

Minutes of a meeting of the Debenham Parish Council held on Monday, 20th June 2016 at 7:30 at Dove Cottage, Debenham.

Present: Cllr S Palframan (Chairman), Cllr F Winrow-Giffin (Vice-Chairman), Cllr R Blackwell, Cllr L Cockerton, Cllr A Cushion, Cllr J Baldwin, Cllr G Helm, Cllr M Loveridge, Cllr E Bowman, Cllr K Murray, Cllr A Jones, County Cllr M Hicks, Mrs D Bedwell (Clerk) and no members of the public.

- 1. Apologies for absence:** Apologies had been received (and were approved) from Cllr S Phipps and J Feeney-Howells.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** Cllr J Baldwin declared a pecuniary interest on any matters pertaining to her allotment plot and no-pecuniary on matters pertaining to the skatepark; Cllr F Winrow-Giffins declared a pecuniary interest on matters pertaining to the grass cutting.
- 3. Reports**
 - 3.1 District Councillor's report: A District Cllr report was not available.
 - 3.2 County Councillor's report: County Cllr M Hicks gave members a verbal report.
- 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.
- 5. To approve Minutes of the meeting held May 16th 2016:** Subject to a minor correction, 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:

6.1.1 _ Clerk salary June 2016	£1,256.70
6.1.2 HMRC tax and NI for June 2016	£310.80
6.1.3 Clerk's expenses (backdated bt internet, phone line, subsistence, new laptop)	£1,942.57
6.1.4 Startafresh charges (May 2016)	£692.86
6.1.5 Itgen- website editor	£100.00
6.1.6 M Sillett (street warden-16.05.16 to 14.06.16)	£585.24
6.1.7 G Sillett (street warden-16.05.16 to 17.06.16)	£419.98
6.1.8 M Sillet (pest control and paint for the Millennium gates)	£148.47
6.1.9 S Aldous (new bin lids)	£362.00
6.1.10 R Giffin (09.05.16 to 05.06.16)	£1,285.00
6.1.11 MSDC non-domestic rates (cemetery)	£118.58
6.1.12 AON Insurance policy	£2,121.48
6.1.13 N Power (03.03.16 to 06.06.16-public conveniences)	£223.56

Queen's Birthday event:

6.1.14 Tuddenham Press (invitations)	£38.40
6.1.15 DLC)hire of tables and chairs)	£152.50

6.1.16	Bespoke Marquees	£275.00
6.1.17	St John's ambulance	£173.88
6.1.18	Karzees (disabled toilet)	£144.00
6.1.19	Vanilla Bakehouse	£287.65
6.1.20	Josh Mellor (music and PA)	£150.00
6.1.21	Jazz Galore	£300.00
6.1.22	Mr Josh Mellor	£100.00

Paid in advance by L Cockerton, reimbursed from takings:

6.1.23	Bunting	£285.37
6.1.24	Envelopes	£4.69
6.1.25	Banqueting Roll	£29.50
6.1.26	Table clips	£12.00

Paid in advance by F Winrow-Giffin, reimbursed from takings:

6.1.27	Laminated signs	£22.90
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Payments from the Woodland account:

6.1.28	K Voller (bench, cement, screws)	£67.90
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Receipts:

6.1.29	Memorial	£116.00
6.1.30	Internment	£210.00
3.1.31	Balance from Street Party	£100.54

6.2 To review the insurance policy renewal: Deferred.

6.3 To receive the third quarter accounts (to 31 December 2015): The RBS accounts software system did not allow reports to be printed for a date range and this had meant that the Clerk had been unable to produce such a report for the third quarter after she had carried out the year end process. T was agreed that no further action was needed at this point, as the accounts had been finalised and members would be able to see the figures that way.

6.4 To consider and approve the annual accounts for year ended 31 March 2016: It was resolved to approve the accounts for the year ended 31 March 2016, including the Asset Register, with an amendment to be made to the valuation of the public conveniences block.

6.5 To consider and approve the Annual Return for year ended 31 March 2016: It was resolved to approve the Annual Return for the year ended 31 March 2016.

6.6 To consider application for funding from the Debenham High School for a new bus: Deferred. Members agreed that they would put together a definitive list of all the queries raised on this matter and that Cllrs J Baldwin, F Winrow-Giffin and K Murray would meet with members of the School to discuss them.

7. Planning matters

7.1 Applications received for recommendation to MSDC:

7.1.1 2169/16 75-77 High Street- Erection of two storey side extension, erection of 3 bay cartlodge

with storage above: It was resolved to recommend the approval of this planning application with a caveat that appropriate, sympathetic materials were used.

7.1.2 1970/16 68 Gardeners Road- Erection of a two storey rear extension: It was resolved to recommend the approval of this planning application.

7.2 To note Approvals/Refusals:

7.2.1 1899/16 12 Harris Court- Erection of single storey front extension and side canopy roof- planning permission granted.

7.2.2 1857/15 Grange Farm, Stowmarket Road- Installation of 1no. Rooflight to rear roof slope, reinstatement of mullion window to rear following removal of render. Erection of porch canopy to rear- listed building consent granted.

7.3 Planning Correspondence:

7.3.1 Community Right to Bid- acceptance of nomination for the Woolpack, no. 49 High Street, Debenham.

7.3.2 The Angel Inn, 5 High Street- Appeal A and Appeal B- Both allowed.

8. Administration

8.1 To receive update on IT matters and agree actions (including new e-mail addresses): Deferred to the next meeting.

8.2 To receive letter from Mr and Mrs M Sillett regarding the street cleaning contract and agree any actions: Mr and Mrs Sillett had been disappointed to find out that the current contracts for litter picking, grass cutting and toilet cleaning would be put out to tender in October. They had carried out their roles for the past sixteen years, had received Community Awards and did not feel that it was fair that their financial position could be compromised and may become uncertain in the future. It was felt that the Parish Council, as custodian of the public funds acquired via the precept, had to be seen to act fairly and in a transparent manner and this included the responsibility of seeking best value for money and this was in no way a reflection of the work carried out by the contractors. In fact, the Parish Council felt indebted to the contractors who had served the Council for years and had consistently done their work to a high standard.

Cllr F Winrow-Giffin stated that historically the Parish Council had only put contracts out to tender when any issues had been raised and that this recent decision had come as a shock to Mr and Mrs Sillett. In addition, the rate they currently charged the Council was extremely competitive, so it was very likely that the Council was already getting value for money.

Cllr M Loveridge added that on this occasion it appeared that Mr and Mrs Sillett's feelings and reaction could be attributed to a communication issue and that it may be helpful if two members of the Council were to meet with Mr and Mrs Sillett in order to explain the Parish Council's position.

Cllr A Cushion advised members that the focus could be placed on the fact that the decision Recently regarding tenders also meant that there was a longer period of security, three years, whereas at present contracts were reviewed every year.

It was agreed that Cllrs M Loveridge and S Palframan would meet with Mr and Mrs Sillett.

8.3 To agree new date for the Parish Surgery: It was agreed for it to be held on Wednesday 13th July.

8.4 To agree appointment of a Noticeboard Officer (to update information displayed on the Noticeboard): It was agreed to appoint Cllr A Jones.

9. Clerk's action list: The Clerk's Action List was noted by members.

10. Committees and working groups' reports:

- 10.1 Cemetery- including to agree date for the next meeting: It was agreed that the next Cemetery Committee meeting would take place on Wednesday August 3rd 2016 at 10.30am.
- 10.2 Queen's 90th Birthday Working Group-To receive report: A report, including financial details, had been circulated to members. Members agreed that funds raised should be divided between six local charities and the leftover budget should be placed in a reserve account and used for the following year's Debenham Street Fayre. Members commented on what a successful event it had been and the very positive feedback received, in particular from the VIP guests.
- 10.3 Neighbourhood Planning Committee: A brief report was received from Cllr S Palframan. The next Working Group meeting would be taking place on June 7th 2016.
- 10.4 Website- including the publishing of meeting dates: A report had been circulated to members. It was agreed that the next agenda should have an item for consideration , including the appointment of a Cllr who would replace a former Councillor's role as liaison with Mr B Woods.
- 10.5 Trees and Greens, including dog fouling campaign: A report had been circulated by Cllr M Loveridge, which included a number of recommendations that were approved by members. Cllr R Blackwell asked if the street signs could be cleaned by the volunteers on the next Litter Picking event.
- 10.6 Street Furniture/Public Lavatories: It was reported that the Startafresh representative had been extremely supportive of the Q90th event, had kept the conveniences well cleaned and supplied and opened longer. Cllr E Bowman asked if the Council would consider replacing the wooden seat at the bus Stop nr Water Lane, therefore the Clerk was asked to seek three quotes for consideration at a future meeting.
- 10.7 Street Lighting: The Clerk informed members that the person who had initialled dealt with the order for new street lights was no longer at SCC and that her replacement had been contacted in order for an update to be received.
- 10.8 Highways- to consider response to complaint regarding parking near Coopersfield: Members agreed that no further action was needed and that any such matter would be the responsibility of the Police and Highways to enforce. Clerk to inform resident who originally contacted the Council.
- 10.9 Swimming Pool Project: A brief update was received from Cllr S Palframan.
- 10.10 Debenham Library Project: Cllr R Blackwell reported that the facility at Cross Green was

now closed and that the new venue at the Primary School should open the following week. Members expressed some concerns regarding the parking arrangements during the library's opening hours.

10.11 Woodland: There were no matters to report.

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. Date of next meeting: July 18th (Ordinary PC meeting), July 11th (FAWG)

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: A brief report was received from Cllr R Blackwell.

With no further matters to be transacted, the meeting ended at 9.30pm.

Signed: _____ Date: _____