

Minutes of a meeting of the Debenham Parish Council held on Monday, 18th March 2013 at 7:30 at Dove Cottage, Debenham.

Present: Cllr R Blackwell (Chairman), Cllr F Winrow-Giffin, Cllr H Galley, Cllr L Cockerton, Cllr D Hughes, Cllr R Bowers-Brown, Cllr J Baldwin, Cllr G Helm, Cllr J Abbott, Mrs D Bedwell (Clerk), District Cllr K Guthrie and twenty four members of the public

1. **Apologies for absence:** Apologies had been received from County Councillor E Alcock, Cllr S Palframan and Cllr S Phipps.
2. **Declarations of interest with regard to items on the agenda and additions to register:** Cllr J Baldwin declared an interest on items 12.1 and 12.2 (i); Cllr R Blackwell declared an interest on item 8; Cllr F Winrow-Giffin declared an interest on item 18.2 and 8.1 (ii); Cllr D Hughes declared an interest on item 8.2 (ii); Cllr H Galley declared an interest on items 12.10 and 12.11.
3. **Reports**
 1. **Police Report:** A police report was presented to the meeting and is attached to these minutes. This item was addressed following item 9 of the agenda, upon arrival of the Police Representative. The Clerk asked why the police did not appear to be enforcing traffic legislation with regards to inconsiderate and illegal parking in the village. It appeared that, in some cases, the police did not have the power to enforce legislation and that traffic orders would need to be requested from MSDC and sent to the police in order to change this. **Clerk to progress this matter and request the relevant traffic orders.**
The local police covered a considerably large area and were not always able to be present at the sites where inconsiderate or illegal parking was taking place, ie outside the local primary school at 3.15pm.
When asked about the recent complaint received re the amount of police cars parking in Low Road, which were in turn using up spaces much needed for the local businesses, the police representative clarified that the police station did not have any allocated staff car parking and officers were told to park on the neighbouring streets.
 2. **District Councillor's report:** A District Councillor report was presented to the meeting and is attached to these minutes.
 3. **County Councillor's report:** A County Councillor report was not available.
4. **Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak*
Meeting open
Questions were asked regarding the future of the Angel Public House and the notices recently placed on the door, informing the public that it would re-open in April with a reduction in size. Members of the public wished to know whether their comments, which were currently being sent to the Parish Council, District Cllr K Guthrie and Mid Suffolk District Council's Planning Department, would be taken into account should a planning application be submitted. District Cllr K Guthrie stated that the current proposals did not require a planning application, therefore MSDC Planning were not in a position to take any speculative comments on board. She further advised that, should a planning application be submitted, any previously forwarded comments would have to be re-submitted to the relevant departments.
5. **To approve Minutes of the meeting held February 18th 2013: It was resolved to approve these minutes as a true record of the meeting held.**
6. **To consider co-option to the Council:** Following a short presentation to the Council, **it was resolved to co-opt Mr Jack Abbot in to the Council.** The Declaration of Acceptance of Office was duly signed and Mr Abbott was welcomed to the Council.
7. **To receive update from Mrs S Ross re The Angel Public House:** Mr and Mrs Paine updated the Council on recent progress: Meetings had been held with MSDC and, in order for the business to remain sustainable, a reduction in the size of the premises would be necessary. The area where the previous bar has been would be blocked off, Mrs Pat Hercus had been appointed the new landlady and Mr and Mrs Paine would be vacating the premises in due course. At this point, it was agreed to bring forward the second open session of the meeting.
Meeting open to the public: A number of questions from members of the public ensued. Cllr R Blackwell thanked Mr and Mrs Paine and the public for attending the meeting. Twenty members of the public left the meeting at 8.15pm.
8. **To receive proposal to register Debenham as an early adopter to become a 'Dementia Friendly Community': It was**

resolved to accept the proposal for this registration.

9. Finance

- (i) Accounts for payment and confirmation of bank reconciliation to 31 March 2013: The bank reconciliation had been circulated to all members. **It was resolved to approve the accounts for payment.**

Payments:

1. Clerk salary March 2013	£1034.37
2. HMRC tax and NI for March 2013	£482.92
3. Clerk's expenses February/March 2013	£76.80
4. Startafresh charges March 2013	£663.59
5. Itgen- website editor (March 2013)	£100.00
6. Mr M Sillett (11.02.13 to 08.03.13)	£555.00
7. Mrs G Sillett (13.02.13 to 06.03.13)	£195.00
8. SCC street lighting works in Water Lane	£1210.14
9. Monster Play supply of swing for Gardeners Rd play area	£188.40
10. Mr N Moyce (fitting of swing at Gardeners Rd play area)	£64.56
11. ICO annual fee for data controller (clerk)	£35.00
12. DPCC-Contribution towards repairs to church floodlights	£250.00
13. Npower WC's supply of electricity 27.11.12 to 08.03.13)	£72.11

Receipts:

1. Allotment rent and deposit (£10.00) 5C2	£25.97
2. Allotment rent plot 1C	£17.92
3. Burial plot reservation H/19	£100.00
4. Burial A Wardlaw	£500.00
5. Internment fee S Stribling	£161.00
6. Burial plot reservation E/19	£100.00

- (ii) To review and approve Financial Regulations: **It was resolved to approve the Financial Regulations and to incorporate the amendments suggested by the Clerk.**
- (iii) To sign the Fidelity Guarantee Insurance Proposal: **It was resolved to increase the Fidelity Guarantee to £200.000 and the relevant form was duly signed by three Councillors.**

10. Planning matters

- Applications received for recommendation to MSDC
 - 0387/13 Land adjacent to 46 Gracechurch Street- Erection of a two storey detached dwelling. Erection of a two way detached garage. Creation of new vehicular access: **It was resolved to re-iterate the comments previously sent about this application as the application details had not changed.**
 - 0303/13 Building plot, part 1, village end, Little London Hill- Erection of a two storey dwelling and creation of vehicular access. **It was resolved to recommend the refusal of this planning application.** The planning application incorrectly stated that it was not within 20 metres of a water course and the proposed new dwelling would overlook neighbouring properties, resulting in a loss of privacy and amenity. New design not in keeping for this location.
 - 0506/13 Riden Cottage, 35 Low Road- erection of part two-storey side extension (following demolition of existing conservatory): **It was resolved to recommend the approval of this planning application.**
 - 0503/13 Dairy Cottage, 50 Aspoll Road- Ash, reduce by 50% and re-shape; Walnut, reduce by 30% and re-shape: Subject to the views of MSDC's Tree Officer, **it was resolved to recommend the approval of this planning application.**
- To note Approvals/Refusals:
 - 3653/12 The Red House, Little London Hill- erection of two detached dwellings and alteration to existing vehicle access-**PPR**
 - 3511/12 Doctor's Surgery, 20 Low Road- erection of single storey side extension, incorporating a gazed vault roof. Creation of new vehicular access and new pedestrian access- **PPG**
 - 3648/12 3 Water Lane- Listed building Consent-**PPG**

3. Planning Correspondence: No further correspondence received.

11. Clerk's report, including action list: The Clerk's report had been circulated to all and the action list was updated. It was noted that the new grit bins were being delivered to Cllr F Winrow-Giffin. **Cllr D Hughes volunteered to assist with the delivery of the bins to their locations.**

12. To receive DPCC's accounts and consider funding for works to St Mary's Church clock face: It was resolved to make a contribution of £1750.00 towards the clock face refurbishment works (proposed by Cllr D Hughes, seconded by Cllr F Winrow-Giffin, one abstention and remaining in agreement) **and approach other potential funders for the remaining amount. The Clerk was asked to verify whether the Church Clock was covered by the DPCC's insurance.**

13. To review the DPC Risk Assessment: The risk assessment documentation was reviewed by Council and **it was resolved to approve its contents.**

14. Committees and working groups' reports:

1. Allotments and Cemeteries: The Clerk gave the council a small report on matters discussed at the Allotments and Cemetery Committee meeting which had taken place on March 13th. A number of items had been highlighted for follow up and would be reported at the next meeting.
 - (i) Annual rent payments-update: Only one rent remained unpaid and the respective tenant would be sent a reminder letter.
 - (ii) To consider and agree cemetery prices for 2013/2014: **It was resolved to approve the proposed cemetery prices for the next financial year.**
 - (iii) To review and approve Cemetery Policy for 2013/2014: Deferred to the next meeting.
 - (iv) To adopt the ICCM's recommended policy for fetal remains: Deferred to the next meeting.
 - (v) Any other matter to report following the Cemetery and Allotments Committee meeting on March 13th 2013: Matters had already been reported under item 12.1 of the agenda and would be listed on meeting notes of the Allotment and Cemetery Committee meeting.
2. Play Areas and Youth provision:
 - (i) Skatepark: Update, including response from DVH&PFT: A letter had been received from the DLC with a new proposed site for the skatepark. The site was deemed unsuitable for a number of reasons and it was decided that other options would need to be considered. **It was resolved to send the DLC a letter thanking the trustees for their proposal but declining it due to it being unsuitable.** Other options would be considered but the DLC would be asked to contact the Parish Council should the previously chosen site become available. **Cllr R Blackwell to produce draft response letter for circulation.**
 - (ii) Playareas: Update: The new replacement swing for the Gardeners Road play area had been installed.
3. Website: A report had been circulated to all members.
4. Trees and Greens: No matters to report.
5. Street Furniture/Public Lavatories: At the previous FAWG meeting it had been suggested that a meeting with Startafresh may be more effective in dealing with any contractual issues rather than incurring any unnecessary legal costs. The Parish Council was satisfied with Startafresh's performance and it was hoped a meeting with members of the council would be more productive. **It was resolved to arrange a meeting between two representatives of the parish council and Startafresh.**
6. Street Lighting: No further matters to report.
7. Highways: To receive update on parking issues: This matter had already been reported on by the police representative and it was agreed that the **Clerk would put a plea on the Parish Magazine re inconsiderate parking.**
8. Woodland: The Clerk had received a report of slippery surface on the bridge near the lakes. One of the Woodland committee members had visited the site and had resolved the issue.
9. FAWG: No further matters to report.
10. The Swimming Pool Project: Fundraising was continuing and there were no further matters to report at this stage.
11. Trustees of Sir Robert Hitcham School: No matters to report.

15. Suspension of Standing Orders

Meeting open to the Public for 5 minutes: The open session was moved forward earlier in the meeting.

16. To note correspondence including:

1. Rialtas training programme-filed by the Clerk
2. SCC warm homes health people fund-circulated
3. Transition into Community Action Suffolk-circulated
4. Suffolk Wildlife Trust magazine-circulated
5. Open Spaces magazine-circulated
6. Between 15.02.13 and 12.03.13 32 e-mails from local

residents and 209 from local bodies, i.e. MSDC, SCC, DVH&PFT, DALG and Project D, among others were received.

17. Items relating to Parish Greens – to approve expenditure to install posts to prevent vehicular access to green areas within the village: **It was resolved to place bollards on two green areas** where there had been consistent inconsiderate parking, which was damaging the area and putting the safety of pedestrians at risk. This would be a phased project and **it was resolved to allocate £1500 plus installation costs for the first two locations** (near the URC and near the Ruby and the Angel shop).

18. Chair's urgent business: any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: A request had been received from Winston School Room to use the village green on Easter Sunday for fundraising purposes. A request had also been received from DALG to use the green on April 13th, May 18th and June 8th. Subject to receipt of the relevant insurance documentation, **it was resolved to grant permission to both organisations to use the green on the dates specified.**

A request had been received from a resident for a sign to be placed indicating the location of Cross Green. **Clerk to contact Highways for an initial site visit.**
Councillors were asked to make initial considerations with regards to proposals for Community Awards for 2013.

19. Date of next meeting: April 15th 2013.

Temporary exclusion of press and public: *That pursuant to the Public Bodies (Admission at meetings) Act 1960 the Public and Press be excluded from the meeting due to the confidential nature of the business to be discussed*

20. To consider review of the following service contracts

1. Street cleaning:
2. Grass cutting

21. Startafresh Contract: update

With no further matters to be transacted, the meeting ended at 10:35pm.

Signed: _____ Date: _____