail for all Council business was again suggested.

04.15.11.4 In his concluding remarks, the Chairman thanked all Councillors, long-serving or recent, for their work on behalf of the Council and those living in Palgrave and looked forward to working well together next year.

04.15.12 Next meeting: Annual Parish Council Meeting at 7.30pm on 14th May at Palgrave Community Centre.

MEETING CLOSED 9.30 p.m.