

Minutes of a meeting of the Debenham Parish Council held on Monday, 27th November 2017 at 7:30pm at Dove Cottage, Debenham.

Present: Cllr S Palframan (Chairman), Cllr F Winrow-Giffin (Vice-chairman), Cllr R Blackwell, Cllr S Phipps, Cllr L Cockerton, Cllr J Baldwin, Cllr J Feeney-Howells, Cllr S Dobson, Cllr M Hammond, Cllr G Helm, Cllr E Bowman, Cllr M Loveridge, Cllr A Cushion, Mrs D Bedwell (Clerk), District Cllr K Guthrie and no members of the public.

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 F Winrow-Giffin declared a pecuniary interest on any grass cutting contract matters; Cllr J Baldwin declared a pecuniary interest on her allotment plot; Cllr M Loveridge declared a non-pecuniary interest on DLC matters.

3. Reports

3.1 District Councillor's report: A verbal report was received from District Cllr K Guthrie.

3.2 County Councillor's report: Cllr M Hicks report had been circulated to members.

4. Meeting open for 5 minutes to allow members of the public to speak: There were no members of the public present.

5. To approve the minutes of the meeting held 16th October 2017: Subject to a minor amendment, it was resolved to approve the minutes as a true record of the meeting held.

6. Neighbourhood Plan: To receive update and consider approval of the final document: A report outlining the current position of the council and recommendations going forward had been circulated to members ahead of the meeting. Following due consideration, it was resolved to approve the recommendations contained therein. There was also agreement that the strategic sites section should be re-worded in order to remove any ambiguity and that a concluding paragraph should be added to clearly reflect the Parish Council's position.

A further resolution was also passed with regards to the formation of the recommended sub-committee of the Council, with membership as follows: Cllrs S Palframan, J Baldwin, S Phipps, M Hammond, R Blackwell and the Clerk.

7. Finance and Administration: To consider and approve accounts for payment and to note receipts and bank balances: The listing of the relevant figures had been circulated to members ahead of the meeting and it was resolved to approve the accounts for payment.

Cllr S Phipps' reimbursement for the purchase of spare shed keys remained outstanding and would be added to the December accounts.

8. Planning matters

8.1 Applications received for recommendation to MSDC:

8.1.1 DC/17/05662 19 Cross Green- Conversion of existing store to form habitable room.
Erection of outbuilding.

8.1.2 DC/17/05101 6 Dove Close- Erection of two storey side extension and erection of front porch

8.1.3 DC/17/05147 Units 2-4 Kenton Road- Construction of additional employees' car park

The three planning applications were considered and a block recommendation for their approval was agreed by Council.

8.2 To note Approvals/Refusals:

8.2.1 DC/17/04355 21 Cross Green- Non-material amendment- Refused.

8.2.2 DC/17/02757 Land adjoining 8 Gracechurch Street- Outline Planning Permission Granted.

8.2.3 DC/17/04859 Hogs Kiss, Priory Lane (various tree works)-No objection raised.

8.2.4 DC/17/03159 Old Hall Farm, Roamwood Green Lane- Discharge of conditions- Approved.

8.2.5 DC/17/05157 Cooks Retreat, 10 Cross Green- Discharge of conditions- Approved; Listed building consent granted.

8.2.6 DC/17/04447 73 High Street- External cladding to side and rear walls and roofs-Granted.

8.2.7 DC/17/04115 The Angel Inn, 5 High Street- Discharge of conditions (refer to schedule for details)

8.3 Planning Correspondence, including to receive update on **Cherry Tree** and **The Angel** and agree **any actions**: A further planning application (DC17/05703- Cherry Tree Inn) was currently being processed by MSDC but was not yet available for consideration by the Council. However, the previous application for change of use was due to be considered by the Planning Committee in January 2018. It was agreed that the Parish Council should make representation at that meeting, which was likely to take place on January 3rd.

Questions were raised regarding a letter received from an applicant about a forthcoming planning application, which referred to the fact that a number of councillors had also been approached individually and whether this constituted "lobbying". The Clerk was asked to make further enquiries on this matter.

A brief update was received on the Angel Pub, in addition to a draft letter which had been circulated to members for their consideration. It was agreed that the said letter should be sent to the planning authority. Cllr A Cushion to action.

9. **Clerk's slot**, including Action List and Slack update: The Clerk's action list had been circulated to members ahead of the meeting. The Clerk, assisted by Cllr R Blackwell, gave members a brief outline of how Data Protection Regulations were likely to affect the Council, particularly from May 2018 when these became enforceable. As neither the Clerk nor parish councilors were permitted to be appointed Data Protection Officer, which was a legal requirement, it was likely that there would be financial implications.

A brief update on the use of "Slack" was also received. Council had agreed to trial the system for a period of three months and in order to do it justice, members were encouraged to use it as opposed to e-mail.

However, as some members remained unfamiliar with the system or were reluctant to use it, concerns were raised that it may not be inclusive and even become discriminatory towards some if it was enforced as the only method for inter-council communications.

Apparently, Salc were not aware of its use by any other parish council.

A request was put forward for the provision of "workshop" type sessions, which Cllr J Feeney-Howells agreed to support.

10. Committees and working groups:

10.1 Cemetery:

10.1.1 To consider disposal of cuttings at a vacant allotment plot vs installation of screen at the cemetery: A third suggestion was put forward, to have cuttings shredded following tree and hedge maintenance, which was well received by members as environmentally friendly and possibly more cost effective. Cllr M Loveridge volunteered to request a quote from a local tree surgeon, for consideration at the next meeting.

10.1.2 To consider quote for works to St Mary's Churchyard wall: It was resolved to approve both quotes received (£564 and £426 inclusive of vat). Cllr R Blackwell to action.

10.1.3 To consider action to take re damaged bin at the cemetery: A spare Glasdon 50 dog bin was currently in storage and would be used to replace the existing one. Fittings had been ordered and were awaiting delivery.

10.1.4 To consider quote for the installation of hand rails near Millennium Gates: A quote for the installation of a new hand rail and clearance of the ground underneath had been received and was approved.

10.2 Website, including approval of expenditure for Survey Monkey: The website report had been circulated to all and it was resolved to approve Survey Monkey for another financial year, at a cost of £229.00

10.3 Play areas: Councillors discussed the need to have a more comprehensive approach with regards to the recreation ground space and possible alternative uses. There was some dispute by Eibe regarding the refund of the play equipment to be returned which was being looked into by the Clerk. In the meantime, it was agreed that the replacement parts should be ordered.

Cllr F Winrow-Giffin reminded members of the need to budget for considerable capital expenditure in this area in years to come.

10.4 Trees and Greens:

10.4.1 To consider request by the Debenham Christmas Shopping Event to use the Green on December 2nd: A brief report was received from Cllr J Baldwin and the request to use the green was wholeheartedly supported.

10.4.2 Parishioners' correspondence re overgrown trees in Cherry Tree Lane: A brief report was received from Cllr S Phipps and it was concluded that the resident in question should be advised to contact the Telecommunications provider.

Cllr S Phipps also agreed to follow up on the previously reported need for additional tree works on Low Road.

10.4.3 Village sign maintenance: to receive update from Cllr S Phipps and consider recommendation: Deferred to the next meeting.

10.5 Highways:

10.5.1 Storage of waste bins on the High Street: It was agreed that the resident in question would be asked to store their bins in their designated area and away from the footway or path.

10.5.2 Car parking issues: Following a brief discussion, it was agreed that this matter should be given top priority upon completion of the Neighbourhood Plan, so that the Parish Council

could concentrate efforts on a strategic approach to car parking and traffic flow in the parish.

10.6 Woodland: No matters to report.

10.7 Street furniture / public toilets: No further matters to report.

10.8 Litter and waste matters, including correspondence with the Debenham Co-op: It was agreed that a second letter, including a copy of the one sent to the Debenham branch, should be sent to the Co-op's Head Office in Wherstead by the Clerk. The issues with litter both at the front and rear of the Co-op had not been addressed and continued to be of concern.

11. Meeting open to the Public for 5 minutes: There were no members of the public present.

12. To note any further correspondence (not already circulated to members or included on the agenda for consideration): A letter had been received from the Debenham Leisure Centre thanking the Parish Council for their contribution toward the recent Fireworks event, which had been very successful.

With regards to a letter received from a resident, it was agreed to thank the resident for their kind offer but decline it on this occasion.

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: The chair reminded members of the Employment Committee that a meeting should be arranged for very soon.

14. To receive reports from councillors / requests for additions to the next agenda: It was very positive to see that the newly opened Butcher shop and café appeared to be doing a very good trade and public feedback seemed very positive indeed.

Cllr A Cushion stated that the next CEP meeting was due to take place on December 14th and wished to take the opportunity to thank all those who had been involved with the process.

The removal of two apparently healthy trees from Coopersfield was reported. It appeared they may have been encroaching on a possible access point.

15. Date of next meeting: 11th December 2017

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. Contracts and Tenders: To consider and approve contract specification and tender notice: The contract specification was approved by members, who agreed that the position should be remunerated rather than on a volunteer basis. Clerk to prepare the document for the tender of this position.

17. Chairman's notification, including small expenditure consideration: An item of a confidential nature was raised by the Chairman, which included a recommendation for expenditure in the region of £100. This recommendation was approved by all.

With no further matters to be transacted, the meeting ended at 9.50pm.

Signed:_____ Date:_____