

Minutes of a meeting of the Debenham Parish Council held on Monday, 15th August 2016 at 7:30 at Dove Cottage, Debenham.

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

1. **Apologies for absence:** Apologies had been received (and were approved) from Cllr S Palframan, F Winrow-Giffin and G Helm. As both the Chairman and Vice-chair were absent, it was resolved to appoint Cllr M Loveridge as Chairman of the meeting.
2. **Declarations of interest with regard to items on the agenda and additions to register:** Cllr J Baldwin declared a non-pecuniary interest on agenda item 15 and pecuniary on any items pertaining to her allotment plot.

3. Reports

3.1 District Councillor's report: A verbal report was received from District Cllr K Guthrie.

3.2 County Councillor's report: A verbal report was also received from County Cllr M Hicks.

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.

County Cllr M Hicks and District Cllr K Guthrie left the meeting at this point.

5. To approve the following minutes:

5.1 Ordinary meeting held July 18th 2016: It was resolved to approve the minutes as a true record of the meeting held.

5.2 Extraordinary Meeting held 1st August 2016 (Planning matters): It was resolved to approve the minutes as a true record of the meeting held.

6. Finance

6.1 To approve accounts for payment: It was resolved to approve the accounts for payment, as follows:

Payments PC:

a) Clerk salary August 2016	£1,057.98
b) HMRC tax and NI for August 2016	£500.55
c) Clerk's pension August 2016	£20.35
d) Clerk's expenses (BT, mileage, postage)	£223.66
e) Startafresh charges (July 2016)	£684.02
f) Itgen- website editor	£100.00
g) M Sillett (street warden 01.08.16 to 09.08.16)	£222.65
h) G Sillett (street warden 01.08.16 to 11.08.16)	£274.75
i) R Giffin (06.07.16 to 31.07.16)	£1,252.00

j) Salc (leadership course and dividers)	£166.85
k) Anglian Water (allotments 22.03.16 to 27.06.16)	£164.59
l) Bloomfield Installations (allotment bridge)	£123.60
m) Suffolk Wildlife Trust membership	£38.00
n) Mr A S McKenna (to replace cheque written to Jazz Galore)	£300.00
o) DLC venue hire 14.06.16 and 07.07.16 Neighbourhood Plan	£41.70
p) Startafresh (emptying of litter bins)	£100.80
q) Mr N Moyce (Gardeners Rd swings repairs)	£90.96
r) N Power (credit)	£543.94

It was agreed by members that Ms Dawn Roberts, who had stepped in to help the Parish Council with the emptying of bins, should be publicly thanked on the parish summary section of the parish magazine.

6.2 To complete new bank mandate, including Cllr J Feeney-Howells as additional signatory: It was resolved to add Cllr J Feeney-Howells name to the list of bank signatories. A new bank mandate would need to be completed in due course.

6.3 To receive and approve the first quarter accounts (to 31 June 2016): Deferred.

7. Planning matters

7.1 Applications received for recommendation to MSDC:

- 7.1.1 2907/16 The Co-op, Chancery Lane- Display of 4 new signs including a projecting sign for the Post Office: It was resolved to recommend the approval of this planning application.
- 7.1.2 2671/16 Debenham Hall, Gracechurch Street- Notification for prior approval under class Q (a) and Q (b) of proposed change of use of agricultural building to dwelling house (use class C3) and for associated operational development: It was resolved to recommend the approval of this planning application.
- 7.1.3 3311/16 21 Cross Green- Change of use from a redundant butchers shop into a pizzeria restaurant and take away- It was resolved to recommend the approval of this planning application.

7.2 To note Approvals/Refusals:

- 7.2.1 2685/16 44 low Road- Erection of a two storey side and rear extension- Planning Permission Granted

7.3 Planning Correspondence: There had been no further correspondence apart from a brief notification on an impending planning application (Hoggs Kiss).

8. Clerk's action list, including to agree dates for bespoke councilor training: The Clerk's action list was updated by members.

The Clerk was asked to send the notice board monitor a copy of the updated councilor list.

Cllr J Feeney-Howells agreed to circulate the CCTV proposals for consideration at the next meeting.

Cllr M Loveridge informed members that he and his partner would be cleaning the War Memorial in the closed churchyard. Members discussed the possibility of agreeing with the DPCC and Royal British Legion that all paraphernalia associated with Remembrance Day should be removed a month later.

The Cemetery Committee had discussed at their previous meeting that the grass cutting contract should be changed in order to include a clause pertaining to the cleaning of grass off memorials.

Members were in agreement with this principle and the Clerk would be circulating a revised contract in due course.

9. Committees and working groups' reports:

9.1 Cemetery Committee:

9.1.1 To note minutes of meeting held 3 August 2016: The meeting notes were noted by members.

9.1.2 To consider recommendations received, including:

- a) To clarify financial and statutory responsibility for structural repairs within the closed churchyard: Deferred, as further investigation was needed (Clerk to action).
- b) To clarify insurance liability and cover for the closed churchyard: Mr C Bishop had confirmed that it was currently covered under the DPCC insurance policy, providing it was kept well maintained.
- c) To consider quotes for the repairs to the wall in the closed churchyard: Cllr R Blackwell had received three quotes and shared the details of each quote with members. Two of the quotes were similar but one was too excessive to be considered. As there was still some uncertainty with regards to who was responsible for the maintenance works to the boundary wall, it was agreed by members that a quote would be approved at the meeting but that it would be subject to the Clerk's findings with regards to who was responsible. It was therefore resolved to approve quote no 1, as the company specialized in church work and had recently carried out other works successfully in the closed churchyard.
- d) To receive update on maintenance items identified and agree any further action needed: Most maintenance items had been covered previously during the meeting. Cllr R Blackwell had received a quote for works to the closed churchyard boundary wall section at the rear of the Woolpack and was waiting for a further two. Mr R Giffin had kindly removed the Ivy from the wall and would be also removing the Ivy growing over the trees in the closed churchyard.

9.2 Neighbourhood Planning Committee- deferred to September

9.3 Website: A report had been circulated to members ahead of the meeting. The Clerk was also asked to send the Annual Parish Meeting reports to the website editor.

9.4 Trees and Greens: Cllr J Baldwin reported that a skip had been placed on the corner of Henry Street and Little Henry Street and that it had been there for the past two weeks. There were also two parked cars on the green near Sackville Street and Little Henry street, which were very unsightly and blocked the view of other vehicles. Clerk to report to MSDC.
Cllr S Phipps gave members a brief report on tree matters. The Salix Contortia on Aspull Road, as well as the hedge around the BT box and the replacement tree on Cross Green would be planted in the Autumn/Winter.
The overgrown willow branch in Low Road was again discussed and the Clerk was asked to contact SCC Highways once again in order for it to be cut back, as it was over the highway.
Cllr L Cockerton suggested that a Trees and Greens Working group meeting should take place in September in order to discuss the recent creation of accesses in Debenham, as well as other ongoing boundary issues. Clerk to organise meeting.

9.5 Street Furniture/Public Lavatories: To consider quote received for the sanding and re-varnishing of the bus stop seat: Deferred.

It was reported that the bin that used to be sited on the left hand-side near the DLC had been removed and re-sited on the opposite side, near the pedestrian crossing. Clerk to arrange for its placement back where it was originally.

The Clerk reported that a local plumber was looking into the water meter for the public conveniences, as the last bill had been quite high. The account had been frozen for six weeks pending any findings.

It was also suggested that the placement of a waste bin at the junction of Henniker and Gracechurch Streets should be investigated.

9.6 Highways: Members reported the existence of a sink hole in the lane near Chantry Lane. It was also reported that there were various pot holes in Low Road. Clerk to report to Highways.

9.7 Debenham Library Project: Cllr R Blackwell reported that the move had been a success so far and that the official opening would be taking place in September.

9.8 Woodland: Members reported that the recently carried out repair to the bridleway was already showing signs of damage. However, Cllr S Phips said that this may be caused by the dry weather and that the surface should improve once there was some rain.

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

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

12. 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.

13. To receive reports from councillors / requests for additions to the next agenda: Cllr R Blackwell reported on a recent incident where the defibrillator had needed to be used and there was some uncertainty as to how the necessary code was acquired. It was explained to members that following a call to the emergency services, a decision would be made by the relevant professionals as to whether a defibrillator should be used. In this case, the caller would be informed of the defibrillator's location and access code.

Cllr S Phipps asked if an agenda item could be added to the next meeting to discuss the parish council owned shed near the recreation ground.

Cllr L Cockerton raised the matter of the cleaning and re-painting of the Millennium Gates. Although Mr and Mrs Sillett had previously agreed to do the work, they had recently stated that they would not be able to do it before the deadline imposed by the Cemetery Committee, August bank holiday week-end. Cllr Cockerton suggested that the Debenham Guides could be approached and asked if they could do it as part of a volunteer project or the Duke Of Edinburgh Award. Clerk to make enquiries.

Cllr L Cockerton also asked why meeting papers were no longer being provided to councillors by the Clerk. Cllr J Baldwin explained that it had been previously agreed that any members requiring a meeting pack should inform the Clerk no later than the Friday of the week before the pc meeting.

Cllr J Baldwin asked if an item could be added to the next agenda to consider whether notices regarding inconsiderate/illegal parking could be placed on car windscreens.

It was raised that the communications items had been excluded from the agenda for this meeting by Cllr S Palframan. Cllr J Baldwin wished to know whether she could ask for the same to take place should she be absent from a meeting where an item of interest is due to be considered. Members agreed that this should not take place and that no councillor should receive preferential treatment. The clerk was asked to add this item to the September agenda.

14. Date of next meeting: September 19th (Ordinary PC meeting)

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.*

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

16. Agricultural Holding

17. Matters pertaining to contracts- To receive update and agree any actions

With no further matters to be transacted, the meeting ended at 9.55pm.

Signed: _____ Date: _____