

Minutes of a meeting of the Debenham Parish Council held on Monday, 21st November 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 S Phipps, Cllr G Helm, Cllr J Feeney-Howells, Cllr J Baldwin, Cllr A Jones, Cllr E Bowman, Mrs D Bedwell (Clerk) and District Cllr K Guthrie.

1. Apologies for absence: Apologies had 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 pecuniary interest on any matters pertaining to her allotment plot and Cllr F Winrow-Giffins declared a pecuniary interest on any matters pertaining to grass cutting.

3. Reports

3.1 District Councillor's report: The District Cllr's report had been circulated to members ahead of the meeting and was updated by District Cllr K Guthrie.

3.2 County Councillor's report: Cllr M Hicks' 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-* There were no members of the public present.

5. Neighbourhood Plan: A report was received from Cllr S Palframan, following the Steering Group meeting held the previous week. A number of recommendations were made for amendments to the current draft document, which would be carried out in due course, before the wider public consultation process took place.

6. To approve the following minutes: Ordinary meeting held October 17th 2016: It was resolved to approve the minutes as a true record of the meeting held.

7. To consider request from the Woodland Steering Group to amend the minutes of 19 September 2016 (item 12.8): It was resolved to approve the request from the Woodland Steering Group and the minutes would be amended accordingly.

8. Finance

8.1 DLC fireworks event and funding- update: A brief report was received from Cllr M Loveridge with regards to the Fireworks event recently held at the Debenham Leisure Centre. It was agreed that the funds agreed by the Council should be retained by the DLC and that an invoice for the cost of the fireworks was sent to the parish council to be attached to the funding application.

8.1 To ratify the approval of funding the Royal British Legion Remembrance Wreath: It was resolved to approve the payment of the RBL Wreath under the S137 Power of Expenditure. It was also suggested that Cllr S Palframan would look into the provision of a different, slightly better wreath next year.

8.2 To consider and approve accounts for payment: It was resolved to approve the following accounts for payment and receipts:

Payments PC:

1. Clerk salary November 2016	£1,059.24
2. HMRC tax and NI for November 2016	£500.55
3. Nest (Clerk's pension-direct debit)	£17.52
4. Clerk's expenses	£94.40
5. Startafresh charges (October 2016)	£654.00
6. Itgen- website editor	£100.00
7. G Sillett (17.10.16 to 18.11.16)	£443.94
8. M Sillett (17.10.16 to 18.11.16)	£443.53
9. R Giffin (26.09.16 to 30.10.16)	£1,575.00
10. Mr P Mason (Clock winding March to September 2016)	£250.00
11. Smiths of Derby (annual service)	£225.60
12. BDO- External Audit	£360.00
13. Open Spaces annual subscription	£45.00
14. Anglian Water (allotments)	£124.48
15. Mrs J Walton (litter pick sundries)	£32.95
16. Glasdon (Woodland Steering Group)	£692.47

Receipts:

1. Plot 3	£20.63
2. Plot 48	£31.20
3. Plot 45	£36.15
4. Plot 9	£31.20
5. Plot 27	£32.40
6. Plot 46	£19.95
7. Plot 38	£38.70
8. Plot 7	£48.99
9. Plots 26 and 33	£118.42
10. Plots 15 and 16	£125.04
11. Plot 11	£13.20
12. Plot 34	£40.22
13. Plot 32	£58.56
14. Plot 23	£26.77
15. Plot 50	£31.20
16. Plot 48	£38.70
17. Plot 8	£41.16
18. Plots 30 and 31	£66.60
19. Plot 53	£19.95
20. Plot 2	£21.68
21. Plot 49	£38.70
22. Plot 12	£19.20

8.3 To make initial considerations about the budget and precept for 2017/2018: Members of Committees and Working Groups were asked to forward to the Clerk any budgetary needs for the

next financial year so that they could be included in the draft budget document, which was due to be reviewed at the FAWG on the 28th of November.

9. Administration:

9.1 Communications processes within the parish council- to receive update: Deferred.

9.2 To consider and approve the revised Complaints Procedure, Complaints Committee membership and Complaints Appeal Committee membership: It was resolved to approve the revised Complaints Procedure. The new Complaints Committee would be formed by Cllrs J Baldwin, G Helm and S Phipps and the Complaints Appeal Committee by Cllrs M Loveridge, A Cushion, J Feeney-Howells and R Blackwell.

9.3 To consider Mr S Deeley's proposal to carry out occasional pest control for the council: It was resolved to approve Mr S Deeley's offer of free occasional pest control in areas under the responsibility of the Parish Council. There were certain procedures that Mr S Deeley would need to follow in accordance with the Council's Policy and legal requirements but once this was established Mr S Deeley would be able to commence.

10. Planning matters

10.1 Applications received for recommendation to MSDC:

10.1.1 4483/16 10 Cross Green- Installation of velux window- It was resolved to recommend the approval of this planning application.

10.2 To note Approvals/Refusals:

10.1.1 3583/16 16 Ipswich Road- Installation of replacement roof light with dormer windows on front elevation and installation of new roof light on side- Planning Permission Granted

10.1.2 3748/16 10 High Street- Removal of condition 3 and condition 4 following granted of listed building consent- Planning Permission Granted

10.1.3 2169/16 75-77 High Street- erection of two storey side extension- Planning Permission Refused

10.3 Planning Correspondence: 51 Chancery Lane Enforcement ref EN/15/00051- Condition 7 discharged and enforcement investigation closed.

11. Clerk's action list: Deferred to the next meeting. The Clerk was asked to add to it the provision of an updated Councillor list which would be displayed on the village noticeboard.

12. Committees and working groups' reports:

12.1 Cemetery Committee:

- a) To consider quote for the replacement of railings or alternative gate entrance at the cemetery following removal by third party of existing railings: Deferred pending receipt of quote.

12.2 Allotment Committee:

- a) To note minutes of meeting held 2nd November 2016: Noted.
- b) To consider recommendations received: A recommendation had been made to give notice to two tenants due to breach of Allotment Rules and Tenancy Agreement. This was approved by members.

12.3 Website: Including- to consider whether to continue subscribing to Survey Monkey and approve expenditure: It was resolved to continue the subscription for another year and review it next November.

12.4 Play areas:

- a) Parish Council shed at the Recreation Ground-to consider actions: Members discussed the possibility of using the shed as a storage facility for emergency measures/supplies such as sand bags, flood signs, road traffic cones and other emergency items. There was a need to have an up to date Debenham Emergency Plan and Cllrs S Phipps and A Cushion agreed to head the project. It was noted that a local resident had showed an interest in the past in getting involved with such a project and it was agreed that the Clerk would ask this resident if they wished to join the group.
- b) To consider quote for the installation of a small fence next to the gates: A quote had been received but it was agreed to ask for a further quote before a decision could be made. The decision was delegated to the Clerk and a ceiling expenditure figure was agreed.

12.5 Trees and Greens: A brief report was received from Cllr S Phipps.

12.6 Street Furniture/Public Lavatories:

- a) To consider quote received for the sanding and re-varnishing of the bus stop seat: It was resolved that the quote would not be accepted as Cllr M Loveridge volunteered to do the work free of charge.
- b) To consider the placement of a waste bin at the junction of Henniker Road and Gracechurch Street: It was resolved to purchase a suitable bin for this location and the Clerk was given the delegated power and a ceiling expenditure figure to make the necessary arrangements. Should the amount agreed not be sufficient, the matter was to return to the Council for consideration.
- c) To consider the purchase of a replacement grit bin for Cross Green (part funded by district Cllr M Hicks): The same resolution as in the previous item of this agenda was approved by members. There would however be a fifty per cent contribution from Cllr M Hicks, for which the Council was most thankful.

12.7 Highways: Including to consider request from resident to address green spaces that regularly have vehicles parked on them, including the placement of "No parking" signs: A number of problem spots were identified and it was agreed that the two remaining "No Parking" signs should be deployed to each end of Andrews Close and Lock Close. It was also resolved to commission a further six signs from Haven Graphics (Cllr F Winrow-Giffin to action). It was reported that the "Disabled parking" signs had been removed from outside the old library and

members asked if these could be re-instated. Clerk to action.

12.8 Debenham Library Project: As the library was now up and running, it was suggested that it no longer needed to feature on the agenda.

12.9 Woodland:

- a) To receive minutes of the meeting held 7th November 2016 and notes of PC representative in attendance: The minutes had been circulated to members ahead of the meeting and a brief report from Cllr J Baldwin was also received (written notes circulated). The Group had made a suggestion with regards to the soon to be publicised "invitation of interest" for the agricultural holding land, and this was to add a line about motorized access. Cllr A Cushion spoke about the concerns raised by a local resident who had already spent a considerable amount of money in trying to eradicate Ragwort. The Clerk was asked to forward the e-mail from Natural England and also the one from Mr H Simpson on this matter to Cllr A Cushion.

It was noted that as the land owner, the Parish Council was ultimately responsible for any issues, including Ragwort and that the Woodland Group may need additional support in combating the existing problem. It was agreed that the Clerk would let the Group know that the Parish Council was aware of this issue and was happy to support their efforts.

- b) To receive update and agree any actions, including request to carry out remedial works on the Hogskiss path: Update included on the minutes of the Group's last meeting.

13. Christmas celebrations: To receive update and consider any requests received: A number of councillor volunteers put their name forward to help with the decoration of the Christmas trees, which had already been ordered by the Clerk. Cllr J Feeney-Howells would be pat testing the lights and Cllr F Winrow-Giffin had purchased the additional lights.

14. Bin emptying: To approve contract with Mid Suffolk District Council for the emptying of dog waste bins and approve expenditure: A number of issues were raised at this point which, due to their nature, will be included in the confidential section. It was resolved to approve the emptying of a number of bins by MSDC until further notice, ie, the receipt of new tenders for the contract of litter picking. It was also agreed that the contract should separate the element of bin emptying in order to be more inclusive. It was agreed that Cllr S Palframan and the Clerk would organise a meeting with the current contractors in the next few days.

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

16. To note correspondence including: All correspondence had been 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 Chairman's urgent business.

18. To receive reports from councillors / requests for additions to the next agenda: Cllr E Bowman was disappointed that there would be no pantomime this year by the Debenham Players, which was a feeling shared by remaining members. However this was due to reasons beyond the Player's control. It was hoped a solution could be found in the future.

It was noted that the lamp post hit by a skip truck outside the antiques shop was yet to be repaired. Clerk to make enquiries.

The recommendations recently e-mailed to members by Cllr J Feeney-Howells for the purchase of a projector were discussed. Cllr J Baldwin asked if the possibility of using the library as an alternative venue for meetings had been explored but Cllr R Blackwell replied that the equipment was not yet available. It was agreed that Salc should be asked for their advice and recommendations on what projector would be more suitable.

The Clerk was asked to organise a meeting of the Greens Working Group in the new year and to circulate information about by-laws.

Cllr J Feeney-Howells reported that the street lighting in the area near the Cherry Tree, where there is a crossing point near the river, was not adequate and asked for the matter to be added to the next agenda.

Cllr S Phipps reported that he had cleared the ditch at the Allotments Lane but that the footpaths had apparently become subsumed by the tenants. Cllr F Winrow-Giffin stated that she would soon be checking the footpaths and would look into it.

Cllr A Cushion informed members that Mr P Carter was trying to put together a CD of village history and would benefit from some help. He would therefore like to ask that this matter was formally considered at the next pc meeting.

It was reported that the street light near no 6 Lock Close was being obscured by the overhanging branches of a tree.

19. Date of next meeting: December 12th 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*

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

21. Matters pertaining to contracts

21.1 To receive recommendation from FAWG and approve the new tender documents and contract specifications

21.2 To receive updates on current contracts

22. To consider administrative matters of a confidential nature raised since the last meeting and agree any actions

With no further matters to be transacted, the meeting ended at 10.20pm.

Signed: _____ Date: _____