

Minutes of a meeting of the Debenham Parish Council held on Monday, 16th January 2017 at 7:30 at Dove Cottage, Debenham.

Present: Cllr S Paframan (Chairman), Cllr M Loveridge, Cllr A Cushion, Cllr S Phipps, Cllr G Helm, Cllr J Feeney-Howells, Cllr J Baldwin, Cllr K Murray, Mrs D Bedwell (Clerk) and District Cllr K Guthrie.

1. Apologies for absence: Apologies had been received and were accepted from Cllrs Cockerton, R Blackwell, A Jones, E Bowman and F Winrow-Giffin. Apologies had also been received from County Cllr M Hicks.

2. Declarations of interest with regard to items on the agenda and additions to register: Cllr J Baldwin declared a non-pecuniary interest on skatepark matters and pecuniary on matters pertaining to her allotment plot.

3. Reports

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

3.2 County Councillor's report: A written 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: No public present.

5. To approve the following minutes: Ordinary meeting held 12th December 2016: It was resolved to approve the minutes as a true record of the meeting.

6. Finance

6.1 To consider and approve accounts for payment (including back payment for skatepark ramps storage) and note bank balances: It was resolved to approve the accounts for payment as follows:

Payments PC:

1. Clerk salary January 2017	£1,115.84
2. HMRC tax and NI for January 2017	£443.95
3. Nest (Clerk's pension-direct debit)	£17.52
4. Startafresh charges (December 2016)	£654.00
5. Itgen- website editor	£100.00
6. G Sillett (12.12.16 to 06.01.17)	£443.53
7. M Sillett (13.12.16 to 06.01.17)	£443.53
8. M Sillett (pest control)	£495.96
9. G Sillett (Millennium gates-cemetery)	£240.00
10. DPCC (venue hire 01.10.2016 to 31.12.2016)	£181.25
11. Anglian Water (allotments)	£299.98
12. Mrs V Waspe (skatepark ramps rental)	£tba

Receipts:

1. Plot 50 rent	£38.70
2. Plot 20 rent	£34.26
3. Plot 25 rent	£29.28

4. Plot 28 and 29 rent and deposit £67.44 and £50.00

The bank balances were as follows; PC deposit a/c £160,609.01, PC current a/c £3,211.95, Woodland deposit a/c £15,621.98 and Woodland current a/c £ 1,341.28.

Cllr S Palframan asked the Clerk to find out the outstanding skatepark rental costs so that an invoice could be submitted by Mrs V Waspe.

6.2 To complete and sign the precept request form: The precept request form was dully completed and signed.

6.3 To consider application for funding from SARS (if received): Application not received, therefore members were unable to consider it.

7. Administration:

7.1 Communications processes within the parish council- to receive update: A brief report was received from Cllr J Feeney-Howells, who would be sending the relevant information for the new Voip system and projector to the Clerk.

Members agreed that a new padlock and keys were purchased for the parish council shed at the Recreation Ground.

Cllr M Loveridge reminded the Clerk that the bin on Gracechurh Street that had been run over by a car remained on the grass opposite where it used to be sited.

8. Planning matters

8.1 Applications received for recommendation to MSDC

8.1.1 4283/16 Debenham High School, Gracechurch Street- Non material amendment sought following grant of planning permission 3392/13 (alteration and extension of High School to provide drama wing and teaching space) in order to add additional external fire escape routes, changes to fenestration and update appearance: It was resolved to recommend the approval of this planning application.

8.2 To note Approvals/Refusals:

8.2.1 3318/16 21 Cross Green- part demolition of former butchers single storey wing and replacing with a new detached two storey dwelling. Demolition of former butchers modern lean-to's and enclosure to reveal earlier historic buildings. Conversion and extension and part conversion of earlier buildings to form 2 swelling units- Planning Permission Granted.

8.2.2 4546/16 1 Moores Close- erection of a two storey rear extension- Planning Permission Granted.

8.3 Planning Correspondence: 4483/16 10 Cross Green, application for listed building Consent- Notice of withdrawal.

9. Clerk's action list: The clerk's action list was read out to members and updated.

10. Committees and working groups' reports:

10.1 Cemetery Committee: To ascertain the St Mary's Church Clock insurance position and

receive update on revised repair costs: It had been ascertained that the clock was covered by the insurance policy but the excess on the policy was £2500. The recently approved quote had been reduced by Smiths of Derby as a number of members had volunteered to help the engineer and reduce the need for a second engineer to attend. The Cemetery Committee was asked to investigate green burials on Hoppit Wood.

10.2 Allotments: To receive update, including any breaches of the avian flu directives and agree any actions: Cllr J Baldwin declared a pecuniary interest on matters pertaining to her plot. However Cllr J Baldwin's plot was not discussed therefore Cllr J Baldwin remained in the room but abstained from any vote. Two plots had received notice to bring their plots back to an acceptable standard, however no change had been visible following a recent inspection. Members agreed that both plots should be served with notice to quit. There was concern that the avian flu directives were not being observed by one of the tenants and this tenant would also be asked to remove all chickens from their plot with immediate effect. Failure to comply would result on the matter being reported to the RSPCA. One of the taps on the allotments was leaking so the Clerk was asked to contact the plumber.

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

10.4 Play areas: There were no matters to report.

10.5 Skatepark: To receive update on existing skateparks: This matter had already been discussed and there were no further matters to report.

10.6 Trees and Greens, including to receive update on overgrown trees at Low Road and Lock Close: A brief report was received from Cllr S Phipps, who had recently met with the MSDC tree officer. Due to budgetary cuts no maintenance works would be carried out on trees unless they were on adopted green spaces. Cllr M Loveridge suggested that the three trees on the village green would benefit from being replaced with more appropriate trees. Cllr S Phipps added that a number of trees missing from Aspull Road should also be replaced. Cllr J Feeney-Howells also said that areas used for inconsiderate parking could be improved by the strategic planting of trees.

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

10.8 Highways, including report on yellow lines as requested by Cllr F Winrow-Giffin: It was reported that the letters were peeling off from the sign at the junction of Kenton Road, Thorpe Lane and the road leading to Crows Hall. Cllr M Loveridge questioned the legality of the yellow lines in Debenham as there were no accompanying signs on posts.

10.9 Woodland: The group's next meeting would take place on February 6th. A suggestion was made that the parish council purchased two tonnes of ballast to be delivered at the start of the allotments so that the surface could be improved for walkers. The Woodland Trust would need to be asked for permission and the Woodland Group should also be contacted first. If the group was in agreement, it could be ordered following their meeting on February 6th.

10.10 Street lighting: To receive update on new street lights order and suggestion to add one further street light (cost implication): The Clerk reported that works for the replacement of the street lights had started in November 2016 and were due to be completed in February 2017. Members suggested that the expenditure in the new street lights should be advertised

on the parish magazine.

10.11 Neighbourhood Plan: To receive update, including appointment of consultant and funding position: A brief report was received from Cllr S Palframan. A letter of appointment would soon be sent to the consultant and Cllr S Palframan had applied for additional funding by the deadline of December 17th 2016..

11. Debenham History- To consider how to best support a local historian in recording and storing data- To receive update and agree any further actions: Cllr A Cushion had met with Mr Peter Carter and had prepared the wording for the appeal for assistance which would be included on the next issue of the parish magazine. Members agreed with the purchase of the Powerpoint software as recommended by Cllr A Cushion, who would purchase it himself and submit for reimbursement at the next meeting.

12. Debenham Players: To receive update following the cancellation of the December Pantomime: Cllr J Baldwin informed members that she had spoken with Mr G Baxter. It was hoped that the Debenham Players would be re-instated but as a smaller group, with more local members. It was also mentioned that the Parish Council would expect to see a proportional refund of the grant that was made to the Debenham Players for the purposes of their storage requirements.

13. Community Emergency Plan: To receive update from Cllr A Cushion: Cllrs A Cushion, S Phipps and Mr T Clements had recently attended an emergency plan meeting in Mildenhall. The group was working through the existing template and was in the process of completing the relevant working document.

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

15. To note correspondence: All correspondence had been circulated to members ahead of the meeting or included on the agenda for consideration.

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 urgent business.

17. To receive reports from councillors / requests for additions to the next agenda: Cllr A Cushion informed members that the footbridge at the end of Water Lane flooded and that the path was too narrow for mobility scooters to get through. It was agreed that this matter should be reported to Highways.

18. Date of next meeting: February 20th 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.*

19. Matters pertaining to contracts and tenders: A brief update was received from the Clerk.

20. Complaints Committee: To receive update and note any resolutions made: A brief report was

received from the Committee. It was suggested that the membership of the appeals committee was re-considered at the next meeting.

With no further matters to be transacted, the meeting ended at 9.15pm.

Signed: _____ Date: _____