

Minutes of a meeting of the Debenham Parish Council held on Monday, 17th October 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 G Helm, Cllr J Feeney-Howells, Cllr K Murray, Cllr J Baldwin, Cllr A Jones, Mrs D Bedwell (Clerk), one member of the public, District Cllr K Guthrie and County Cllr M Hicks.

1. **Apologies for absence:** Apologies had been received and approved from Cllrs S Phipps and E Bowman.
2. **Declarations of interest with regard to items on the agenda and additions to register:** Cllr J Feeney-Howells declared a non-pecuniary interest on items 6.1 and 6.2; Cllr M Loveridge pecuniary on 6.1; Cllr F Winrow-Giffin pecuniary on any grass cutting matters; Cllr J Baldwin pecuniary on allotment matters pertaining to her plot and non-pecuniary on item 16 and application no 4147/16; Cllr A Jones pecuniary on any matters pertaining to her allotment plot.

3. Reports

- 3.1 District Councillor's report: A report had been circulated ahead of the meeting and was presented by District Cllr K Guthrie.
- 3.2 County Councillor's report: A report had been circulated ahead of the meeting and was presented by County Cllr M Hicks.

4. Suspension of standing orders: *Meeting open for 5 minutes to allow members of the public to speak - Meeting open:*

Mrs A Hart wished to address the Council about matters pertaining to grass cutting and therefore the Clerk asked Council to allow time for Cllr F Winrow-Giffin to leave the room due to a declaration of pecuniary interest. *Cllr F Winrow-Giffin then left the room.* Mrs A Hart had previously contacted the council about the fact that when she had visited relative's graves at the Debenham cemetery she had been left quite upset to find grass cuttings covering memorials and freshly placed flowers.

This matter had been discussed at a previous Cemetery Committee meeting but unfortunately the issue had not yet been resolved. The Clerk informed Mrs Hart that when discussing tenders and contracts, the Council had agreed that, in future, the grass cutting contract would include the clearing of grass cuttings from memorials and the use of equipment that would minimise this from occurring. In the meantime, the Council would make sure the matter was addressed as best as possible. Clerk to contact the grass cutting contractor in order to resolve this matter.

Cllr F Winrow-Giffin returned to the room.

There were no further comments from the public.

5. **To approve the following minutes:** Ordinary meeting held September 19th 2016 and FAWG meeting notes of 10 October 2016: It was resolved to approve the minutes of the meeting held 19 September 2016 as a true record of the meeting held. The notes of the Finance meeting were deferred.

6. Finance

- 6.1 To consider and approve application for funding from the DLC for the annual fireworks event: *Cllr M*

Loveridge left the room. It was resolved to approve the funding of £500 towards the event. Members also agreed that that it would be beneficial for parishioners to know how the funds were spent and would like to request from the DLC a balance sheet at the end of the event. The Council also recommended that it would be positive to see the parish council's funding made public by the DLC.

Cllr M Loveridge returned to the room.

6.2 To consider application for funding from The First Responders: It was resolved to approve the funding of £500.

6.3 To approve accounts for payment (including item 12 of September's accounts for payment -repairs to tombs in the closed churchyard): It was resolved to approve the accounts for payment, as follows:

Payments:

1. Suffolk Masonry Services (repairs to St Mary's closed churchyard)	£3,617.84
2. Clerk salary September 2016	£1,059.24
3. HMRC tax and NI for September 2016	£500.55
4. Nest (Clerk's pension-direct debit)	£17.52
5. Clerk's expenses	£204.37
6. Startafresh charges (September 2016)	£654.00
7. Itgen- website editor	£100.00
8. G Sillett (19.09.16 to 13.10.16)	£451.45
9. M Sillett (19.09.16 to 11.10.16)	£392.50
10. R Giffin (29.08.16 to 25.09.16)	£905.00
11. DPCC (Dove Cottage 01.07.16 to 0.09.16)	£181.25
12. SALC Internal Audit fee	£272.40
13. Community Action Suffolk (website hosting annual fee)	£60.00

Cllr R Blackwell was thanked for his work in obtaining quotes and organising the works to the St Mary's Closed Churchyard works.

6.4 To receive and approve the second quarter accounts (to 30 September 2016)- recommendation from FAWG: It was resolved to approve the second quarter accounts, payments only section, as the Clerk was unable to verify receipts currently with the bank due to logging in difficulties. Receipts section deferred to next month.

6.5 To approve the Internal and External Audit Reports and note recommendations made- recommendation from FAWG: Both reports were approved by council and auditors' recommendations were noted.

6.6 To consider and approve expenditure under S145 for the Christmas period (including two trees, P.A.T testing, replacement lights and decorations if needed and structural repairs): It was resolved to approve expenditure to the tune of £200 for any new lights or decorations if needed. Cllr J Feeney-Howells advised that he would carry out the PAT testing of the lights free of charge, for which he was thanked. It was agreed that the Christmas trees would be erected and decorated on November 26th. Clerk to order trees and make any further necessary arrangements.

7. Administration:

7.1 To receive recommendations from FAWG regarding the report from Cllr J Feeney-Howells, including

proposals regarding communications processes within the parish council: A brief report was received from Cllr J Feeney-Howells following recommendations put forward at the Finance Working Group meeting. A new VOIP system of telecommunications had been identified as possibly improving the current service provision. It would handle simultaneous incoming calls, numbers did not need to be specific to the location, system would continue in the event of the Clerk's absence and there were some cost savings to be made in comparison with the current BT dedicated line. It was resolved that the new system would be trialled for a couple of months so that members could make a final decision at a future meeting, once they had had a chance to trial the system.

With regards to the recommendation for a new bulletin board messaging system and the use of e-mail, a recommendation was made for a demonstration of the bulletin board so members could make a more informed decision at a later date.

7.2 To approve meeting dates for 2017- recommendation from FAWG: The list of meeting dates for 2017 was approved by members.

8. Planning matters

8.1 Applications received for recommendation to MSDC:

- 8.1.1 3848/16 7B High Street, Debenham- Works to a number of trees, including felling, pruning and grinding stumps: It was resolved to recommend the approval of this planning application.
- 8.1.2 3748/16 10 High Street, Debenham- Removal of conditions 3 (removal of brick pier) and condition 4 (agreement of materials following grant of listed building consent 2608/16): It was resolved to recommend the approval of this planning application.
- 8.1.3 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 lean-to's and enclosures to reveal earlier historic buildings; conversion and extension and part extension of earlier buildings to form 2 dwelling units: It was resolved to recommend the approval of this planning application. However, a number of concerns were raised, in particular access via the shared drive and potential increase in traffic flow, which should be duly considered by SCC Highways; the overdevelopment of the site, possible increase in noise levels during the construction period and neighbouring properties being overlooked due to the increased glass frontage.
- 8.1.4 4147/16 11 Bloomfield Way- Erection of a single storey rear extension and conversion of the garages into living accommodation- it was resolved to approve the recommendation for refusal of this planning application. However, a number of concerns were raised and should be brought to the planning officer's attention. There appeared to be a covenant in place for this property which may not allow for this type of development and the planning officer was advised to consider this and request details from applicant before making a decision. A parking conflict already existed and the loss of a permanent parking space would exacerbate this problem. There was also a summer house type building at the top of the garden which did not appear to be on the plans supplied but may affect this application.

8.2 To note Approvals/Refusals:

- 8.2.1 2671/16 Debenham Hall, Gracechurch Street, Debenham- Notification of prior approval of proposed change of use of agricultural building to dwelling house and for associated

8.3 Planning Correspondence, including correspondence received re. no 17 High Street: Planning correspondence noted.

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

10. Committees and working groups' reports:

10.1 Cemetery Committee:

- a) To review and ascertain the Parish Council's position with regards to its statutory responsibility for general maintenance and structural repairs within the closed churchyard: Following recent research undertaken by the Clerk it was established that the Parish Council was indeed responsible for the maintenance of the St Mary's closed churchyard. It was therefore agreed by members that Cllr R Blackwell could instruct the works to the wall at the rear of Lantern House to go ahead.
- b) To consider quotes for the repairs to the wall in the closed churchyard: The three quotes received were considered by members and it was resolved to approve that received from Mr K Shelley.
- c) To consider correspondence received from residents re parish council's responsibility regarding memorial maintenance: This matter had already been dealt with under the public session of the meeting.
- d) To consider quote for the replacement of railings or alternative gate entrance at the cemetery following removal by third party of existing railings: The Clerk had asked for quotes for these works and it was recommended that, once received, the quotes should be considered by the Cemetery Committee.

10.2 Neighbourhood Planning Committee- To receive report from Cllr S Palframan and note Steering Group's meeting date of November 14th at 7.30pm: A brief report was received from Cllr S Palframan and the documentation pertaining to the update had been circulated to members ahead of the meeting. Members were asked to read through all the documents and send their comments to Cllr S Palframan before the meeting of November 14th.

10.3 Website: A report had been received from Mr B Woods and circulated to members.

10.4 Play areas:

- a) Parish Council shed at the Recreation Ground-to consider actions: Deferred to the next meeting due to Cllr S Phipps absence.
- b) To receive report on recent activities at the Recreation Ground and agree any actions: A brief report was received from Cllr F Winrow-Giffin about recent activity at the Recreation Ground, particularly near the undergrowth. Small dens had been built, fires had been lit and waste had been left behind following what appeared to be youngsters gathering. Mr R Giffin had been asked by the Clerk to clear and cut back the undergrowth but there was still a risk that such incidents would reoccur. There was a gap at end of the double gates that may benefit from being closed up with a fence, so the Clerk was asked to request a quote from a local contractor.

It was also noted that following recent changes to policing, there was no police presence in the village.

10.5 Trees and Greens: The Clerk was asked to contact the EA about the overgrown Willow tree

in Low Road, as it was in the land between two ditches, on a watercourse and therefore may come under their jurisdiction.

- 10.6 Street Furniture/Public Lavatories: To consider quote received for the sanding and re-varnishing of the bus stop seat: Deferred to next meeting.
- 10.7 Highways: It was reported that the grit bin next door to Gorniak McKenzie needed a lid, which would need to be requested from SCC Highways. There was also a new grit bin on Cross Green near the bungalows that needed to be included on the filling schedule by SCC Highways.
- 10.8 Debenham Library Project: Cllr R Blackwell reported that the recent opening event had gone very well.
- 10.9 Woodland:
- a) To consider correspondence received regarding ragwort: The correspondence received had been circulated to members and it was agreed that a meeting should be held with members of the Woodland Steering Group in order to work together towards a plan of action to deal with the issue .
 - b) To consider correspondence received regarding dogs not being on leads: It was agreed that suggestions put forward should be included in the meeting to be arranged. The current situation was that both Hoppit Wood and Hoppit Lake were already designated areas where dogs should be on a lead. This rule appeared to be habitually ignored because it was thought to be unrealistic and unfair. To force the rule to be followed would require draconian sanctions for offenders which would not be popular and would be difficult to police. As a compromise, members recommended asking the Woodland Steering Group to consider revisiting the “dogs on leads” restrictions to Hoppit Lake area only, which would leave Hoppit Wood unrestricted. Feedback received from dog walkers would indicate that this would be viewed as a fairer option and also easier to be observed.
- 10.10 Allotments: To note meeting date of November 2nd 2016 and agree starting time: the date was agreed and the starting time would be 7.30pm.
- 10.11 Youth Council- to receive report/proposals from Cllr M Loveridge and agree any actions: No formal decisions were reached but it was noted that it was important to make local youth inclusive in matters pertaining to Debenham.

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

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

13. 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 chairman’s urgent business.

14. To receive reports from councillors / requests for additions to the next agenda: It was reported that outside the High Street no 72 there was insufficient lighting and that a number of privately owned areas in Debenham were overgrown, obstructing street lighting, which should be cut back.

Councillors reporting overgrowth to send addresses to the Clerk.

It was noted that the Remembrance service would take place on November 11 and Cllr S Palframan would be in attendance as Chairman of the council.

Cllr F Winrow-Giffin asked that the issue of yellow lines was added to the next agenda.

15.Date of next meeting: November 21st 2016.

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.*

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

17.Matters pertaining to contracts- To receive recommendation from FAWG re tender documents and agree any further actions

18.Administrative matters raised since the last meeting

19.Neighbourhood Planning: To receive report and agree any actions not in the public domain at this stage

With no further matters to be transacted, the meeting ended at 10.35pm.

Signed: _____ Date: _____