

**Minutes of a meeting of the Debenham Parish Council held on Monday, 19<sup>th</sup> September 2016 at 7:30 at Dove Cottage, Debenham.**

**Present:** Cllr F Winrow-Giffin (Chairman), Cllr M Loveridge, Cllr R Blackwell, Cllr L Cockerton, Cllr A Cushion, Cllr J Baldwin, Cllr E Bowman, Cllr A Jones, Mrs D Bedwell (Clerk) and no members of the public. Mr S Soanes was present during a brief presentation under item 7.

- 1. Apologies for absence:** Apologies had been received (and were approved) from Cllrs S Palframan, J Feeney-Howells, S Phipps, G Helm and K Murray. Apologies had also been received from District Cllr K Guthrie and County Cllr M Hicks.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** Cllrs J Baldwin and A Jones declared a pecuniary interest on any matters pertaining to their allotment plots; Cllr L Cockerton declared a non-pecuniary interest on item 7; Cllr R Blackwell declared a non-pecuniary interest on item 12.7 and Cllr J Baldwin declared a non-pecuniary interest on item 18. Cllr F Winrow-Giffin declared a pecuniary interest on any matters pertaining to the grass cutting contract.
- 3. Reports**
  - 3.1 District Councillor's report: A report had been circulated to members ahead of the meeting.
  - 3.2 County Councillor's report: A report had been circulated to members ahead of the 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:* there were no members of the public present.

- 4. Contracts and Tenders-** To receive updates and agree any actions: *See confidential minutes.*
- 5. 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.
- 6. To approve the following minutes:** Ordinary meeting held August 15<sup>th</sup> 2016: It was resolved to approve the minutes as a true record of the meeting held.
- 7. Hogs Kiss planning application-** To receive and consider presentation from the developers: *Cllr L Cockerton declared a non-pecuniary interest.* A presentation was received from Mr Shaun Soanes, followed by a question and answer session, during which the following issues were raised:
  - The name of the proposed development was confusing as there was another area called Hogg's Kiss near the woodland and lakes. It should be made clear that this referred to the garden of Hogg's Kiss in Priory Lane.
  - Proposal was for 8 new dwellings, fourteen new parking bays were being proposed between all the houses, Coach House would have two separate parking spaces and some of the new dwellings would have garages. Although meeting planning guidelines, it appeared that in reality the parking provision would not be sufficient for the size of the development and could potentially affect the surrounding area.
  - A report funded by the developer had identified that a number of Chestnut trees were diseased and would need to be felled-this would need to be substantiated by the Tree

Officer at MSDC.

- The site was in a conservation area, where all trees were protected and well used as a habitat for wildlife, which was also protected. Development on the site would undoubtedly have an effect on both.
- The site was currently a garden space and planning policy was against such type of development.
- Consultation with neighbouring residents had already identified parking and traffic flow concerns, particularly as the access/exit point would become a “black-spot”. It was hoped that the consultation with SCC Highways would identify any ways of mitigation.
- Had alternative fuel solutions been considered by the developer?
- The local infrastructure of service provision (schools, doctors, etc) was already oversubscribed.

It was agreed that the Clerk would prepare a list of all the issues and concerns raised and send it to the developers for consideration.

## 8. Finance

8.1 To consider application for funding from the Debenham Swimming Pool Project: *Cllrs R Blackwell and M Loveridge declared a non-pecuniary interest*. It was resolved, as a good will gesture, to award £200 to the Debenham Swimming Pool project.

8.2 To approve accounts for payment and note bank balances: It was resolved to approve the accounts for payment, with the exception of item no 12, as follows:

### Payments PC:

1. Clerk salary September 2016	£1,059.24
2. HMRC tax and NI for September 2016	£500.55
3. Nest (Clerk’s pension-direct debit)	£17.52
4. Clerk’s expenses (BT, mileage, Q90th marquee-£275)	£379.84
5. Startafresh charges (August 2016)	£654.00
6. N Power wc’s (22.06.16 to 02.09.16)	£33.43
7. Itgen- website editor	£100.00
8. G Sillett (15.08 to 15.09.16)	£419.98
9. M Sillett (15.08 to 15.09.16)	£561.28
10.M Sillett (pest control x 10 visits)	<u>£350.00</u>
	<b>£911.28</b>
11.R Giffin (01.08.16 to 28.08.16)	£1,260.00
12.Suffolk Masonry Services (repairs to St Mary’s closed churchyard)	£3,617.84
13.MSDC play area inspections (August 2010)	£185.06

### Receipts:

1. Internment M Walker	£70.00
2. Precept-second half	£33,109.50

Further discussion ensued regarding item 12 and as a result the Clerk was asked to ask the DPCC for a copy of their up to date accounts and to circulate the most current legislation pertaining to closed churchyards.

8.3 To receive and approve the first quarter accounts (to 31 June 2016): It was resolved to approve the first quarter accounts.

8.4 To receive update on Internal and External Audit Reports and agree any amendments to the Annual Return: A brief update was received from the Clerk. It was approved to carry out the amendment to the Annual Return as advised by the External Auditor (value of public conveniences block to £1 nominal rather than insurance value).

**9. Administration:** To receive report from Cllr J Feeney-Howells, including proposals for consideration regarding communications processes within the parish council: Deferred to October. Members expressed their disappointment that this matter had already been deferred for a number of months and requested that a decision was made soon.

**10. Planning matters:** Cllr F Winrow-Giffin proposed that a recommendation for a suitable projector was asked of Cllr J Feeney Howells as previously agreed, so that this matter could be expedited at the next meeting, as a projector would be helpful when considering planning applications.

10.1 Applications received for recommendation to MSDC.

10.1.1 3583/16 16 Ipswich Road, Debenham- installation of replacement roof light with dormer windows on front elevation. Installation of new roof light on side elevation: It was resolved to recommend the approval of this planning application.

10.2 To note Approvals/Refusals:

10.2.1 2907/16 The Co-op, Chancery Lane- Display of 4 new signs including a projecting sign for the Post Office- Consent has been granted.

10.2.2 2975/16 Debenham Leisure Centre- erection of children's play equipment: Planning permission granted

10.2.3 Planning Correspondence, including any new correspondence pertaining to "The Butts Development Proposals". No further correspondence had been received on this matter. The appeals decision for The Angell Inn had been circulated to members ahead of the meeting.

**11. Clerk's action list**, including to agree dates for bespoke councilor training: The dates agreed were 18<sup>th</sup> and 25<sup>th</sup> October between 6pm and 9pm. Clerk to make the necessary arrangements.

Cllr L Cockerton was asked to re-circulate the list of Q90th charity payments as Cllr S Palframan still had some payments to be sent to the respective charities.

The Clerk was asked to circulate an e-mail to all members asking for volunteers to come forward to attend a possible planning committee meeting.

The next litter pick would be taking place on October 14<sup>th</sup> (10am to 12noon).

The Clerk asked Cllr R Blackwell to arrange a meeting with Mr P Carter as he wished to report a number of highways/Environment Agency items.

The clerk was also asked to add the Recreation Ground shed to the next agenda.

## **12. Committees and working groups' reports:**

### **12.1 Cemetery Committee:**

12.1.1 To consider recommendations received, including:

a) To receive report and proposals from Cllr R Blackwell re statutory responsibility for structural repairs within the closed churchyard: A report had been circulated to members ahead of the meeting, for which Cllr R Blackwell was thanked. It was resolved to approve option D To *“Accept the situation as it is, (historic maintenance suggests we have already) and carry on managing the churchyard as now”*. Cllr R Blackwell as asked to seek a third quote for works proposed to other areas of the boundary wall and to ascertain when the works to the boundary wall at the rear of Lantern House would be carried out.

a) To consider quotes for the repairs to the wall in the closed churchyard: Deferred.

### **12.2 Neighbourhood Planning Committee- deferred to October**

12.3 Website, including to note changes to One Suffolk website provision and additional cost of £50 a year: It was resolved to approve the annual payment of £50.

12.4 Trees and Greens, including incidents reported on Aspell Road and signage update: A brief report was received from Cllr F Winrow-Giffin to address a recent e-mail circulated by Cllr J Feeney-Howells, the nature of which had been found to be erroneous and unacceptable with regards to any parish councillor. It was suggested that for future reference, should a councillor have any queries with regards to historic decisions made by the parish council, this could be verified and resolved via communication with the Clerk.

In late 2014, former Cllr D Hughes, Cllr F Winrow-Giffin and Cllr L Cockerton had attended a meeting with Prettys Solicitors in order to address a number of issues in Debenham pertaining to misuse of green spaces, boundary disputes and unlawful access creation. As a recommendation from Prettys, a number of “No parking on greens” signs had been commissioned and approved by the Parish Council. These signs were intended to act as a deterrent and be moveable. Three of these signs had been manufactured but unfortunately one had been stolen.

Recently an incident had occurred with one of these signs on the Aspell Road green, therefore members agreed that such signs should be placed around the village and moved every now and then, to areas where incidents were observed or reported, so as to ensure that no individual resident felt victimised. It was also suggested that a note to the effect was included on the parish magazine and the website.

The clerk was also asked to look into the relevant by-laws for further consideration, as that would allow the police to enforce any legislation. The Clerk was also asked to organise a meeting of the greens working group for November.

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

12.6 Highways: There had been an incident recently where unattended red lights on Gracechurch Street over a week-end, near a new build, had got locked up and caused problems with the traffic. The clerk was asked to make enquiries about this matter.

- 12.7 Debenham Library Project: Cllr R Blackwell reported that the official opening would be taking place this coming Thursday. Cllr F Winrow-Giffin reported that there did not appear to be any parking for visitors and staff on site and this was a concern.
- 12.8 Woodland: To note minutes of meeting held 5/09/2016: The minutes had been circulated and the Clerk reported that minor adjustments had been carried out on the two points that she had raised. The Steering Group was aware of ragwort issues and was addressing it in a number of ways, which including pulling it, using selective herbicide and cutting it back.
- 12.9 Allotments: To consider allotment plot prices for 2017/2018: *Cllrs J Baldwin and A Jones left the room due to declaration of pecuniary interest.* It was resolved not to increase the allotment rents for 2017/2018. *Cllrs J Baldwin and A Jones returned to the meeting.*

**13. Suspension of Standing Orders** - Meeting open to the Public for 5 minutes- No public present.

**14. To note correspondence including:** All correspondence had been circulated to members ahead of the meeting or been included on the agenda for consideration. It was agreed that correspondence, including electronic, would not be circulated by the clerk or other councillors (unless it was of an emergency nature) to members after 5pm on the Friday before a meeting, as members were unable to read any such correspondence and prepare for the meeting on the following Monday.

**15. Chair's urgent business:** any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: A payment of £40 for refreshments for the litter pick in October was proposed and agreed by members unanimously.

**16. To receive reports from councillors / requests for additions to the next agenda:** Cllr J Baldwin reported that a Chancery Lane resident had informed her that the river bed was overgrown and needed to be maintained- the Clerk was asked to chase the Environment Agency in order for any such works to be carried out before the Winter.

Cllr R Blackwell added the bank in Water Lane to the areas of concern to report to SCC Highways.

Cllr L Cockerton asked why the street lights at The Meadows remained switched on after midnight, unlike those on the High Street. Cllr J Baldwin said that it was because those lights were on a footpath going through a green area, which were the only ones allowed to remain on. The Clerk was asked to add to the next agenda a consideration as to whether a request should be made for some street light to be left on later than midnight.

The Clerk updated members on the cleaning of the Millennium Gates at the Cemetery, which would soon be carried out by Mr and Mrs Sillett.

Cllr E Bowman asked if the narrow section of path between the Woolpack and the doctor's surgery could be widened and the Clerk informed members that any widening of the path would affect the width of the carriageway and would not be an option. It was noted that the overgrowth of some of the hedges was making access even more difficult.

Cllr M Loveridge asked for an item to be added to the next agenda- Youth Council.

Cllr F Winrow-Giffin asked for an item to be added to the next agenda- Recreation Ground, due to a number of recent incidents.

**17.Date of next meeting:** October 10<sup>th</sup> (FAWG), October 17<sup>th</sup> (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.*

**18.Youth Provision- Skatepark-** To receive update and agree any actions: An update had already been received earlier in the meeting and there were no further matters to report. After years of hard work by Project D, the Parish Council Skatepark Working Group, the District Councillor and the Debenham Leisure Centre Trustees, the council was extremely disappointed that Lawrence Homes, although being involved throughout, have now made it impossible to proceed with the skatepark at the identified site on their land. The young people of Debenham have yet again been let down, but the Parish Council continues to be positive that a suitable site will be identified in the future.

**19.Matters pertaining to contracts-** To receive update and agree any further actions: This item had already been discussed and agreed under item no. 4.

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_