

**Minutes of a meeting of the Debenham Parish Council held on Monday, 14<sup>th</sup> December 2015 at 7:30 at Dove Cottage, Debenham.**

*Note to reader: Due to technical difficulties on the day of the meeting, the Parish Council had to defer a number of items for consideration at the following meeting.*

**Present:** Cllr S Palframan (Chairman), Cllr R Blackwell, Cllr L Cockerton, Cllr S Phipps, Cllr M Loveridge, Cllr A Cushion, Cllr J Feeney-Howells, Cllr S Owens, Mrs D Bedwell (Clerk), District Cllr K Guthrie, PC E Wright and no members of the public.

- 1. Apologies for absence:** Apologies had been received (and were approved) from Cllrs J Baldwin, F Winrow-Giffin and G Helm. Apologies had also been received from County Cllr M Hicks. The absence of Cllrs E Bowman and R Bowers-Brown was noted.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** There were no declarations of interest.

**3. Reports**

3.1 Police Report: A report was presented to the meeting by PC E Wright, including: Two crimes had been reported since the last meeting: The theft of a mobile phone left unattended at the Leisure Centre and the theft of copper piping left unsecured in the rear garden of an unoccupied property in Knights Close.

3.2 District Councillor's report: A report had been circulated to members ahead of the meeting.

3.3 County Councillor's report: District Cllr K Guthrie presented her report to the meeting.

- 4. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak: Meeting open-* There were no members of the public present.

- 5. To approve Minutes of the meeting held 16 November 2015:** Deferred to the next meeting.

**6. Finance and Administration**

6.1 To approve accounts for payment: It was resolved to approve the accounts for payment, with the addition of item no. 6.1.15:

Payments PC:

6.1.1 Clerk salary December 2015	£1,073.10
6.1.2 HMRC tax and NI for December 2015	£494.40
6.1.3 Clerk's expenses (BT line, mileage, land searches, subsistence)	£188.18
6.1.4 Startafresh charges (November 2015)	£646.64
6.1.5 Itgen- website editor (November plus survey monkey fee)	£329.00
6.1.6 Mr R Giffin (30.1.15 TO 13.12.15)	£489.00
6.1.7 Bdo Stoy Hayward (external auditor)	£480.00
6.1.8 Mr Colin Archibald (Dream of Debenham framed picture for community award)	£75.00
6.1.9 Greenacre (Hitachi Capital PLC) re tree works churchyard and URC	£816.00
6.1.10 Vanilla Bake House (APM refreshments)	£70.00
6.1.11 Cllr FWG (Christmas lights for the Shopping event and PC trees)	£265.40
6.1.12 M Sillett (street warden)	£486.70
6.1.13 G Sillett (street warden)	£298.30
6.1.14 M Sillett (pest control)	£597.00

6.1.15 Mr Q Rogers (electrical repairs to Christmas tree timer)

£145.50

6.2 To consider FAWG's recommendation for the approval of the accounts of the first half 2015/2016: It was resolved to approve FAWG's recommendations, with the addition that VAT was reclaimed twice yearly in future.

6.3 To consider FAWG's recommendations for the budget for 2016/2017 and Precept: Deferred to the next meeting.

6.4 To consider FAWG's recommendation for the approval of the Employment Committee T.O.R.'s: It was resolved to approve the Employment Committee Terms of Reference.

6.5 To consider FAWG's recommendation for the annual service of the St Mary's Church clock: It was resolved to approve FAWG's recommendations and the contract with the current provider.

## 7. Planning matters

### 7.1 Applications received for recommendation to MSDC:

7.1.1 **3275/15 11-15 High Street**-Replacement of roof tiles to front elevation with associated repairs to timber roof structure (Listed Building Consent Application): It was resolved to recommend the approval of this planning application.

7.1.2 **4054/15 19 High Street**- Permission to reduce by a third the crown of an extremely large wild cherry tree and a not so large oriental willow tree: It was resolved to recommend the approval of this planning application.

7.1.3 **4191/15 44 Low Road**- Retention of ancillary outbuilding: It was resolved to recommend the approval of this planning application.

7.1.4 4265/15 White Hall, Stowmarket Road- Demolition of outbuildings, construction of single storey extension including kitchen and swimming pool. Retention of and conversion of existing two storey outbuilding with single storey extension: It was resolved to recommend the approval of this planning application.

### 7.2 To note Approvals/Refusals:

7.2.1 **2213/14 Land adjacent to The Red House, Little London Hill**- Erection of a two storey detached dwelling and alteration to existing access on land adjacent

**7.3 Planning Correspondence:** No further correspondence had been received but members had been made aware that a new planning application for the Angel Inn had recently been submitted. In order for the Parish Council to be able to prepare a response, members asked that the deadline for the receipt of comments was extended, in view of the approaching Christmas period. Clerk to action.

8. **Queens' 90<sup>th</sup> birthday event in June 2016**- update: A brief report was received from members of the working group. The cost of the event was expected to be in the region of £2,500.00, with the road closure cost being £550.00. Cllr M Loveridge asked members if a resolution could be made with regards to progressing the road closure application, as it needed to be submitted soon in order for it to be in place on June 12<sup>th</sup> 2016. Members agreed with the proposal unanimously.

Relevant documents to be prepared by the working group for submission by the Clerk in due course.

**9. Clerk's action list** (including to consider any further actions needed): Deferred to the next meeting.

**10. Committees and working groups: (only included if report received/considerations to be made)**

- 10.1 Website, including report: A report had been circulated to members ahead of the meeting.
- 10.2 Trees and Greens: Report on meeting held 01.12.2015 (including boundary matters): deferred to the next meeting.
- 10.3 Neighbourhood Planning: To receive notes of the Steering Group meeting held 7.12.2015: The notes had been circulated to members ahead of the meeting and were noted.
- 10.4 Highways and Rights-Of-Way: As per 12.2, included in same report-Deferred to the next meeting.
- 10.5 Woodland and Waterways: To make initial considerations regarding the WWSG Orchard Proposal: Deferred to the next meeting.

**10. Suspension of Standing Orders** - Meeting open to the Public for 5 minutes: No public present.

**12. To note correspondence:**

- 12.1 Letter of introduction of Hitachi Capital as factoring company for Greenacre Trees and Landscapes
- 12.2 Open Spaces circular
- 12.3 Letter of thanks from the Debenham First Responders
- 12.4 MSDC waste and recycling collection schedule 2015/2016

**13. Reports from Councillors on matters not itemised on agenda/to be included in next Agenda:**

Cllr L Cockerton reported on the recent theft of lead from a number of churches in East Anglia and suggested that there was an alarm scheme available for around £2,000.00. The Clerk was asked to add an application for funding for this purpose to the next agenda.

**14. Chair's urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: There were no further items to report.

**15. Date of next meeting:** 18<sup>th</sup> January 2015

**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*

**16. To approve confidential minutes of the meeting held 16 November 2015:** Deferred to January.

**17. Agricultural Holding** (Review of the Long Term Lease document): Deferred to January.

**18. Youth Provision- Skatepark-** To receive update and agree ay actions: Deferred to January.

With no further matters to be transacted, the meeting ended at

8.50pm.Signed: \_\_\_\_\_ Date: \_\_\_\_\_