

**Minutes of the Debenham Annual Parish Council meeting held on Monday, 15<sup>th</sup> May 2017 at 7:30 at Dove Cottage, Debenham.**

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

- 1. Election of Chairman:** It was resolved to elect Cllr S Palframan, in his absence but with his prior consent, to the post of Chairman. Cllr F Winrow-Giffin, as vice-chair, chaired the meeting.
- 2. Election of Vice Chairman:** It was resolved to appoint Cllr F Winrow-Giffin as Vice-chairman of the Council.
- 3. Apologies for absence:** Apologies had been received from Cllr S Palframan, Cllr S Phipps, Cllr A Jones and County Cllr M Hicks. Cllr K Murray's absence was noted.
- 4. Declarations of interest with regard to items on the agenda and additions to register:** Cllr J Baldwin declared a non-pecuniary interest on Woodland and Skatepark matters; Cllr F Winrow-Giffins declared a pecuniary interest on grass cutting matters; Cllr M Loveridge declared a non-pecuniary interest on matters pertaining to the DLC and Cllr R Blackwell declare a non-pecuniary interest on matters pertaining to the Debenham Library.
- 5. Reports**
  - 5.1 District Councillor's report: A brief report was received from District Cllr K Guthrie. Members were informed that there were some technical issues within the Planning Department and that any comments should be sent by post instead of electronically. Referring to the fact that a planning application had been received on the previous day, a Sunday, the Clerk asked if Sundays/bank holidays would now be included in the planning consultation period, which Cllr K Guthrie would look into.
  - 5.2 County Councillor's report: A report had been circulated to members ahead of the meeting.
- 6. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak:* There were no comments.
- 7. To appoint members of Committees:** It was resolved to approve membership in block, as follows:
  - 7.1 Cemetery : Cllrs L Cockerton, E Bowman and R Blackwell
  - 7.2 Allotments: Cllrs S Phipps, F Winrow-Giffin, G Helm and J Baldwin
  - 7.3 Neighbourhood Planning: Cllrs S Palframan, S Phipps, R Blackwell, J Baldwin, E Bowman, A Jones
  - 7.4 Employment: Cllr S Palframan, A Cushion, R Blackwell and J Baldwin
  - 7.5 Complaints: Cllrs J Baldwin, G Helm, J Feeney-Howells and S Phipps
  - 7.6 Complaints Appeals: Cllrs M Loveridge, A Cushion, F inrow-Giffin and R Blackwell
- 8. To appoint working groups/individual representatives:** It was resolved to approve membership of working groups/individual representatives in block, as follows:
  - 8.1 Woodlands and Waterways: Cllrs S Phipps, A Cushion and J Baldwin
  - 8.2 Finance and Administration: All members
  - 8.3 Parking: All members

- 8.4 Highways: Cllrs Winrow-Giffin and J Baldwin
- 8.5 Play areas: Cllrs F Winrow-Giffin, S Palframan, K Murray and G Helm
- 8.6 Youth Provision: existing- Cllrs F Winrow-Giffin, K Murray and G Helm
- 8.7 Trees, Greens and encroachment issues: existing – Cllrs F Winrow-Giffin, S Phipps, L Cockerton, J Feeney-Howells and M Loveridge
- 8.8 Street Furniture including WC's: Cllrs L Cockerton, S Palframan, R Blackwell and J Baldwin (for call-outs)
- 8.9 Street Lighting: Cllrs R Blackwell and E Bowman
- 8.10 Public Transport: Cllr R Blackwell
- 8.11 Emergency (flooding/snow): All members and the Clerk, designated member Cllrs A Cushion and S Phipps
- 8.12 Festivities and Local Events: To be appointed as and when necessary
- 8.13 Parish Council Community Awards: All members
- 8.14 Parish Council Surgeries: all members and Clerk
- 8.15 Website: All members and Clerk
- 8.16 Public Rights of Way: Cllrs F Winrow-Giffin, A Cushion, J Feeney-Howells and J Baldwin
- 8.17 URC Memorial Garden: Cllrs L Cockerton, R Blackwell and Mrs A Evans
- 8.18 Village Noticeboard: Clerk and Cllr A Jones
- 8.19 Communications: Clerk and Chair
- 8.20 Debenham Library: Cllr R Blackwell
- 8.21 Debenham Community Swimming Pool Project: Cllr R Blackwell
- 8.22 Sir Robert Hitcham School Trustees: Cllr S Palframan
- 8.23 DVH&PFT: Cllr M Loveridge
- 8.24 Simpson Charity: Mr Kevin Voller
- 8.25 Salc: Chair and Clerk
- 8.26 Litter matters: Cllr M Loveridge and Mrs Joy Walton

**9. To approve Minutes of the meeting held April 10<sup>th</sup> 2017:** It was resolved to approve the minutes as a true record of the meeting held.

## **10. Finance**

10.1 To approve accounts for payment and note receipts: It was resolved to approve the accounts for payment as follows:

10.1.1 Clerk salary May 2017	£1,066.23
10.1.2 HMRC tax and NI for May 2017	£493.04
10.1.3 Nest (Clerk's pension-direct debit)	£17.45
10.1.4 Clerk's expenses (BT, travel and subsistence)	£135.37
10.1.5 Startafresh charges (April 2017)	£673.00
10.1.6 Itgen- website editor	£100.00
10.1.7 Mr R Giffin (grass cutting 10.04.2017 to 07.05.2017)	£1,003.00
10.1.8 Smiths of Derby (St Mary's Church clock repairs)	£2,112.00
10.1.9 Maddy's Mail Service (Emergency plan delivery)	£50.00
10.1.10 Mrs G Sillett (street cleaning 7 weeks)	£1,758.00

### **Woodland:**

10.1..11 Mr K Voller (gravel for re-surfacing paths)	£454.42
--	---------

- 10.2 To consider and approve the annual accounts for year ended 31 March 2017: It was resolved to approve the annual accounts for the year ended 31 March 2017.
- 10.3 To consider and approve the Asset Register for the year ended 31 March 2017: It was resolved to approve the Asset register for 2017.
- 10.3 To approve the Annual Governance Statement 2016/2017 (Section 1 of the Annual Return for Year ended 31 March 2017): It was resolved to approve the Annual Governance Statement.
- 10.4 To approve the Accounting Statements 2016/2017 (Section 2 of the Annual Return for year ended 31 March 2017): It was resolved to approve the accounting statements.
- 10.5 To appoint Internal Auditor to the Council: It was resolved to appoint Salc as the Internal Auditors.
- 10.6 To consider application for funding from the Sir Robert Hitcham School for a heated external defibrillator storage unit- deferred to the next meeting (Cllr J Feeney-Howells to make further enquiries).
- 10.7 To consider application for funding from the Woodland Group towards a Queen Sapphire Jubilee commemorative sculpture: It was resolved to fund the commemorative sculpture by 50%, a total of £375, provided that it was routinely maintained (varnish/oil) as appropriate.
- 10.9 To confirm Sanding Orders/Direct debits- It was resolved to confirm such payments as listed.
- 10.9.1 Suffolk Wildlife Trust £25 pa
- 10.9.2 N Power electricity supply to public conveniences £250 pa approximately
- 10.9.3 Clerk's pension £17.45 approximately monthly

## **11. Administration**

- 11.1 To note Councillors' approval to receiving the meeting summons via e-mail: It was resolved to approve the receipt of the meeting summons by electronic means, including e-mail 9by those present at the meeting).
- 11.2 Communication processes: To receive update and agree further action: A number of points for and against the use of this new system were raised by members during a brief discussion, including:
- Slack would make it easier for members to have online discussions although these were discouraged between meetings
  - May put new members off joining if there was an expectation to be technologically savvy
  - Data Protection and Freedom of Information implications and risks
  - A minority of members may simply be unable or unwilling to use the system
  - There was an assumption that Councillors would not change the e-mail address they currently used for public contact
  - Unless all members were happy to use the system, the Clerk would need to use both systems, which would increase her workload

It was therefore resolved that a training session would be organised for any members that felt they would benefit from it and that a final decision would be made after a trial period of at least

three months.

11.3 Projector: To agree two named councillors for operating projector during meetings: Cllrs J Feeney-Howells and A Cushion were appointed.

## 12. Planning matters

12.1 Applications received for recommendation to MSDC:

12.1.1 **1430 and 1431/17 Cooks Retreat, 10 Cross Green**- Installation of one sky light to the roof. Erection of a porch to the front elevation. Construction of a front driveway. Erection of a 2 bedroom holiday let following demolition of a garage- It was resolved to recommend the approval of this planning application.

12.1.2 **1136/17 44 High Street**- Open up a modern fire place to expose the original ingle nook and install a wood burner: It was resolved to recommend the approval of this planning application.

12.1.3 **0214/17 73 High Street**- Re-consultation- Continued use of premises as mixed use retail shop with furniture restoration and repair workshop and associated packaging of furniture for delivery of in store and internet sales (sui generis): A brief discussion took place regarding this application and some of the concerns previously raised appeared to remain. With four votes for, two against and three abstentions, it was resolved to recommend the refusal of this planning application. It appeared this application was likely to go to Planning Committee.

**0030/17 Land bounded by Derry Brook Lane and Little London Hill**- Use of land for the erection of up to 25 Dwellings: Although a formal planning application for the revised plans was yet to be received by the council, it was felt that it was important to consider this matter at the meeting and to send comments to the MSDC planning department. Members agreed that they would continue to recommend the refusal of this planning application and that all the concerns raised previously by Council still applied to this slightly revised application. It was also noted that although the application read "up to 25 dwellings", in reality the amount could be extended to 34.

12.2 To note Approvals/Refusals:

12.2.1 **0905/17, 0906/17 Old Hall Farm, Roamwood Green Lane**- Conversion of outbuilding into annex accommodation- Planning Permission Granted.

12.2.2 **1108/07 Belwell Farm, Bellwell Lane**- Demolition of conservatory and erection of single storey extension- **Planning Permission Granted.**

12.2.3 **0808/17 21 Gracechurch Street**- Erection of a single storey rear extension- Planning Permission Granted.

12.2.4 **5027/17 20 Henniker Road**- Erection of single storey front extension to be in line with existing porch, erection of rear single storey extension. Creation of new hard standing parking area. Removal of existing chimney- Planning Permission Granted.

12.3 Planning Correspondence: To receive update on current position of "The Cherry Tree Inn" and "The Angel": Cllr L Cockerton had circulated to members part of the original decision document for the Cherry Inn planning permission, which listed a number of conditions. One of the conditions had pertained to the reinstatement of the public house once an agreed number of dwellings had been sold, as the sale proceeds would have financed the refurbishment of the pub. Unfortunately and although all the houses had now been sold, the pub remained closed.

Questions were being asked in the village and the Parish Council was being asked to investigate matters and provide an explanation for the current state of affairs:

- The pub had been advertised for rental, however the rental costs were high to the point of being prohibitive
- The inside of the pub was not finished and missed a considerable amount of equipment and finishes
- The main feature, the bar itself, was yet to be installed
- Was it possible that such obstacles were being placed in front of prospective landlords so that they would be unable to consider it as a financially viable business opportunity?
- Would an application for change of use follow the apparent period of unsuccessful rental?

It appeared that MSDC planning Department had already been looking into this matter. However, members agreed that on behalf of concerned Debenham residents, the matter should be reported to the Enforcement team for a thorough investigation.

A brief report was received from Cllr J Feeney-Howells following the recent notification from MSDC that the owners of The Angel Pub intended to sell the business. As the pub was a registered Asset of Community Value, it was resolved that the Parish Council would formally register an interest. Clerk to action.

It was also agreed that both public houses should be added to the next agenda so that any updates could be recorded.

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

**14. Committees and working groups:** To receive reports and consider recommendations / agree actions:

14.1 Cemetery: A brief report was received from Cllr L Cockerton following the committee meeting held on April 26<sup>th</sup>. A number of recommendations had been included on the minutes, which had been circulated to members ahead of the meeting, as well as the fee increase recommendations.

It was resolved to approve the recommended price increases; the Notice board expenditure had been approved so it just needed to be ordered; Cemetery Rules, once revised, were to be circulated to all members for final approval; Clerk to prepare and circulate draft letters regarding grave maintenance and planting of ornamental trees.

14.2 Play areas: Members discussed the swing seats that would need to be replaced and Cllr J Feeney-Howells agreed to be responsible for the spare keys for the padlocks currently securing the broken swings.

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

14.4 Trees and Greens, including update on planting of replacement tree and BT box hedging on Cross Green and recommendations for replacement planting on Water Lane: A report was not available as Cllr S Phipps was not present. However, members agreed that as soon as weather permitted, other councillors would assist Cllr S Phipps by planting the hedging/tree on Cross Green.

14.5 Street Furniture/Public Lavatories, including update on hand drier and PIR lighting: A brief reported was received and no further action was needed.

14.6 Street Lighting: Cllr R Blackwell informed members of a recent issue with one of the new street light columns. A number of options were discussed and it was agreed that the newly installed lamp should be removed and the existing lamp remain in place.

14.7 Highways: A number of short reports were received from members.

14.8 Parking: Lock Close and Recreation Ground parking (deferred to June meeting).

14.9 Emergency Plan: Cllr A Cushion reported- 37 responses to the EP questionnaire had been received and some volunteers had put their name forward. The matter continued to be progressed by the group.

14.10 Debenham Library: A brief report was received from Cllr R Blackwell.

14.11 Woodland: Cllr J Baldwin reported on the recent improvement works carried out by the Steering Group and the plans for the future replacement of the existing bridge, for which funds were being earmarked. The group was congratulated on the marked improvement, which was particularly noticeable on the approach to the river, and thanked by the Council for all their hard work.

**15. Suspension of Standing Orders:** There were no members of the 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. Date of next meeting:** May 22<sup>nd</sup> 2017 (Annual Parish Meeting), June 19<sup>th</sup> (Ordinary PC).

**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. Employment Committee:** To consider and approve recommendations

**20. To receive recommendations and consider tenders received for the following contracts:**

20.1 Public Conveniences cleaning

20.2 Street warden (litter picking and bin emptying)

20.3 Grass cutting

**21. To receive further recommendations for Community Awards 2017**

With no further matters to be transacted, the meeting ended at 10.40pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_