

Minutes of a meeting of the Debenham Parish Council held on Monday, 10th April 2017 at 7:30 at Dove Cottage, Debenham.

Present: Cllr S Palframan (Chairman), Cllr R Blackwell, Cllr S Phipps, Cllr L Cockerton, Cllr G Helm, Cllr J Feeney-Howells, District Cllr K Guthrie, County Cllr M Hicks, Mrs D Bedwell (Clerk) and one member of the public.

- 1. Apologies for absence:** Apologies had been received (and were approved) from Cllrs A Jones, F Winrow-Giffin, M Loveridge, A Cushion, K Murray and J Baldwin. Cllr E Bowman's absence was also noted.
- 2. Declarations of interest with regard to items on the agenda and additions to register:** Cllr R Blackwell wished to add a non-pecuniary interest to his current list as he had recently been appointed Treasurer of the Debenham Library Foundation.
- 3. Reports:**
 - 3.1 District Councillor's report:** A report had been circulated to members ahead of the meeting and was added to verbally by District Cllr K Guthrie. Questions were asked about the Cherry Tree Public House and the fact that although more than six months had passed since the sale of the last associated property, the public house remained closed. Members were informed that MSDC Planning and Enforcement had no jurisdiction over the public house and that it was currently up for rent, which was all the developer was requested to do. It was suggested that this matter should be added to a future agenda for consideration.
 - 3.2 County Councillor's report:** A report had been circulated to members ahead of the meeting and an additional verbal update was given by County Cllr M Hicks.
- 4. Suspension of standing orders: *Meeting open for 5 minutes to allow members of the public to speak - Meeting open-*** There were no comments from the public gallery.
- 5. To approve the following minutes:** Ordinary meeting held 20th March 2017: Subject to a minor amendment (*Cllr K Murray had left the meeting at 9.00pm*), it was resolved to approve the minutes as a true record of the meeting held.
- 6. Finance:**
 - 6.1 To consider and approve accounts for payment (including ratification of expenditure for litter pick event printing costs) and note bank balances:** It was resolved to approve the accounts for payment and note receipts, as follows:

Payments:

1. Clerk salary April 2017	£1,066.23
2. HMRC tax and NI for April 2017	£493.04
3. Nest (Clerk's pension-direct debit)	£17.45
4. Clerk's expenses (BT x 2, travel and subsistence)	£240.59
5. Startafresh charges (March 2017)	£654.00
6. Itgen- website editor	£100.00
7. ProjectorPoint (projector and screen)	£1,083.96
8. Mr N Moyce (Gracechurch St bin-repair and re-fit)	£136.68
9. ESIDB (agricultural drainage charges)	£6.95

10.Environment Agency (annual drainage charges)	£28.72
11.K Shelley (works to St Mary’s Churchyard)	£890.00
12.EADT (tenders public notice 05.04.17)	£388.58
13.Mrs G Sillett (street cleansing)	£500.00
14.Mr M Sillett (street cleansing)	£220.00
15.DPCC (Dove Cottage hire)	£181.25

Receipts:

16. Cleansing grant x 2 (to 31.03.2017)	£3,322.80
17. Precept and tax grant (1 st half)	£34,434.00

6.2 To approve expenditure for the Annual Parish Meeting: It was resolved to approve expenditure for the Annual Parish Meeting and for this to be between £50 and £70.

6.3 Completion of new bank mandate forms: The Clerk had made an appointment for a meeting at Barclays Bank in order to progress this matter, as internet access was still proving to be an issue.

6.4 To consider the third quarter accounts (to 31 December 2016): The third quarter accounts were considered in conjunction with the year end accounts.

6.5 To consider the first draft of the annual accounts for year ended 31 March 2017 and any supporting documentation: The first draft had been circulated to members ahead of the meeting and was discussed in detail. The items that were initially identified as being over/under budget were discussed but further details would be needed before the year-end accounts could be approved. The bank reconciliations were also incomplete due to the recent statement printing and internet access issues.

There had been no movement between general and earmarked reserves since 2012 and no movement was expected until completion of the Neighbourhood Plan and identification of items for future capital expenditure. Final accounts deferred to the next meeting.

6.6 To consider the Asset Register for the year ended 31 March 2017: The current asset register was considered by members and a number of recommendations were made, including the grouping of similar items (ie waste/dog bins). However, auditors had previously requested that assets were listed per date of purchase, therefore although the listing on the insurance schedule could be grouped, asset purchases since 2014 would remain separate in the asset register. Final approval also deferred to the next meeting.

7. Administration:

7.1 To consider the new projection system and how to make the most effective/efficient use of it: Cllr J Feeney-Howells had kindly set the new projector up for the meeting and had already demonstrated the benefits of the technology to members present in the room. The projector had been a considered purchase and it was agreed that a safety case was purchased for its storage (expenditure agreed to £50). The cost of a new bulb would be in the region of £300 and members should be mindful of this additional cost when considering the budget for 2018/2019.

Cllr J Feeney-Howells further added that a “tablet” could be purchased at a later date for use with the new projector. Cllr R Blackwell suggested the purchase of a mouse for use with the laptop

instead, therefore it was agreed that this would be considered in the future. It was also agreed that a minimum of two councillors should learn to use the equipment as it would be difficult for the Clerk to manage it at the same time as her other responsibilities during a meeting.

It was also suggested that the DPCC could include additional funding for the purpose of Wi-Fi provision at Dove Cottage once a funding application was submitted for the planned kitchen improvements.

7.2 Communication processes- update: A brief update was received from Cllrs J Feeney-Howells and G Helm on "SLACK", a communication platform that was being tested with a view to being used by members of the parish council. It appeared that it would be beneficial for all parish council members to be onboard with the new system before the Clerk started using it, as otherwise communications would have to be doubled up, as they would need to be sent via e-mail as well. Cllr L Cockerton asked if a training session could be organised in order to offer support to members that may not be familiar with the application and it was agreed that Cllrs J Feeney-Howells and G Helm would organise such a session at the beginning of May 2017.

8. Planning matters

8.1 Applications received for recommendation to MSDC:

8.1.1 1108/17 Bellwell Farm, Bellwell Lane- demolition of conservatory and erection of single storey extension; Changes to fenestration: It was resolved to recommend the approval of this planning application.

8.2 To note Approvals/Refusals: No further approvals/refusals had been received.

8.3 Planning Correspondence: A communication had been received from District Councillor K Guthrie about a recent licensing application from Aspall Cider for which the Parish Council was not a consultee. However it was agreed that the parish council should still submit a brief comment in order to demonstrate to parishioners that it had not been remiss in its duty to voice any possible parishioners' concerns. It was noted that no comments from parishioners had been received as yet.

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

10. **Committees and working groups:** To make initial considerations regarding the Committees and Working Groups' membership to be agreed on May 15th 2017 (APCM), followed by- To consider any actions needed: The current membership list had been circulated to members. Cllr G Helm was happy for her current membership to remain the same and it was suggested that there should be a female councilor on the complaints committee in order for it to be better balanced. Final membership to be agreed at the May meeting.

10.1 Website: A report had been circulated to members ahead of the meeting. Members noted that this year marked the tenth work anniversary of Mr B Woods as the Debenham website editor, for which Mr Woods was cordially congratulated and thanked.

10.2 Play areas, including: To receive and consider the play areas annual inspection: The annual Inspection reports had been circulated to members ahead of the March meeting. There had been no items that needed urgent attention but unfortunately over the previous weekend two swings at Gardeners Road and Aspall Road play areas had been reported as damaged and unusable.

Councillors had kindly circulated photos of the said swings and the Clerk would be organising their repairs/replacements.

In the meantime, Cllr J Feeney-Howells agreed to place padlocks on the swings so they were not used.

The Clerk would also request quotes for any other repairs needed which had been identified on the recent inspections.

10.3 Skatepark: To receive update: The Clerk had recently spoken with Mr Waspe with regards to the council's decision to dispose of the skatepark ramps in order to make a saving on ongoing storage costs. Mr Waspe had been asked if he would be prepared to accept any income raised through "scrapping" the metal as payment for its transportation and disposal. Mr Waspe had agreed to the terms and had requested a formal letter from the council giving him permission to do so. Clerk to prepare in due course.

It was unfortunate that the parish council had had to resort to the disposal of the ramps but recent difficulties in securing a suitable site in Debenham for the installation of a skatepark had meant that the said ramps would have to be written off in order to avoid additional storage charges. It was also understood that the ramps' continued exposure to the elements would eventually render them unsuitable and unusable.

10.4 Trees and Greens: To receive and consider proposals from Cllr S Phipps: A brief report was received from Cllr S Phipps.

10.5 Street Furniture/Public Lavatories: No further reports were received.

10.6 Highways: No further reports were received.

10.7 Woodland: Cllr S Phipps reported on the work recently carried out by volunteers in an attempt to clear Ragwort from the area.

10.8 Street lighting: Cllr R Blackwell reported on recent progress, including two issues that were being looked into further by Suffolk County Council.

10.9 Neighbourhood Plan: Cllr S Palframan updated members on current position. Clerk to add further considerations and final draft plan to the June agenda.

10.10 Emergency Plan: Deferred to May due to Cllr A Cushion's absence.

11. Debenham History: Deferred to May due to Cllr A Cushion's absence.

12. Osier Project: To receive report from Cllr S Phipps: This matter was no longer relevant.

13. Community Emergency Plan: Deferred to May.

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

15. To note correspondence including: All correspondence had already been circulated to members ahead of the meeting or included on the agenda for consideration.

16. 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.

17. To receive reports from councillors / requests for additions to the next agenda: Cllr S Phipps reported on a couple of vehicles parked either inconsiderably or that had appeared to have been abandoned.

Cllr L Cockerton asked that the Cherry Tree public house matter was added to the next agenda for discussion. It was suggested that Cllr L Cockerton carried out some investigation onto this matter before the May meeting to enable the matter to be considered by members.

Cllr L Cockerton also reported the overgrown brambles on the bank in Water Lane, next to the railings. Clerk to report to SCC Highways and the Environment Agency.

Cllr L Cockerton referred to a comment made by a member of the public at the March meeting regarding the possible planting of a replacement tree where two trees had been felled on Water Lane (due to fungal disease). Cllr S Phipps suggested that a native Hawthorn may be suitable as it would help "bind" the river bank. Cllr S Phipps to look into this matter.

Cllr J Feeney-Howells informed members that the new projector had been delivered without any of the cables needed for it to work and suggested that he would let the clerk know which ones needed to be purchased.

Cllr S Palframan gave his apologies for the May meeting.

18. Date of next meeting: May 15th (Annual Parish Council Meeting) and May 22nd 2017 (Annual Parish 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*

19. Community Awards: To receive and consider nominations: Two nominations had been received and were approved by members.

With no further matters to be transacted, the meeting ended at 9.45pm.

Signed: _____ Date: _____