

Minutes of the Annual Parish Council Meeting of the Debenham Parish Council held on Monday, 16th May 2016 at 7:30 at Dove Cottage, Debenham.

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

- 1. Election of Chairman:** It was resolved to appoint Cllr S Palframan Chairman of the Council.
- 2. Election of Vice Chairman:** It was resolved to appoint Cllr F Winrow-Giffin Vice-chairman of the Council (in her absence).
- 3. Apologies for absence:** Apologies had been received from Cllr F Winrow-Giffin and Cllr S Phipps (both approved).
- 4. To consider the Co-option of new members:** It was resolved to co-opt Mrs A Jones onto the Council. Mrs A Jones was invited to join the meeting.
- 5. Declarations of interest with regard to items on the agenda and additions to register:** Cllr M Loveridge declared a non-pecuniary interest on the matter of the compost bin recently placed on the green; Cllr J Baldwin declared a pecuniary interest on matters pertaining to her allotment plot and non-pecuniary on matters pertaining to the skatepark.
- 6. Reports**
 - 6.1 District Councillor's report: District Cllr K Guthrie gave members a verbal update and asked that the Parish and Towns Newsletter was added to her reporting section on the website.
 - 6.2 County Councillor's report: County Cllr M Hick's report had been circulated ahead of the meeting and a verbal report was also presented.
- 7. 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.
- 8. To appoint members of Committees:** The membership of Committees was approved as follows:
 - 8.1 Cemetery : Cllrs L Cockerton, E Bowman and R Blackwell
 - 8.2 Allotments: Cllrs S Phipps, F Winrow-Giffin, G Helm and J Baldwin
 - 8.3 Neighbourhood Planning: Cllrs S Palframan, S Phipps, R Blackwell, E Bowman, A Jones and J Baldwin
 - 8.4 Woodlands and Waterways: Cllrs S Phipps, J Baldwin and Alan Cushion
 - 8.5 Employment Committee: Cllrs S Palframan, J Baldwin, A Cushion and R Blackwell
 - 8.6 Appeals Committee: Cllrs L Cockerton, G Helm and S Phipps
- 9. To appoint working groups/individual representatives:** The representatives of working groups and individual representatives were approved as follows:
 - 9.1 Finance and Administration: all members
 - 9.2 Parking: all members
 - 9.3 Highways: Cllrs Winrow-Giffin and J Baldwin
 - 9.4 Play areas: Cllrs F Winrow-Giffin, S Palframan and G Helm; Mrs P Booth
 - 9.5 Youth Provision: Cllrs F Winrow-Giffin and G Helm
 - 9.6 Trees, Greens and encroachment issues: Cllrs F Winrow-Giffin, S Phipps, L Cockerton and M

Loveridge

- 9.7 Street Furniture including WC's: Cllrs L Cockerton, S Palframan, R Blackwell and J Baldwin (for call-outs)
- 9.8 Street Lighting: Cllrs R Blackwell and E Bowman
- 9.9 Public Transport: existing- Cllr R Blackwell
- 9.10 Emergency (flooding/snow): all members and the Clerk, designated member Cllrs S Phipps and A Cushion
- 9.11 Parish Council Community Awards: all members
- 9.12 Parish Council Surgeries: all members and Clerk
- 9.13 Website: all members and Clerk
- 9.14 Public Rights of Way: Cllrs F Winrow-Giffin, J Baldwin, A Cushion and J Feeney-Howells
- 9.15 URC Memorial Garden: Cllrs L Cockerton, R Blackwell and Mrs A Evans
- 9.16 Communications: Clerk and Chair
- 9.17 Debenham Library/Resource Centre: Cllr R Blackwell
- 9.18 Debenham Community Swimming Pool Project: Cllr R Blackwell
- 9.20 Sir Robert Hitcham School Trustees: Cllr S Palframan
- 9.21 DVH&PFT: Cllr M Loveridge
- 9.22 Simpson Charity: Mr K Voller
- 9.23 Salc: Chair and Clerk

10. To approve Minutes of the meeting held April 18th 016: It was resolved to approve the minutes as a true record of the meeting held.

11. Finance

11.1 To approve accounts for payment: It was resolved to approve the accounts for payment, (no. 11.1.8 subject to verification by the Clerk), as follows:

Payments PC:

11.1.1 Clerk salary May 2016	£1,256.70
11.1.2 HMRC tax and NI for May 2016	£310.80
11.1.3 Clerk's expenses (BT, postage, subsistence)	£91.95
11.1.4 Startafresh charges (April 2016)	£632.44
11.1.5 Itgen- website editor	£100.00
11.1.6 M Sillett (street warden-18.04.16 to 11.05.16)	£298.30
11.1.7 G Sillett (street warden-18.04.16 to 13.05.16)	£486.70
11.1.8 Mrs and Mrs Sillett involvement with clearing the shed for the D Players	£300.00
One cheque each for £150	
11.1.9 Mr Sillett pest control 06.11.2015 to 27.04.2016	£536.00
11.1.10 SALC Subs for 2016/2017	£724.41
11.1.11 RBS Rialtas annual maintenance charge	£135.60
11.1.12 DLC NP Meeting costs 27.04.2016	£89.38
11.1.13 N Power- energy supply to wc's 27.11.15 to 03.03.2016)	£266.63
11.1.14 Mr R Giffin (grass cutting)	£1,327.00

11.2 To review the insurance policy renewal (due 1st June 2016): Deferred.

11.3 To receive the third quarter accounts (to 31 December 2015): Deferred.

11.4 To consider and approve the annual accounts for year ended 31 March 2016: Deferred.

11.5 To consider and approve the Annual Return for year ended 31 March 2016: Deferred.

11.6 To consider application for funding from the Sir Robert Hitcham School for a new bus: Deferred until a representative is able to attend the pc meeting in order to answers any queries raised.

11.7 To appoint Internal Auditor to the Council: It was resolved to appoint Salc as the Internal Auditor to the Council.

11.8 To confirm Sanding Orders/Direct debits: It was resolved to approve Standing Orders and Direct Debits, as follows:

11.8.1 Suffolk Wildlife Trust £25 pa

11.8.2 N Power electricity supply to public conveniences (price subject to market fluctuation)

12. Planning matters

12.1 Applications received for recommendation to MSDC:

12.1.1 **1899/16 12 Harris Court**- Erection of single storey front extension and side canopy roof: It was resolved to recommend the approval of this planning application.

12.2 To note Approvals/Refusals:

12.1.2 **1061/16 Top Barn, Aspoll Road**- Erection of garage, workshop and cartlodge with accommodation over the living space- Planning permission granted.

12.1.3 **1164/16 2 Gracechurch Street**- Erection of timber display cabinets on South facing wall. Addition of hanging sign under existing signage- Planning permission granted.

12.3 Planning Correspondence: **4374/15 The Angel Inn, 5 High Street**- Confirmation that an appeal had been made to the Planning Inspectorate relating to this planning application.

13. Clerk's action list: The Clerk's action list had been circulated ahead of the meeting and was updated by members.

14. Committees and working groups' reports:

14.1 Neighbourhood Planning Committee: The Working Group had held a work shop at the Debenham Leisure Centre to look at the results from the surveys, the public questionnaires and the public meetings. A further meeting was due to take place on June 14th in order to look at options for the issues raised. The results of that meeting were due to be brought to a future parish council meeting.

14.2 Website: A report had been circulated to members ahead of the meeting. Cllr L Cockerton asked that the list of meeting dates was added to the website on a more prominent place.

14.3 Trees and Greens: The trees and green report was deferred to the next meeting due to Cllr S Phipps absence. However, the issue of pesticide use in the village was raised. The Clerk was asked to make a number of enquiries on this matter and to include it on the next agenda for further consideration. Cllr S Palframan agreed to contact the resident who had originally raised the issue.

Cllr L Cockerton asked when the replacement tree on Cross Green was likely to be planted- Cllr S

Phipps to provide update.

It was agreed that the Clerk would ask Gorniak and Mckennie to remove the compost bin recently installed on market green.

The issue of inconsiderate dog owners was also discussed and Cllr J Feeney-Howells updated members on a number of options that he had been looking into since the last meeting. It was agreed that it should be minuted that the Parish Council was intent on installing CCTV in a number of problem areas in the village and “naming and shaming” any culprits would also be considered. Cllr J Feeney-Howells agreed to continue looking at the cost of adequate CCTV equipment and this matter would continue to feature on future parish council meetings.

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

14.5 Street Lighting: Cllr R Blackwell reported that the new street column recently installed in Lock Close was of a similar style to the ones ordered by the Parish Council.

14.6 Highways: There were no matters to report.

14.7 Swimming Pool Project: Members were informed that the group was planning to hold a meeting on Wednesday of that week and that an update would be given at the next meeting.

14.8 Debenham Library Project: The existing library was due to close its doors on June 19th and to re-open at the school on June 26th 2016.

14.9 Woodland: A report was received from Cllr M Loveridge regarding the recently burnt bin and picnic table at Hoggs Kiss. The Woodland Group was happy to provide a replacement table and bin and the Clerk would be sending them details of the current suppliers of bins.

Queen’s 90th Birthday event- This item had been omitted from the agenda but an update was provided by the working group. An appeal for volunteers (between 9.30am and 6.00pm) to help with setting up, running the raffle, etc was made to members, who were asked to inform Cllr A Cushion of their availability. The risk assessment was being reviewed and would include a “lost child” point.

Although children should be accompanied by a responsible adult, as event organiser the Parish Council should actively put in place measures to deal with any eventualities, which may include children becoming separated from their responsible adult.

Concerns had been raised about the Punch and Judy being too close to the turning/drop off point and this would be looked into further.

The Clerk had prepared the draft risk assessment and income record forms and these were being considered by the working group.

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

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

17. 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.

18. Date of next meeting: May 23rd 2016 (APM), June 20th (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*

19. Employment Committee: To consider and approve recommendations

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

21. To receive recommendations from FAWG and agree decisions regarding:

21.1 Startafresh contract

21.2 Street warden contract

21.3 Grass cutting contract

22. To receive further recommendations for Community Awards 2016

With no further matters, the meeting ended at 10.25pm.

Signed: _____ Date: _____