

Minutes of a meeting of the Debenham Parish Council held on Monday, 17th July 2017 at 7:30pm at Dove Cottage, Debenham.

Present: Cllr S Palframan (Chairman), Cllr F Winrow-Giffin (Vice-Chair), Cllr R Blackwell, Cllr S Phipps, Cllr L Cockerton, Cllr J Baldwin, Cllr G Helm, Cllr M Loveridge, Cllr J Feeney-Howells, Cllr E Bowman, District Cllr K Guthrie, County Cllr M Hicks, Mrs D Bedwell (Clerk) and no public.

- 1. Apologies for absence:** Apologies had been received from Cllrs A Cushion and A Jones.
- 2. To consider co-option onto the council:** Deferred.
- 3. Declarations of interest with regard to items on the agenda and additions to register:** Cllr J Baldwin declared a pecuniary interest on matters pertaining to her allotment plot and non-pecuniary on items pertaining to the Debenham Players and Skatepark; Cllr R Blackwell declared a non-pecuniary interest on item no. 7; Cllr F Winrow-Giffin declared a pecuniary interest on grass cutting matters.

4. Reports

4.1 District Councillor's report: Cllr K Guthrie's report had been circulated to members ahead of the meeting and was also verbally presented. Members asked Cllr Guthrie a number of questions, as follows:

- Cllr Guthrie had a small limited budget of around £6,000, some of which had already been allocated. She encouraged local organisations that may not be able to access other funding to apply.
- Local media had recently reported on the fact that BDC had set aside a village's Neighbourhood Plan in favour of the National Plan. Debenham PC was still investing funds and other resources in producing a Neighbourhood Plan-would it be worth it in the end if it could be dismissed by the planning authority? The reason why the aforementioned NP had not been given sufficient weight was due to the fact that some of the data contained therein was outdated and no longer relevant.
- The PC had still not received any further information from MSDC Enforcement regarding the Cherry Tree Pub. Cllr Guthrie had already forwarded the Parish Council all the information she had received pertaining to this matter and Enforcement may not have felt it necessary to send the same information to the Clerk again. However, if the Parish Council insisted on a direct response from MSDC on this matter, Cllr K Guthrie was happy to put that request forward. It was unlikely that there would be any further enforcement action as the building's ownership had changed and there was no further viability.
It was also alleged that the beer cellar had been concreted in, therefore it was very unlikely that it would be used as a bar in the future, which may be confirmed by the possible imminent submission of a change of use planning application for the same site.

4.2 County Councillor's report: Cllr M Hicks report had been circulated to members ahead of the meeting. Highways concerns were raised, ie, de damage to the bank and wall on Little London Hill, lack of maintenance of vegetation overgrowth and in-filling of pot holes, inconsiderate/illegal parking on yellow lines near the primary school, as well as the overgrown tree in Low Road, previously inspected by Highways, which continued to be a risk to passing traffic. Cllr R Blackwell had brought into the meeting two branches from the said tree, which were considerable in size and could cause significant damage to a passing vehicle or

pedestrian.

5. 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.

6. To approve the following minutes: Ordinary meeting held 19th June 2017: It was resolved to approve the minutes as a true record of the meeting held.

7. Finance:

7.1 To consider application for funding from the Debenham Library Foundation: It was resolved to approve the funding of £500.00.

7.2 To consider and approve accounts for payment and note bank balances: It was resolved to approve the accounts for payment and note receipts:

PC Payments:

Smiths of Derby	St Mary's clock repair (re-issue)	£	2,112.00
Mrs D Bedwell	clerk's salary	£	1,242.68
NEST	clerk's pension	£	22.18
HMRC	Clerk's tax and NI	£	613.75
Startafresh	wc cleaning,	£	684.00
Mr R Giffin	grass cutting contract £1,600 clearing felled Oak tree at cemetery £150.00	£	1,750.00
The Parish Notice Board Co	Cemetery Notice board (total £648, already paid £288.00-total invoice £648.00)	£	360.00
Community Action Suffolk	Web hosting 01.11.16 to 31.10.17	£	36.00
Q Rogers Electrical	Quote 0080- Install AED at DLC	£	120.00
Cllr J Feeney-Howells	Spare keys for the Parish Notice board	£	11.49
Mrs G Sillett	Street Warden 16.06 to 15.07.17	£	1,107.29
Mr B J Woods	Website editing and redirecting charges	£	122.00
Tuddenham Press	litter campaign posters	£	96.00
Jax First Aid	Outdoor AED cabinets x 2	£	830.00
Cllr A Cushion	Emergency plan provisions	£	104.78
Mrs J Walton	litter pick sundries costs	£	42.00

Woodland Payments:

Mr K Voller	Danish oil for sculptures	£	16.99
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PC Receipts:

Spencer Wix	Memorial Tablet	£	125.00
MSDC	Cleansing grant quarter 1 17/18	£	1,811.39

Cllr L Cockerton asked whether some internment/memorial payments had been received from S Whymark and the Co-op, as they did not appear to be on the list. Clerk to check and add to the list if necessary.

7.3 Accounts for year ended 31 March 2017- To consider and approve any amendments needed (following RBS year end procedure): No amendments were necessary at this stage.

8. Planning matters

8.1 Applications received for recommendation to MSDC: **0030/17 Land bounded by Derry Brook Lane and Little London Hill**- Use of land for the erection of up to 25 dwellings, formation of vehicular access to Little London Hill (revised proposal): A brief discussion took place about the changes on the newly submitted application and how it may or may not affect the Parish Council's position with regards to this application. It was agreed that the concerns raised previously remained but that in addition suggestions should be made with regards to pedestrian links being added and maps associated with the application be updated, as they were not a true representation of the site as it currently stood (it did not include recent properties built). It was resolved to recommend the refusal of this planning application.

DC/17/02757 Land adjoining 8, Gracechurch Street, Debenham- Outline planning application for the erection of a two-storey detached dwelling with detached garage and construction of vehicular access: It was resolved to recommend the approval of this planning application.

8.2 To note Approvals/Refusals: **0029/17 Old School House, Little London Hill**- Erection of an oak framed garage and log store: Planning permission granted.

8.3 Planning Correspondence, including to receive update on The Cherry Tree Public House: There was no further update but the District Cllr had agreed to contact MSDC Enforcement and request a response to be sent directly to the Parish Clerk.

8.4 Developers wishing to meet with PC representatives- to receive update: A meeting had been

organised to take place on Monday 31st July 2017 and Neighbourhood Plan members (Cllrs S Palframan, R Blackwell, J Baldwin and Mr E Alcock and Mr M Hammond) would be invited to attend.

9. Clerk's action list: The Clerk's action list had been a topic at the recent Employment Committee meeting. Currently it was included as an agenda item, was circulated once a month and because it included a variety of aspects, it invited prolonged discussion and update requests on matters that were not on the agenda. Members were asked to give their views as to how they wished the document to be used in a more efficient way. It was suggested that the Action list should:

- Change its name to Action List- as it included Clerk's and Councillor's actions
- Should work in conjunction with the minutes and be circulated in a timely manner, which would allow it to be used as a reminder
- Should be very brief and concise
- Should contain more detail with regards to current status, ie "Completed", "Pending"- A traffic light system was also suggested
- Once Slack was more widely used, it could be updated by each member and the Clerk, rather than just by the Clerk

Clerk to introduce modifications following this meeting and position to be reviewed again if necessary.

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

10.1 Allotments: To consider a period of rent free tenancy of a plot in exchange for the clearance of that plot by the new tenant: It was resolved to approve the recommendation and allow the new tenant to benefit from a year's free tenancy. Clerk to inform tenant of the need to widen the path in order for regular maintenance works to the neighbouring hedge to be carried out and use of sprinklers to be permitted during an initial period whilst the plot was being brought back to an acceptable standard (Notice to inform other tenants to be displayed).

10.2 Website: The website report had been circulated. The Clerk highlighted that the editor had not received a number of updates and reminded members that Barry had informed all that he had had some technical difficulties some time ago, so it may be helpful if any documents / updates previously sent were forwarded again.

10.3 Cemetery:

10.3.1 "Reserved plot" markers placed by funeral directors- to consider action to take: It was agreed that an addendum should be added to the existing Cemetery Policy for the non-placement of grave markers on reserved plots. The Cemetery Committee kept an up-to-date map of grave locations and this should be sufficient. Funeral directors to be informed and asked to remove the ones in situ currently. The Clerk was also asked to add the Cemetery Policy to the website.

10.3.2 To consider and approve draft letters on grave maintenance matters: The draft letter had been circulated to members and was approved, with a small addition. It was agreed that the person/persons concerned should initially be approached with a telephone call, which would then be followed up with the approved letter.

10.3.3 To agree where to place the new notice board: It was agreed that it should be placed facing the Millennium Gates at its furthest point. Mr N Moyce to be asked for a quote

to install it.

10.3.4 To consider and approve works to the Cemetery Drive hedge and cemetery east boundary hedge. *Cllr F Winrow-Giffin left the room due a declaration of pecuniary interest.* It was noted that some of the overgrowth on both hedges was over 4m high and may be out of scope for the current contractor, in which case a quote would need to be sought. For the time being, it was agreed that Mr R Giffin should be asked to carry out some maintenance to both boundary hedges, as the one on Cemetery Drive was overhanging and could potentially scratch funeral cars. The hedge on the East boundary was hanging over graves and would benefit from at least a light prune. More cutting back could be carried out later as part of the winter maintenance schedule. Clerk to ask Mr Giffin to carry out maintenance to both hedges up to the height he was permitted to. *Cllr F Winrow-Giffin returned to the room.* Cllr R Blackwell reported that one of the gravestones facing the Millennium Gates appeared to be loose and may need a topple test to be carried out, in order to ascertain if any works were needed. Cllr L Cockerton suggested she would have a look and report back.

10.4 Play areas, including swings update: An update had been circulated by the Clerk explaining the reasons for the delay in ordering the replacement swings. Cllr F Winrow-Giffin thanked the Clerk for her endeavours.

10.5 Trees and Greens:

10.5.1 To consider replacement tree for Cross Green (in place of the one currently stored): Both this and the next item were reported on by Cllr S Phipps. Once advice was received from Mrs Alice Martin, MSDC Tree Officer, Cllr S Phipps would put a recommendation forward to Council for consideration.

10.5.2 To consider replacement tree for Market Green: Included in previous item.

10.5.3 To receive report from Cllr R Blackwell on the Low Road tree issue (overgrown branch): A report from Cllr R Blackwell had been circulated to members and had been further illustrated by the presence of two branches from the said tree which had been brought along to the meeting. It was agreed that the matter should again be reported to SCC Highways via County Cllr M Hicks, who was personally asked to look into the matter on behalf of the Council.

10.5.4 To consider request from the “Ruby and the Angel” for tree works: It was agreed that a local tree surgeon would be asked to carry out some light work to the bottom section of the trees to clear pedestrian access and allow light through the neighbouring properties.

10.6 Highways: The Clerk gave members a brief update. An order had been placed by SCC Highways for overgrowth maintenance works to Aspell Road and Ipswich Road; Cllr L Cockerton asked about the overgrowth of brambles on Water Lane and Cllr M Loveridge confirmed that some light pruning had already been carried out and that it would be nice to see the fruit ripen before further cutting took place; Cllr F Winrow-Giffin reminded members that SCC Highways had assured the Parish Council that the road in front of the primary school had been scheduled to be re-surfaced, however works had not taken place due to lack of funding. The pot holes that had existed at the time continued to get worse

and needed to be dealt with. The various ways in which pot holes should be reported was noted. Clerk to enquire as to when re-surfacing works were expected to take place.

10.7 Woodland:

10.7.1 To note correspondence from the Rural Payments Agency: The Parish Council had been informed by the RPA that the recent inspection had been successful and no further action was needed. The Woodland Steering group had already been informed of this.

10.7.2 To consider suggestions received from a parishioner re. Ash dieback and volunteer assistance: the suggestions had been forwarded to the Woodland Steering Group, who had responded very comprehensively. It was agreed that the Woodland Group's response should be forwarded to the Parishioner.

10.7.3 To receive update following decision made by council on 19.06.17 regarding water abstraction and any necessary considerations: The Clerk reminded members that there would be an opportunity later on in the meeting to discuss peripheral matters to do with this matter and that this agenda item was purely to provide the Parish Council with an update on the current position.

The Environment Agency had asked the Clerk to provide further information with regards to the proposal in order to ascertain whether an Abstraction Licence would be necessary. The Clerk had requested further details from Mr K Voller and the matter was currently awaiting decision by the Environment Agency.

10.8 Street furniture / public toilets: Cllr M Loveridge reported that there was a "jamming" issue with the ladies wc door due to the fact that members of the public were inappropriately using the outside of the facility after closing hours, which was causing the door to swell. He suggested that a lockable gate at the front, in line with the existing fence, would limit access, suggestion which was agreed by members subject to the cost of providing such gate. The Clerk raise a concern that the metal works contractor of choice appeared to be overwhelmingly busy and one job remained outstanding, therefore would members object to an alternative contractor being approached. Members agreed with this suggestion and the item would be added to the next agenda for consideration.

10.9 Neighbourhood Plan: To receive update: An update was given by Cllr S Palframan. The number of sites identified on the new MSDC joint plan had been reduced from seven to three (Ipswich Road, opposite the Debenham Leisure Centre and near The Meadows).

The Parish Council had applied for assistance from Locality to carry out site assessments, which would be free of charge. Cllr Palframan was due to have a meeting with locality representatives in order to discuss it further following the Clerk's completion of the application process.

Cllr F Winrow-Giffin reminded Cllr S Palframan that some of the information pertaining to house prices on the Draft Neighbourhood Plan document was no longer relevant and out to date. This would be rectified in due course.

10.10 Emergency Plan: To receive update: Cllr S Phipps informed members that he and Mr Tim Clements were in the process of going through the latest draft of the document.

10.11 Litter:

10.11.1 To consider action to take regarding business waste disposal: A brief report was received from the Clerk regarding this matter. Mid Suffolk Waste Disposal Services were in the process of investigating the relevant businesses' position with regards to waste disposal. It was agreed that a Parish Council representative would approach the respective business owners with a view to resolving the current situation without the need for further action on either part.

10.11.2 Signage at the Butts- to receive feedback and agree any further action: A brief report was received from Cllr M Loveridge, who had agreed to meet the land owner at the groaning stone in order to discuss ways of ameliorating the situation with the rubbish in that area, and no further action was needed at this point.

11. Debenham Players- To receive update regarding return of unused grant: Cllr J Baldwin reported that the outgoing Treasurer had been asked to provide the Parish Council with a cheque for the remaining amount of unused grant.

12. Use of herbicides in Debenham- To receive update and agree any further action: There had been no response received from MSDC therefore no further action could be considered at this point.

13. Suspension of Standing Orders- Meeting open to the Public for 5 minutes: There were no members of the public present.

14. To note correspondence: A letter had been received from Mr K Voller, which had been circulated to members ahead of the meeting. The letter was noted and no further action was required. All other correspondence had already been circulated or included on the agenda for consideration.

15. 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 Chairman was pleased to report that he had recently attended the new Vicar's Licencing event.

16. To receive reports from councillors / requests for additions to the next agenda: Cllr S Phipps informed members that he had found the key belonging to the Parish Council shed, which the Clerk had given him some time ago.

Cllr G Helm gave her apologies for the next Parish Council meeting.

Cllr M Loveridge asked if the Clerk had sent the agreed letter to the Co-op, which the Clerk replied no but that it was in hand.

Cllr F Winrow-Giffin asked for an update on the Angel Public House, which was given by the Clerk.

Cllr J Feeney-Howells had given the Clerk three new keys for the village notice board, which he had recently ordered. He reported that the recently installed defibrillator at the DLC was now registered with the Ambulance Service and that the one installed at the Fire Station would too, as soon as a small electrical issue was resolved.

Cllr F Winrow-Giffin suggested that the update regarding the defibrillators should be advertised widely. Cllr J Feeney Howells added that he was going to make a suggestion that he prepare a small article for inclusion on local media, the website, parish magazine etc.... as it appeared that Debenham was leading the way with the most defibrillators available for public use.

Cllr J Feeney-Howells also asked that the Village Greens policy was added to the next agenda for consideration.

He expressed his disappointment that "Slack" was not on the agenda to be discussed and the Clerk stated that was because the Parish Council had agreed to trial it for a period of three months before reaching a final decision. Cllr G Helm and Cllr J Feeney-Howells were currently the administrators but there was surprisingly little more that an administrator could do in comparison to a regular user. It was highlighted that it was a priority for the Clerk to be trialling the system, therefore it was agreed that the Clerk and the Chair would attend a training session on it as soon as possible.

Cllr Cockerton asked about the marked increase in the monthly litter warden fees. The Clerk explained that the invoice was for the Parish Council approved monthly rate following the recent re-tender of contracts. This was also not the only contract which had seen an increase.

17. Date of next meeting: August 21st

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.*

18. Contracts

19. Employment: To consider and approve recommendations from the Employment Committee

20. Clarification of issues raised in recent electronic correspondence and opportunity for debate.

With no further matters to be transacted, the meeting ended at 10.35pm.

Signed: _____ Date: _____