

Minutes of a meeting of the Debenham Parish Council held on Monday, 12th December 2016 at 7:30 at Dove Cottage, Debenham.

Present: Cllr S Paframan (Chairman), Cllr F Winrow-Giffin (Vice-Chairman), Cllr M Loveridge, Cllr R Blackwell, Cllr L Cockerton, Cllr A Cushion, Cllr S Phipps, Cllr J Feeney-Howells, Cllr J Baldwin, Cllr E Bowman, Cllr K Murray, Mrs D Bedwell (Clerk), District Cllr K Guthrie and no members of the public.

1. **Apologies for absence:** Apologies had been received (and approved) from Cllrs G Helm and A Jones. Apologies had also been received from County Councillor M Hicks.
2. **Declarations of interest with regard to items on the agenda and additions to register:** Cllr J Baldwin declared a pecuniary interest on matters pertaining to her allotment plot and Cllr F Winrow-Giffin declared a pecuniary interest on matters pertaining to the grass cutting contract.
3. **Reports**
 - 3.1 District Councillor's report: A verbal report was presented by District Cllr K Guthrie.
 - 3.2 County Councillor's report: County Cllr M Hicks report had been circulated to members ahead of 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 the following minutes:** Ordinary meeting held November 21st 2016: It was resolved to approve the minutes as a true record of the meeting held.
6. **Finance**
 - 6.1 To consider and approve accounts for payment: The accounts for payment were approved as follows:

Payments PC:

1. Clerk salary December 2016	£1,059.24
2. HMRC tax and NI for December 2016	£500.55
3. Nest (Clerk's pension-direct debit)	£17.52
4. Clerk's expenses	£184.55
5. Startafresh charges (November 2016)	£673.00
6. Itgen- website editor (survey monkey £229.00)	£329.00
7. G Sillett	£408.61
8. M Sillett	£337.55
9. SALC bespoke councillor training	£282.00

Receipts:

- | | |
|--------------------------------------|--------|
| 1. Plot 37 rent | £46.20 |
| 2. PC deposit account interest | £21.78 |
| 3. Woodland deposit account interest | £2.06 |
- 6.2 To consider recommendations from the FAWG meeting held 28 November 2016 and approve the budget and precept for 2017/2018: The notes of the FAWG meeting had been circulated to

members and were noted. The Parish Council resolved to increase the parish precept to £68,868 for 2017/2018 (a 4.0% increase). This would equate to a band D property paying an extra £2.80 (a 3.3% increase) per year towards the parish precept (a cost of 5.3p per week per band D property). The budget for 2017/2018 was also approved subject to the amendment of the precept figure.

6.3 To consider application for funding from SARS: Deferred.

7. Administration:

7.1 Communications processes within the parish council- to receive update: Cllr J Feeney-Howells informed members that in order to trial the Voip phone, the parish council would need to purchase the handset at a cost of £90 plus vat, with an additional £2 monthly fee for the service. This proposal was approved by members and a three month initial trial was agreed. Cllr F Winrow-Giffin asked for an information sheet about the system to be circulated to members.

7.2 To agree meeting date for the Complaints Panel: Cllr J Baldwin agreed to contact Cllr G Helm, who was absent from the meeting, in order to agree a date.

7.3 To consider recommendations received for the purchase of a projector: A recommendation was received from Cllr J Feeney-Howells for the purchase of a projector at a cost of £514.00 plus vat, which was approved by members.

8. Planning matters

8.1 Applications received for recommendation to MSDC

8.1.1 4657/16 Barn at Cows Hall Farm, Crows Hall Road- Introduction of new carpentry components to barn roof to improve structure: It was resolved to recommend the approval of this planning application.

8.1.2 4546/16 1 Moores Close- Erection of a two storey rear extension: Members were asked to forward their views to the Clerk no later than December 26th.

8.1.3 To consider a new road name for the development at site of 49/51 Chancery Lane: A number of suggestions were put forward and the name agreed by majority vote for recommendation to MSDC Street naming and numbering was "Derry Brook Corner".

8.2 To note Approvals/Refusals: There were no further approvals or refusals.

8.3 Planning Correspondence: There was no further planning correspondence.

9. **Clerk's action list:** The Clerk's action list had been circulated to members ahead of the meeting and was updated.

10. Committees and working groups' reports:

10.1 Cemetery Committee:

a) To consider quote for the replacement of railings or alternative gate entrance at the cemetery following removal by third party of existing railings: Members discussed the two different options, the like for like replacement or the insertion of an access gate and infilling of the remaining gap with similar fencing. One quote had already been requested, however a second quote would be needed before a final decision was made.

b) To consider quote for the repair to the St Mary's Church Clock: It was resolved to approve the quote received from Smith's of Derby. Clerk to make enquiries with the PCC as to whether the church clock was insured.

10.2 Allotment Committee:

- a) To consider any recommendations made by the Committee following the meeting held 28 November 2016: The Committee had approved the sending of two breach of tenancy agreement notices, which would be sent by recorded delivery. A small consultation was also being planned to seek the views of tenants on matters such as bonfires. Concerns were raised with regards to the recent avian flu notice and possible non-compliance by allotment tenants. It was agreed that the matter was of such urgency that tenants reported as not complying with the Defra directives would be asked to remove their chickens from the allotments.

10.3 Website: The website report had been circulated to members ahead of the meeting.

10.4 Play areas: There were no further matters to report.

10.5 Trees and Greens, including to agree letter to be sent to land owner at Low Road (re overgrown tree): SCC Highways had recently identified the land owner as a local resident. Members agreed that the land owner should be contacted and asked to cut back some of the overgrowth which was currently over the highways and causing an obstruction for taller vehicles.

10.6 Street Furniture/Public Lavatories: There were no further matters to report.

10.7 Highways: To consider proposals received from resident for the replacement of sleepers on the parking area opposite the fire station and the provision of gravel to make good the damaged area: The proposals were approved by members. Cllr S Palframan to inform resident.

10.8 Woodland: There were no matters to report.

10.9 Street lighting: To consider the existing street lighting provision near the Cherry Tree Green: It was resolved that if the additional street light could be added to the existing order at no extra cost, then it would be added. Cllr R Blackwell volunteered to have a look and report back.

11. Christmas celebrations: To receive update and agree date to take the trees down: It was agreed that this would take place on January 7th at 9.30am. A number of members volunteered to help.

12. Debenham History- To consider how to best support a local historian in recording and storing data: It was reported that Mr Peter Carter would benefit from someone who could help him store electronically, on a newer version of PowerPoint, the six hundred plus photos and many documents on the history of Debenham. It was agreed that the Parish Council should consider the purchase of a newer version of the software for Mr P Carter to use (to be added to the January agenda) and for a request for a volunteer to be published on the January issue of the parish magazine (Cllr A Cushion to draft). The Royal Historical Society, the Debenham High School, Otley College and the University of Suffolk were named as possible sources of volunteers.

13. Suspension of Standing Orders - Meeting open to the Public for 5 minutes: There were no members of the public present. District Cllr K Gutrie asked if the St Mary's Church would be able to accommodate all the historic documents that Mr P Carter currently stored.

14. To note correspondence including: All correspondence circulated to members ahead of the meeting or included on the agenda for consideration.

15. Chair's urgent business: any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: Cllr S Palframan reported on recent developments pertaining to the Neighbourhood Plan. Mr I Poole had revised the current draft documents and had advised the Council that they would benefit from a consultant adapting them with appropriate "planning" language. Mrs Anne Skippers, who so happened to also be a NP Inspector in the Chelmsford area, had provided a quote for her consultancy fees. The work needed was expected to take no more than five days at £500 per day plus expenses. It was resolved to appoint Mrs A Skippers for the role.

Cllr S Palframan also informed members that there was an opportunity to apply for a grant of £3,000, however the deadline for applications was within the next four days.

Cllr S Palframan informed members that Mrs V Waspe wished the skatepark ramps to be removed from her land. Members agreed that there were a number of options that could be pursued, ie offer the ramps for sale to other villages/towns, such as Rendlesham, advertise them on auction sites and find out their scrap metal value. The Parish Council would also need to identify a temporary site for the ramps until a final decision was made. Cllr J Baldwin agreed to send the Clerk the specification of the ramps so that she could progress matters.

16. To receive reports from councillors / requests for additions to the next agenda: Cllr J Feeney-Howells reported that a car had been seen parked on the bridleway on the boundary with Hoggs Kiss, where motor vehicles were clearly not permitted. The situation would be monitored.

There had been a notice on the parish magazine from the Debenham Players about the cancellation of the Pantomime. This was very disappointing for all and members asked if this matter could be added to the January agenda.

Cllr A Cushion informed members that there would be an emergency planning meeting in Mildenhall, Forest Heath District Council, on January 10th 2017.

Cllr F Winrow-Giffin asked members to report back any yellow lines in Debenham that were not visible and needed re-painting and any areas that would benefit from the addition of new yellow lines.

17. Date of next meeting: January 16th 2017

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*

18. Youth Provision- Skatepark project and existing skateboard ramp- To receive update and agree any actions: A brief update was received.

19. Matters pertaining to contracts: The notes of the FAWG meeting held on November 28th had been circulated to members and the recommendations therein were approved.

With no further matters to be transacted, the meeting ended at 9.45pm.

Signed: _____ Date: _____