

Minutes of a meeting of the Debenham Parish Council held on Monday, 14th March 2016 at 7:30 at Dove Cottage, Debenham.

Present: Cllr R Blackwell (Chairman), Cllr L Cockerton, Cllr M Loveridge, Cllr S Phipps, Cllr A Cushion, Cllr J Feeney-Howells, Cllr J Baldwin, District Cllr K Guthrie, County Cllr M Hicks, Mrs D Bedwell (Clerk) and one member of the public.

- 1. Apologies for absence:** Apologies had been received from Cllrs S Palframan, F Winrow-Giffin and G Helm. All apologies were duly approved by Council.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** Cllr J Baldwin declared a pecuniary interest on any allotment matters that may arise and a non-pecuniary on item 19.
- 3. Reports**
 - 3.1 District Councillor's report: A report was presented to the meeting by District Cllr K Guthrie.
 - 3.2 County Councillor's report: County Cllr M Hick's report had been circulated ahead of the meeting and was further updated at the meeting.

- 4. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak - Meeting open:* Mr G Baxter asked if item 10 could be brought forward and this was agreed unanimously by members. Standing Orders were suspended to allow Mr G Baxter to put his case to members and for members to be able to ask questions. A brief discussion ensued and a number of matters were discussed. Standing Orders resumed and meeting closed to the public.

It was resolved to allow the Debenham Players to use the Parish Council shed located at the Recreation Ground as a temporary storage solution. Clerk to arrange for the clearing of the shed and for additional keys to be cut.

District Cllr K Guthrie and Mr G Baxter left the meeting at 8:05pm.

- 5. To approve Minutes of the meeting held 18 January 2016 and 15 February 2016:** It was resolved to approve the minutes as a true record of the meeting held.
- 6. Finance and Administration**
 - 6.1 To approve accounts for payment: It was resolved to approve the accounts for payment and note receipts, as follows:

Payments PC:

6.1.1 Clerk salary March 2016	£1,073.10
6.1.2 HMRC tax and NI for March 2016	£494.40
6.1.3 Clerk's expenses (BT, postage, subsistence)	£76.04
6.1.4 Startafresh charges (February 2016)	£632.44
6.1.5 Itgen- website editor	£100.00
6.1.6 M Sillett (street warden)	£486.70
6.1.7 G Sillett (street warden)	£301.65
6.1.8 Mrs J Walton (litter pick equipment)	£31.51
6.1.9 MSDC Cemetery rates	£245.00

6.1.10 MSDC Conveniences rates (small business relief applied)	£0.00
6.1.11 Mr D Bracey-play areas inspection	£120.00

Receipts:

6.1.12 Agricultural holding rent and rates	£360.96
6.1.13 Allotment plot 25 (rent)	£23.66
6.1.14 Woodland deposit account interest	£1.99
6.1.15 Parish Council deposit account interest	£18.73
6.1.16 Insurance claim (fallen tree Cemetery Lane)	£2,609.72
6.1.17 Memorial Rex Boulton	250.00
6.1.18 Memorial inscription John Wells	£55.00

6.2 To consider application for funding from the Friends of the School towards the purchase of a new school bus: Deferred to the next meeting.

6.3 To review and approve the Financial Regulations 2016: It was resolved to approve the Financial Regulations.

6.4 To review and approve the Financial Risk Assessment 2016: It was resolved to approve the Financial Risk Assessment.

6.5 To review and approve the General Risk Assessment 2016 (including to note the play areas annual inspection and recommendations): It was resolved to approve the General Risk Assessment.

6.6 To review and approve the Statement of Internal Controls 2016: It was resolved to approve the Statement of Internal Controls.

6.7 To review and approve the Standing Orders 2016: It was resolved to approve the Standing Orders.

6.8 To review and approve the Electronic Communications Policy 2016: It was resolved to approve the Electronic Communications Policy. Clerk to prepare disclaimer (for use on e-mail communications) for approval at the next meeting.

6.9 To review and approve the FOI Model Publications Scheme: It was resolved to approve the Model Publications Scheme.

6.10 To review and approve the Complaints Procedure: It was resolved to approve the Complaints Procedure.

6.11 To review and approve the Village Greens Policy: It was resolved to approve the Village Greens Policy.

7. Planning matters

7.1 Applications received for recommendation to MSDC: There had been no applications received by the Council for consideration.

7.2 To note Approvals/Refusals:

7.2.1 4374/15 and 4375/15 The Angel Inn, 5 High Street- Partial change of use, erection

of first floor extension to re-instate former two storey rear wing and former separate dwelling, internal alterations including the relocation of toilet facilities, to retain the public house as a community facility (revised scheme to that submitted under ref. 2494/14 and 2475/14) **Planning Permission Refused/Listed Building Consent Refused.**

7.2.2 4429/15 Carters Ceramic Designs, Low Road- Erection of no 1 detached dwelling- **Planning Permission Granted.**

7.3 Planning Correspondence: No further correspondence had been received.

8. Queens 90th birthday event in June 2016- to receive update and consider any further actions needed: A brief update was received from Cllr M Loveridge.

8.1 To consider changes to agreed road closure plan: It was resolved to approve the extension of the road closure, to include up to Cross Green junction, subject to its submission to Suffolk County Council not jeopardizing the existing approved road closure. Cllr A Cushion volunteered to prepare the road plan for submission to Network Assurance.

8.2 To consider how County Cllr M Hicks funding of £300 will be used: It was agreed that the funds would be used towards the mobile public conveniences and trestle tables.

Cllr E Bowman was invited to join the Queen's 90th Birthday celebrations Working Group, which he duly accepted.

9. Clerk's action list (including to consider any further actions needed): The Clerk's action list had been circulated ahead of the meeting and was updated by members.

10. "Debenham Players" request to site a storage unit at the Recreation Ground: To receive update following request for the identification of alternative sites and agree any action: This item had already been discussed earlier in the meeting and a decision made.

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

11.1 Website, including report: A report had been circulated ahead of the meeting.

11.2 Trees and Greens:

11.2.1 Report on parking/access matters and to agree actions: Deferred.

11.2.2 To consider request to remove overgrown conifer on the churchyard (nr boundary with no 2 Cross Green) and trim back tree overhanging the High Street: It was resolved that, subject to a limit of expenditure of £600, the Clerk would seek a quote for the relevant works so that they could be carried out before the bird nesting season started at the end of March, which would limit the amount of works that could take place. It was also agreed that a suitable native tree would be planted in its place further away from the boundary with neighbouring residents.

11.2.3 To note communication from resident re inconsiderate dog owners not clearing after their pets and consider the provision of signs: Following a brief discussion, members

agreed to look into the purchase of portable/mobile CCTV in order to be able to identify the inconsiderate dog owners who were allowing this unacceptable dog fouling to take place. Clerk to add to next agenda for further consideration. Cllr M Loveridge agreed to look into what equipment was available and put forward a recommendation to full Council.

- 11.3 Street Furniture and public conveniences: There were no further matters to report. The Clerk was asked to make enquiries regarding the outstanding bin lids that had been ordered recently.
- 11.4 Woodland and Waterways: To consider items raised at the meeting held 7 March 2016:
- 11.4.1 To note that a working party has been organised for April 17th at 10:00am: Noted.
- 11.4.2 To receive update on repairs to footpath/bridleway: Rights of Way had confirmed that works were due to start at the end of March 2016.
- 11.4.3 To consider the installation of a lidded litter bin next to the existing dog waste bin at Hoppit Wood and its inclusion in the emptying schedule: It was resolved to approve the siting of a lidded bin near the picnic bench and to add its emptying to the Street Warden schedule.

11. Suspension of Standing Orders - Meeting open to the Public for 5 minutes: There were no members of the public present.

12. To receive notification of Reverend P Cotton's impending retirement and associated events: Noted by members.

13. To note correspondence: Correspondence received already circulated to councillors or included on the agenda for consideration. All other administrative correspondence filled by the Clerk.

15. Reports from Councillors on matters not itemised on agenda/to be included in next Agenda: Cllr S Phipps requested that an item was added to the next agenda, to consider the purchase of voice recognition typing equipment for use by a local historian.

Cllr J Baldwin reported that a climbing frame was on the ground in a public green. It was agreed to report it to Mid Suffolk District Council. Cllr J Baldwin also mentioned that some of the planting originally carried out by Lawrence Homes was overgrown and that it was not always easy to identify who's responsibility it was to cut back some of the overgrowth.

Cllr J Feeney-Howells reported on the Suffolk Trail Runners and their request to have their first waymark grid in Debenham. Clerk to add to next agenda.

Cllr M Loveridge wished to express his gratitude, on behalf of the Parish Council to Mrs Joy Walton for all her hard work in organising and taking part in the "Clean for the Queen" event on March 5th 2016. A big thank you also went to all the volunteers who helped on the day.

Cllr L Cockerton asked if the tree due to be planted on Cross Green would be planted soon. Cllr S

Phipps replied that it was on his agenda and would be done soon, with the help of Cllr J Feeney-Howells. Cllr L Cockerton also asked that a Cemetery Committee meeting was organised for after Easter.

16. 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 was no Chair's urgent business.

17. Date of next meeting: 18th April 2016 (PC), 11th April 2016 (FAWG): noted.

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. To note confidential notes of the meeting held 18 January 2016

19. Youth Provision- Skatepark- To receive update and agree any actions

With no further matters to be transacted, the meeting ended at 10:00pm.

Signed: _____ Date: _____