

DEBENHAM PARISH COUNCIL

Minutes of an ordinary meeting held on Monday, November 17th 2008 at 7.30 p.m. at Dove Cottage.

Present: Councillors R Walters (Chair), G Baxter, L Cockerton, S Dalison, J Farthing, K Voller, PC Bales, District Cllr K Guthrie, Acting Clerk Mrs C Williamson and two members of the public

1. Apologies for absence: Councillors A Baxter, M Monk, F Winrow-Giffin

2. Reports

2.1 County Councillor's report: Cllr Alcock had advised that he would forward one shortly. Meanwhile, he said that he had sent details of a wind-turbine company to DLC and the high school as he thought it would be useful to them. It was suggested that details should also be forwarded to the primary school. He had also send details of foster-caring in Suffolk for circulation, which the temporary clerk had already forwarded to the website.

2.2 District Councillor's report

Cllr Guthrie did not submit a report this month but commented as follows:

Websters would shortly be celebrating 50 years trading. It was agreed that a gift from the council would be appropriate. She was concerned at the changes to a **cottage on Chancery Lane** which, being in the conservation area, she thought very unsuitable. She would be pursuing this with MSDC's enforcement officer. **Communication with the parish council:** did we all have her email and telephone number? She suggested that every three months or so we should all convene ½ hour before one of our ordinary meetings for informal discussion. If the unitary authority were implemented, parish councils would be of paramount importance, with much more work so if our communication lines were already good it would make the transition all the easier. This was agreed.

2.3 Police report

PCSO Bales provided a written report (attachment 1) for circulation. He advised that since October 20 there had been **one crime, a distraction burglary**. They were very short of **Neighbourhood Watch representatives** and he provided leaflets for circulation. It was recommended that they be placed in the parish magazine also. He was asked about **parking** on the verge at Upper Gracechurch Street, where one resident was required to drive over the grass to access his own driveway. The grass had been churned up by car tyres and PC Bales advised that inconsiderate parking or causing an unnecessary obstruction by parking were offences. It was agreed that Car Parking should be a future agenda item.

3. Declarations of interest with regard to agenda items: none received.

4. 7.58 p.m. Suspension of standing orders – meeting open for ten minutes to receive comments from the public

4.1 Mrs Barlow spoke about the continuing problem with the surface of the Urn Garden. The

clerk had visited the site and advised that the varied quality of turf was the cause of the problem – the earth was level and did not require rolling. Regular cutting even during the winter months would restore the grass to its former condition. The temporary clerk had tried to contact Impact Landscaping but had not received any reply to her letters or ansaphone messages. Mrs Barlow also spoke of her concerns about a suggested zig-zag path layout in the Urn Garden – this would be discussed further in the future. Meanwhile, the temporary clerk would be arranging a cut.

8.10 p.m. Standing Orders resumed.

5. Minutes of previous meetings:

5.1 Meeting of Ordinary meeting of October 20th 2008: Re 2.2: Cllr Guthrie advised that the details in the second sentence formed no part of her report. It was therefore agreed that Item 2.2 should read as follows:

‘2.2 District Councillor's report (attachment 2) This had been received earlier and circulated.

During the discussion that followed, Cllr Guthrie talked in more detail about the Debenham Leisure Centre and said that a business plan was essential before the proposal (that the parish council matches the MSDC grant of £25,000) was considered. Questions were invited: there were 1700 electors on the 2008 electoral roll. People from other parishes used the facilities too.’

5.1.1 It was then agreed by all who had attended the meeting that the minutes were a true and correct record and were signed as such.

5.2 Minutes of finance meeting held on November 10th

Re 7.2: Mrs Bedwell had advised the temporary clerk that grass-cutting should be replaced with ‘street cleaning’. It was then agreed by all who had attended the meeting that the minutes were a true and correct record and were signed as such.

6. Vacancy for Councillor:

6.1 Mrs Gemma White’s resignation was received with regret. She had said that she hoped to rejoin the council again in the future. It was agreed that the temporary clerk should write on behalf of the council offering best wishes.

6.2 No one had yet expressed an interest in the vacancy – there were now three available seats on the council. It was agreed that a request for fewer councillors should be a future agenda item.

7. RFO’s report

Since the finance meeting last week there was nothing to report – apart from Mrs Bedwell’s thanks to Mrs Cockerton and her husband for their help in resolving the spreadsheet problems, and the lack of chequebooks. The temporary clerk and RFO would forward cheques and invoices for signing to Cllr Walters as soon as possible.

8.1 Revised statement of accounts: Cllr Walters advised that he would provide figures at the December 15th meeting to assist the debate on precept requirements.

8.2 Update on banking arrangements. The forms were all but complete now, only one more being required. The temporary clerk would apply for the Woodland Account forms when she had all the necessary information.

9 Accounts for payment: the following accounts were presented for payment:

1. N. Rush (09/09/08 to 13/10/08) last payment	£491.50
2. SALC new councillor training during October	£587.50
3. C. Williamson (17/10/08 to 14/11/08) fees	£540.00
4. C. Williamson travel expenses	£28.80
5. B & G Services (29/09/08 to 02/11/08)	£858.34
6. D. Bedwell (20/10/08 to 16/11/08) fees	£569.75
7. D. Bedwell travel expenses	£105.66
8. M. Sillett (20/10/08 to 14/11/08)	£644.00
9. Itgen (invoice not received yet)	£100.00
10. UK Hosts (invoice not received yet)	£94.00
11. Christmas Street event*	£100.00
12. DLC Fireworks extravaganza *	£125.00

*already agreed at October 20th meeting

Cllr Baxter proposed, seconded by Cllr Farthing, that the accounts be paid.

10 Payments Received:

1. H L Parfitt (Emily Sparrow-new lettering on memorial)	£39.93
2. Emily Sparrow- Internment of Ashes	£45.21
3. Allotment rental – Mrs C E Vince, Plot 1 C	£23.43
4. Allotment rental – Mr. P Jagger, Plot 6B	£11.71
5. Bank interest for October	£300.69
6. Google income	£66.95

Cllr Walters advised that our next ordinary meeting on December 15th would incorporate the finance and employment meeting when the precept would be discussed.

11. Debenham Leisure Centre: update. A private meeting had been arranged for November 27th at 6.30p.m. at the DLC. Answers to our prepared questions would be supplied beforehand – Cllr Guthrie advised that she had been pushing for answers. Cllr Walters would prepare a statement which he would circulate to council beforehand and ask for our comments. Cllr Guthrie agreed that the temporary clerk should take the minutes, which would be confidential. As some of the information revealed at the meeting would concern the limited company's accounts, some information would have to be restricted to the public.

12. Clerk's report (attachment 2)

12.1 Matters arising: Environment Agency collapsed boarding in the river: Cllr Guthrie advised that she had been contacted by the Environment Agency's Mr Gibson after his visit to the site and he had advised her that work would be carried out as the budget allowed, probably in the early part of next year. He had also visited the nearby resident, Mr Bloomfield, who was still very concerned.

12.2 Green outside No 7 Lock Close. It had been reported that Mr Chambers of No 7, Lock Close, had cut down brambles, undergrowth and a tree on the green. He then allegedly moved his boundary fence by approximately one metre on to the green. The temporary clerk had written a letter telling him to stop immediately and had received a telephone call from Mrs Chambers shortly before this meeting. She had explained that the brambles were interfering with the television signal and that the problem had been reported to the council (she did not know which) and a councillor whose name she could not recall, about eighteen months ago. She and her husband had been obliged to care for the green space, regularly picking up dog mess and cutting the grass. Cllr Guthrie had already advised the Enforcement Office and Mr Stathers had taken on the case. It was noted that Mr Chambers had earlier attended this meeting but had left after Item 4 without making any comments.

13 Planning matters:

13.1 Approvals:

3252/08 22 Raedwald Way: erection of rear conservatory
3270/08: 3 Gracechurch Street – remove existing rooflights and inverted dormers to rear roof slope. Erect two projecting dormers to rear roof slope

13.2 Refusals: none

13.3 Applications:

1383/08 and 1384/08 68 High Street –two storey rear extension to existing residential dwelling: already discussed and approved at meeting on November 10th

3202/08 Land at Maltings Farm – erection of single storey and two storey dwellings and associated garages and construction to access drive and parking area: after discussion, Cllr Walters proposed, seconded by Cllr G Baxter and all in favour, that refusal be recommended as the site is outside the settlement boundary, on the flood plain and off a lane which flooded at either end. Emergency vehicle access would be a problem. There was an additional comment that the 'stream' referred to in the plans is a major tributary of the River Deben.

3231/08 31 Chancery Lane: no update available.

13.4 Planning Correspondence: none

14. Committees

14.1 Replacements on website working groups for Gemma White: agreed that only Cllr

Walters would be on the working group.

14.2 John Simpson charity – to elect new parish council representative. Cllr Voller volunteered and this was accepted with thanks.

14.3 Allotments and Cemeteries Committee : including surface of Urn Garden, layout of cemetery, - nothing to report on allotments, urn garden and cemetery - see item 4.1.

14.4 War grave upkeep for Private Eade: Cllr Dalison had cleaned the headstone in time for the service on November 9th and was thanked for her efforts. Cllr Cockerton advised that Mr K Bloomfield maintained the grave on our behalf and we received payment for this.

15. Reports from Working Groups:

15.1 Play Areas

Recreation Ground Basketball/Soccer Play Item: no further news

Spiked Fence: the temporary clerk would contact a local forge

Re-instatement of Fence, Lower Gardeners Road Play Area: the clerk provided copies of previous minutes (attachment 3). Agreed this should be a future agenda item.

15.2. Website: the report was received (attachment 4). It was agreed that the polling question should remain in place for now.

15.3. Trees and Greens: Cllr Baxter reminded the council that it was council policy to keep wood from cut down public trees to be placed for the public to take for their own use.

15.4. Public Lavatories:

15.4.1: Update on electricity supply: agreed that the contact address should be the temporary clerk. As payment by cheque would incur a 2% surcharge it was agreed that a direct debit should be arranged. Also that the forms should be signed by the temporary clerk as Proper Officer.

15.4.2: Recent repairs: the men's lavatory had been blocked and repaired by MRB Plumbing and Heating.

15.4.3 Transfer of ownership from MSDC to Parish Council: a letter had been received from Gudgeons Prentice acting on behalf of MSDC. Further correspondence was awaited.

15.5. Street Lights: nothing to report

15.6. Woodland: there were deep tyre ruts on the track leading to the woodland. It was agreed that this was natural at this time of year and for now, no further action should be taken.

16. Village Christmas Tree for December 2008: update. Cllr Baxter had met with Mr Moffatt the electrician earlier that day. It was agreed that the sockets should be installed in an underground, secure concrete box. Mr Moffatt needed to have a 30 yard trench dug and could lay the cable in it within the hour. As no councillors would be available to carry out the work it was agreed that he should be asked if he could arrange this himself, and what the extra cost

would be. Care would have to be taken to be taken on the exact location of the tree as there were ancient building foundations under parts of the green. Wooden wedges would be needed to support the base of the tree which would be placed in a hole in the ground. Guy ropes and pegs would be arranged by Cllr Walters. Durie's had not been used last year – the tree had been raised with ropes.

17. Correspondence Received to 10.11.2008: to note except were indicated

1. MSDC / Gudgeons Prentice re transfer of lavatory ownership
2. Playquest leaflet
3. RG Ground Maintenance leaflet
4. SCC Draft Fire Action Plan
5. Communities and Local Government booklet + letter re code of conduct
6. MSDC Local Development Framework Update
7. MSDC migrant workers surgery update plus posters
8. CPRE Litter and flytipping information
9. B and G Certificate of satisfaction request
10. MSDC- request form and letter re electoral roll
11. Stowmarket Town Council 3 copies of Town Crier
12. Ipswich and East Suffolk Headway
13. MSDC Core Strategy Document adopted September 2008

18. Correspondence sent

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| 1. Npower | application for electric supply in lavatories |
| 2. D Bedwell | DLC Financial report |
| 3. Invicta Press | Local Council Review Annual sub |
| 4. B and G Services | Certificate of satisfaction |
| 5. M Morley | Christmas Street Event |
| 6. DLC | Fireworks Extravaganza |
| 7. Mrs Romaniszyn | Churchyard hedge |
| 8. Colin Silverton | Acknowledgment of resignation and thanks |
| 9. Chris Fry | Acknowledgment of letter re DLC |
| 10. A Baxter | draft mins etc |
| 11. S Dalison | draft mins etc |
| 12. Gudgeons
Prentice | reply re lavatory block |
| 13. Dina Bedwell | cheque, letter from Alliance and Leicester |
| 14. R Walters | Cheque for N Rush |
| 15. S Bradbrook | MSDC Walking Festival letter |
| 16. Impact
Landscapes | Urn garden work required |
| 17. R Walters | PC corr plus precept info |
| 18. S Dalison and A
Baxter | Precept info, mins and agenda 10 November
precept info(M Monk also), mins, agenda
November 17th |

19. Review of Action List: to be placed on future agenda

20. Chair's urgent business: any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: none.

21. Suspension of standing orders: *meeting open for ten minutes to allow the public to speak:* the public had left apart from Cllr Guthrie.

22. Employment matters: agreed to move after item 25

23. Any other business: information exchange only: none.

24. Date of next meeting: November 27th (private, with DLC and MSDC), December 15th (ordinary plus finance and employment)

25. Temporary exclusion of press and public: *That pursuant to the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting due to the confidential nature of the business to be discussed concerning legal issues; potentially sensitive personnel content*

.....Chair.....Date

