

Minutes of a meeting of the Debenham Parish Council held on Monday, 20th March 2017 at 7:30 at Dove Cottage, Debenham.

Present: Cllr S Palframan (Chairman), Cllr F Winrow-Giffin (Vice-chair), Cllr R Blackwell, Cllr A Cushion, Cllr J Baldwin, Cllr K Murray (left meeting at 9:00pm), Cllr G Helm, Cllr L Cockerton, Cllr M Loveridge, Cllr J Feeney-Howells, Cllr E Bowman, Mrs D Bedwell (Clerk) and two members of the public.

1. Apologies for absence: Apologies had been received (and were approved) from Cllrs S Phipps and A Jones. 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: Cllr J Baldwin declared a non-pecuniary interest on Skatepark matters and a pecuniary interest on matters pertaining to her allotment plot; Cllr F Winrow-Giffin declared a pecuniary interest on 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.

4. Suspension of standing orders: Meeting open for 5 minutes to allow members of the public to speak: Meeting open- Mrs Clare Sheehan referred to the two trees that had been removed from Water Lane some two years previously and that she believed they were supposed to be replaced with new trees. However, the trees had been removed because they had a fungal infection, which could still be present in the ground. It was suggested that this proposal was included in Cllr S Phipps scheme for consideration at a future meeting.

Mrs C Sheehan left the meeting at 7.35pm.

5. To approve the following minutes: Ordinary meeting held 20th February 2017: It was resolved to approve the minutes as a true record of the meeting held.

6. Finance:

6.1 To consider funding application from the Woodland Group towards a wooden sculpture to celebrate the Queen Sapphire Jubilee: Deferred to the next meeting.

6.2 To consider application for funding from the Sir Robert Hitcham School for siting a defibrillator externally on the school building: Deferred to the next meeting as further information was needed.

6.3 To consider and approve accounts for payment and note bank balances: It was resolved to approve the accounts for payment, as follows:

1. Clerk salary March 2017	£1,115.84
2. HMRC tax and NI for March 2017	£443.95
3. Nest (Clerk's pension-direct debit)	£17.52
4. Startafresh charges (February 2017)	£654.00
5. Itgen- website editor	£100.00
6. G Sillett (20.02.17 to 31.03.17)	£612.71
7. M Sillett (20.02.17 to 31.03.17)	£502.40

8. Mrs V Waspe (skatepark storage charges Sept. 2015-March 2017)	£950.00
9. Haven Graphics (no parking signs)	£252.00
10.MSDC (cemetery rates)	£127.00
11.MSDC (wc rates £438.04- relief applied)	£0.00
12.Mr P Mason (St Mary's clock winding Sept 2016 to March 2017)	£250.00
13.SCC (street lighting and maintenance)	£5,002.98
14.Cllr F Winrow-Giffin (land registry searches)	£3.00
15.Mr R Giffin (grass cutting 01.01.17 to 12.03.17)	£173.00
16.N Power (energy supply wc's 27.11.16 to 03.03.17) Direct Debit	£86.64
17. David Bracey play inspections 2017	£120.00

6.4 Completion of new bank mandate forms: Some initial details were taken from signatories present at the end of the meeting and further information would be sent at a later date for the completion of the new bank mandate.

6.5 To consider whether to increase the ceiling budget for the purchase of a projector: Two proposals had been circulated by Cllr J Feeney-Howells and it was resolved to increase the budget to £1,038.96, therefore selecting Option A (projector and screen) to be purchased. Clerk to action.

7. Administration:

7.1 To review and approve the following documents:

- 7.1.1 Financial Risk Assessment
- 7.1.2 Standing Orders
- 7.1.3 Financial Regulations
- 7.1.4 Statement of Internal Controls
- 7.1.5 General Risk Assessment (including to note the play areas annual inspection and recommendations)
- 7.1.6 FOI Model Publication Scheme
- 7.1.7 Electronic Communications Policy
- 7.1.8 Village Greens Policy
- 7.1.9 Employment Committee Terms of Reference: It was resolved to approve documents 7.1.1 to 7.1.9 subject to the amendments recommended by members.
- 7.1.10 To note that the Parish Council adopted the Suffolk Standards Code in June 2012 and continues to do so: Noted by members.

7.2 Communications processes within the parish council- to receive update: A brief report had been circulated to members by Cllr J Feeney-Howells: The VOIP trial was subject to the Parish Council owning a debit card, which would be investigated by the Clerk-deferred for a further month; Projector and screen- purchase agreed under previous item on the agenda; Discussion Forum- use of "slack" application on an initial trial basis agreed (free trial version); Google Calendar could be set up by the Clerk and subscribed to by interested members (Clerk to liaise with Cllr J Feeney-Howells).

8. Planning matters

8.1 Applications received for recommendation to MSDC:

- 8.1.1 0962/17 38 High Street- Insertion of no. 2 windows to rebuilt West elevation- It was resolved to recommend the approval of this planning application.
- 8.1.2 0906/17 Old Hall Farm, Roamwood Green Lane- Conversion of outbuilding into annex accommodation- It was resolved to recommend the approval of this planning application.
- 8.1.3 0808/17 21 Gracechurch Street- Erection of a single storey rear extension- It was resolved to

recommend the approval of this planning application.

8.2 To note Approvals/Refusals:

8.2.1 0464/17 Hill Top Barn, Aspall Road: retention of outbuilding- Planning Permission Granted

8.3 Planning Correspondence: District Cllr K Guthrie had reported that planning application 0030/17 (The Butts, Debenham) would be going to Committee.

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

10. **Committees and working groups' reports:** To consider any actions needed:

10.1 Cemetery: To agree meeting date: It was resolved to hold the next Cemetery Committee meeting on Wednesday 26th April 2017 at 10.30am. Clerk to make the necessary arrangements.

10.2 Website: A report had been circulated to members ahead of the meeting.

10.3 Play areas, including:

10.3.1 To consider quote for re-painting the Recreation Ground car park lines: Clerk to request further quotes for consideration.

10.3.2 To approve letter to be sent to residents from Aspall Road with rear boundaries with the Recreation Ground car park: It was agreed not to send the letter for the time being until further discussion had taken place. Matter to be added to a future agenda for discussion.

10.3.3 To receive and consider the play areas annual inspection: The play areas inspections had been circulated to members ahead of the meeting and the items raised would be considered in more detail at the May meeting. No items had been raised which needed immediate attention.

10.4 Skatepark: It was resolved that the existing skatepark ramps should be disposed of. Clerk to approach Mr Waspe and ask if he would be prepared to dispose of the ramps and keep the "scrap" value as payment for the removal and disposal costs.

10.5 Trees and Greens: To receive and consider proposals from Cllr S Phipps: Deferred to the next meeting. Members raised the matter of the planting of a replacement tree and hedging around the BT box on Cross Green. Cllrs J Feeney-Howells and A Cushion volunteered to help and would be liaising with Cllr S Phipps on the matter.

10.6 Street Furniture/Public Lavatories: The Clerk updated members on the replacement fencing at the Cemetery and repositioning of a bin on Gracechurch Street. The Clerk would be contacting Bloomfields further in order to find out when such works were likely to take place.

10.7 Highways: The Clerk had circulated to members correspondence that had initially been considered in 2013 regarding the parking situation at Lock Close. It now appeared that the area in question did belong to the Parish Council (not SCC Highways as initially thought) and that a parking bay may be created with the help of a local resident who was willing to do the work, providing the Parish Council made a contribution towards the materials. It was agreed that further enquiries would need to be made in order for this option to be considered at a future meeting.

10.8 Woodland: Members made brief reference to the wood chipping recently spread on the bridleway and feedback received from neighbouring residents.

10.9 Street lighting: The Parish council had recently been informed that a new street light column had been installed on land belonging to a local resident, which had incorrectly been assumed to belong to SCC Highways. This matter was currently being investigated by the Street Lights team.

Further updates were requested regarding the new street light column near 45 Great Back Lane and opposite the Debenham Dentist, 76 High Street. Clerk to request updates from SCC.

10.10 Neighbourhood Plan: a brief update was received from Cllr S Palframan.

11. Debenham History: To consider funding the purchase of a new computer: A brief report was received from Cllr A Cushion. Cllr J Feeney-Howells did not seem to think that a new pc would be needed as he was in the process of repairing the existing one.

12. Osier Project: To receive report from Cllr S Phipps: Deferred.

13. Community Emergency Plan: Update: A brief report was received from Cllr A Cushion.

14. Councillor support: To receive advice received from Salc and the Monitoring Officer: Following recent enquiries, the Clerk informed members that any threatening behaviour from members of the public towards Councillors should be treated as a criminal matter and reported to the police, as there were no specific guidelines as to how such incidents should be dealt with by Councillors from the Monitoring Officer or Salc. As a safety measure, members should always adhere to Standing Orders and carry out any public visits/checks or inspections in pairs rather than on their own. Only members approved by Council should represent the Council at public events.

15. Suspension of Standing Orders: Meeting open to the Public for 5 minutes- There were no comments from the public.

16. To note correspondence including: All correspondence had been circulated to members ahead of the meeting or had been included on the agenda for consideration. A further letter was read to members and it requested permission for a charity event on the Village Green, for which permission was granted.

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 J Baldwin reported that she had received comments about the village Noticeboard and how it was in need of being updated and cleaned. The Clerk suggested that she would give it a good clear out the next time she was in Debenham.

Members commented on the difficulties experienced when accessing the new MSDC website.

Cllr M Loveridge reported on the fast approaching litter pick event and the funds needed for the production of fliers (£200) and sundries (£40). Although items of expenditure should always be included on the agenda for consideration, due to the short notice members agreed that on this occasion this expenditure would be approved under Clerks Emergency Expenditure Powers, for ratification at the next meeting.

Cllr A Cushion mentioned a notification he had recently received about a funding fayre at Medfield and how it may be helpful to have those details on the Parish Magazine and the website.

Cllr E Bowman re-iterated the matter of the disabled bays near the former library, which were already being looked into.

Cllr L Cockerton informed members that a new vicar had been appointed recently and that further details would be made public in due course.

Apologies were received from Cllrs E Bowman, F Winrow-Giffin and A Cushion for the next two meetings (03.04.17 and 10.04.17).

19. Date of next meeting: April 10th 2017 (one week earlier due to Easter).

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-* The last remaining member of the public left the room at this point.

20. Matters pertaining to contracts and tenders

21. Employment Committee: To receive update and consider recommendations

With no further matters to be transacted, the meeting ended at 9.55pm.

Signed: _____ Date: _____