

Minutes of a meeting of the Debenham Parish Council held on Monday, 19th June 2017 at 7:30 at Dove Cottage, Debenham.

Present: Cllr S Palframan (Chairman), Cllr R Blackwell, Cllr S Phipps, Cllr L Cockerton, Cllr J Baldwin, Cllr A Cushion, Cllr M Loveridge, Cllr J Feeney-Howells, Cllr E Bowman, County Cllr M Hicks, Mrs D Bedwell (Clerk) and four members of the public.

1. **Apologies for absence:** Apologies had been received from Cllr G Helm, A Jones and F Winrow-Giffin. Cllr K Murray's resignation from the Council had also been received and was noted.
2. **Presentation of Community Awards:** A Community Award was presented to Mrs Tessa Johnson. Mrs T Johnson had been nominated by the Sir Robert Hitcham Primary School for the many years dedicated to reading to the young children.
3. **Declarations of interest with regard to items on the agenda and additions to register:** Cllr J Feeney Howells declared a non-pecuniary interest on item 14; Cllr J Baldwin declared a non-pecuniary interest on item 13.8 and 15 and pecuniary on allotment matters pertaining to her allotment plot.
4. **Reports:**
 - 4.1 District Councillor's report: A report had not been received.
 - 4.2 County Councillor's report: A report had been circulated to members ahead of the meeting.
5. **Suspension of standing orders: *Meeting open for 5 minutes to allow members of the public to speak: Meeting open-*** Mrs Suz Dobson informed members that she was attending the meeting with a view to being considered for co-option following the recently advertised casual vacancy. Mrs Dobson was welcomed by members.
6. **Neighbourhood Plan, including Site Allocations and Local Green Space Appraisal:** The relevant documents had previously been circulated to members and printed copies had also been made available to all. Cllr S Palframan led the discussions on this matter.
 - Documents continued to evolve and some of the information recently exchanged between members was still to be included.
 - The naming of strategic sites had been resisted against in the past; however it had been evident at a recent meeting that if the Parish Council did not do so, MSDC would instead.
 - A technical appraisal would need to be carried out and it appeared that Locality may be able to offer not only the expertise but also the funding to enable it.
 - The designations of the various greens was discussed and needed to be further clarified
 - Members were asked to use their combined historic local knowledge.
 - The announcement made by the Secretary of State regarding the five year land supply was explained, as well as how it affected Neighbourhood Plans.
 - As the Debenham NP was a 20 year plan, the maximum number of additional houses anticipated would be in the region of 250-300; This number may be mitigated by environmental aspects.
 - The sites currently included on the MSDC plan had already been bid for, although not all had been appraised by MSDC. An independent planning consultant could assess impact on flood areas, highways etc...
 - The Parish Council may hold presentations to show parishioners what sites had been identified, what their yield was and what mitigating factors there may be , sometimes using a score system to help in the decision making process.

It was unanimously resolved to include a site allocation plan on the Neighbourhood Plan. Members were asked to continue putting forward any amendments or additions to the Plan; the sections pertaining to flooding and infrastructure were still being worked on and it was agreed that, as the site assessment process could take up to ten weeks, it should be started as soon as possible.

7. To approve the following minutes: Ordinary meeting held 15th May 2017: It was resolved to approve the minutes as a true record of the meeting held. Cllrs S Palframan, S Phipps and J Baldwin abstained due to being absent from that meeting.

8. Finance:

8.1 To consider expenditure for the cost of equipping two emergency bags for the Emergency Plan: The proposal had been circulated to members ahead of the meeting and was approved by all.

8.2 To consider funding application from the Debenham Roundabout Pre-school: It was resolved to approve funding of £1,000.00.

8.3 To consider application for funding from the Sir Robert Hitcham School for a heated external defibrillator storage unit (deferred from May): Cllr J Feeney-Howells reported that he had assisted SRH School by advising them to seek quotes from local electricians and of the procedure for registering the availability of their AED to the 999 Ambulance service. SRH had submitted an update to their funding request based on the quotes they had received from local electricians, the lowest being £127. It was resolved to approve funding of that amount.

County Cllr M Hicks arrived at this point and was invited to deliver his report. Cllr M Hicks asked the Council, if at all possible, to highlight the water risks warning included on his report. Clerk would add it to the Parish Magazine.

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

PC Payments:

1. Clerk salary June 2017	£1,242.48
2. HMRC tax and NI for June 2017	£613.95
3. Nest (Clerk's pension-direct debit)	£22.18
4. Clerk's expenses (BT, travel and subsistence)	£135.42
5. Startafresh charges (May 2017)	£654.00
6. Itgen- website editor	£100.00
7. Mr R Giffin (grass cutting 8.05.2017 to 04.06.2017)	£1,302.00
8. The National Allotment Society annual membership	£66.00
9. Anglian Water (allotments)	£164.02
10. Salc annual subscription	£746.83
11. MSDC dog bin emptying annual charge (13)	£546.00
12. Resident (details omitted)- charge for car cleaning (good will gesture)	£19.98
13. The Parish Notice Board Company (cemetery notice board 50% advance)	£288.00
14. MSDC annual charge for 2 x garden waste bins for grass cuttings (paid in advance)	£110.00
15. Mrs G Sillett (litter warden)	£648.96
16. AON annual insurance	£2,169.93
17. Neighbourhood Plan printing costs plus Clerk's stationery (ink cartridges, memory sticks)	£658.76

18. Mr Q Rogers (defibrillator installation)	£127.00
19. Debenham Roundabout Pre-School- funding	£1,000.00

PC Receipts:

1. Memorial inscription (Mr J Russell)	£65.00
2. Memorial (Mr and Mrs Walker)	£125.00
3. Allotment plot 10 rent	£19.20

Payments Woodland:

1. Barry Day & Sons (works Hoppitt Wood and Lake)	£4,794.00
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8.5 Accounts for year ended 31 March 2017- To consider and approve any amendments needed: No amendments were needed.

9. Administration:

9.1 Community Awards- to consider current process and agree any recommendations: It was resolved that although the nominations could be championed by members and the Council throughout the year, the award ceremony should remain as it was, a special annual event within the Annual Parish Meeting.

10. Planning matters

10.1 Applications received for recommendation to MSDC: No applications had been received.

10.2 To note Approvals/Refusals:1136/17 44 High Street- open up a modern fireplace to expose the original ingle nook and install a wood burner- Planning Permission Granted.

10.3 Planning Correspondence, including- to receive update on The Cherry Tree Public House: A brief update had been circulated recently by District Cllr K Guthrie. However, no response to the inquiry made by the Parish Council had been received. The Clerk was asked to add the update to the Parish Magazine.

11. Clerk's action list: The Clerk's action list had been circulated to member ahead of the meeting and was updated.

12. The Angel Public House- To receive update and agree any further actions: A brief update was received from Cllr A Cushion. The sale was yet to be advertised and feedback received from "The Pub is the Hub" was not favorable, as the Angel was not the last remaining public house in Debenham. Cllr A Cushion would be happy to help anyone who wished to pursue the matter in the future and would keep members informed of any further developments.

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

13.1 To finalise the Committees and Working Groups' membership Cllr S Palframan confirmed that he was happy to maintain the current status quo with regards to his membership. The six month absence rule was mentioned by members and noted.

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

13.3 Cemetery:

13.3.1 To consider purchase of reserved plot markers at a cost of £35 each: It was resolved not to purchase these markers.

13.3.2 To consider draft letters on grave maintenance matters: Deferred.

A brief report was received from Cllr L Cockerton. The Clerk would circulate, in time for the next meeting, the draft letters to be sent regarding non-permitted planting around graves; The agreed meeting date in September would need to be changed as Cllr R Blackwell would be unavailable on Wednesdays; The proposal to purchase five “reserved plot” markers at a cost of £35 each was discussed by members but views were not favourable. A query remained with regards to markers already being placed by funeral directors and whether the Parish Council should ask for their removal.

13.4 Play areas: A brief report was received from the Clerk- the damaged swings replacement was still pending but it was hoped this situation would be resolved soon.

13.5 Trees and Greens: To receive and consider proposals from Cllr S Phipps: A report was received from Cllr S Phipps and included items as follows:

- The replacement tree for Cross Green continued to be looked after, however the MSDC tree officer did not seem to think that it was enough of a statement for the site – members to consider alternative at the next meeting
- The tree that had recently fallen down at the Cemetery had very swiftly been dealt with by Mr R Giffin, who was thanked for the speed of response
- Cllr S Phipps had recently been appointed to the newly formed “Suffolk Tree Warden Executive “ group
- There was a general view that the canopy for most of Suffolk was inadequate and somewhat denuded, therefore Cllr Phipps had asked Mrs Alice Martin, the MSDC Tree Warden who would soon be leaving her post, for a brief report that could be used by the Parish Council when discussing tree matters in future
- The proposed Osier bed had been stalled completely due to legal issues and was currently on hold- Cllr Phipps had been entrusted with 100 Willows to husband, which he had planted in his own land

Cllr S Palframan thanked Cllr S Phipps for his work with the trees strategy and asked if it could be raised at the next “Suffolk Tree Warden Executive” group meeting, which was confirmed by Cllr Phipps.

There was some debate with regards to the various trees on Market Green and the tree in Low Road that had caused issues in the past due to a low hanging overgrown branch- Cllr R Blackwell volunteered to report on the tree issue on Low Road at the next meeting.

13.6 Street Furniture/Public Lavatories: A brief report was received from the Clerk. Cllr M Loveridge reported that unfortunately Startafresh had had to padlock the toilet paper due to recent incidents of theft.

13.7 Highways: Including the placing of displays/notices on pavements or near parking bays (update): A report was received from the Clerk. The business in question had been visited by the SCC Highways Engineer and asked not to cause any obstruction on the pavement, lay-by or highway. Failure to do so would result on a formal notice being sent. It was hoped this would not be necessary and that the advice given by Highways had been noted.

Cllr L Cockerton reported the overhanging overgrowth on Water Lane, which had already been

reported by the Clerk to SCC Highways. Cllr S Phipps had also recently carried out some light maintenance to the brambles on the path side.

13.8 Woodland:

13.8.1 To note correspondence from the Rural Payments Agency: The Parish Council had received notification that an inspection was due to be carried out the following day. The Woodland Steering Group had also been informed by the Clerk.

13.8.2 To consider proposals for a trench to be dug up for water extraction: The e-mail correspondence pertaining to this proposal had been circulated to members and although a formal proposal had been requested, one had not been put forward, therefore the information contained within the thread of e-mails was all that members had access to.

It was noted that the proposal had neither featured on the Groups agendas nor minutes and that it had been raised initially by Cllr J Baldwin, as she had been included on the circulation, being one of the Council representatives within the group. It had at this point been highlighted that permission would need to be sought from the Parish Council.

It was hoped that the process would enable the lakes to be kept topped up in dry weather, therefore it was agreed (with one abstention) that permission was granted.

13.9 Street lighting: A brief update was received from Cllr R Blackwell.

13.10 Emergency Plan: Cllr A Cushion reported. The Plan was progressing and a draft version should be ready in one to two weeks. The Clerk provided an update regarding the Public Liability Cover in the event of an emergency and the Parish Council having to take charge of basic activities whilst waiting for the emergency services to arrive, should that become necessary.

Cllr R Blackwell added that the group was in the process of getting a matrix for all the local businesses.

14. To consider correspondence received about the use of Pesticides in Debenham and agree action: A recent European Risk Assessment study had stated that there was no clear evidence that chemicals present in Glyphosate were carcinogenic. However, members agreed that the Clerk should check with MSDC what their approved/recommended herbicide was. No change to current arrangement, item to be added to the next agenda.

15. Debenham Players- To receive update and agree any action: Cllr J Baldwin reported that she had recently been appointed Chair of the Debenham Players. The group would really like to remain within the village if possible and was looking forward to positive changes. An amount of unused funding from the Parish Council (£2,250) was discussed and it was agreed that it should be returned to the Parish Council and a new funding application submitted for new ventures or projects. The group was looking forward to putting together a new production in the near future.

16. To consider the re-siting of the AED currently at the Library to the Fire Station: A detailed proposal was put forward by Cllr J Feeney-Howells in which he highlighted the possible life saving benefits of having additional units that would be accessible 24 hours a day at various locations within the village.

It was resolved to approve the proposal, including the expenditure of £1,020 and to approach County Cllr M Hicks for some Locality funding towards it.

17. Suspension of Standing Orders - Meeting open to the Public for 5 minutes- A member of the public informed members that he had approached one of the councillors some time ago regarding a tree outside their garden, which was hanging over the fence. The properties affected were 58 and 60 Gardeners Road. Cllr S Phipps volunteered to have a look and report back at the next meeting.

Mrs S Dobson re-iterated that she still wished to join the Parish Council and offered her support to Cllr J Baldwin with the Debenham Players, for which she was thanked.

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

19. 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.

20. To receive reports from councillors / requests for additions to the next agenda: Cllr L Cockerton reported that plot no. 1 was extremely overgrown and full of nettles. Cllr J Baldwin stated that the plot was currently vacant and that the undergrowth would need to be checked from a health and safety point of view before a volunteer or contractor could enter the plot to clear it.

Cllr M Loveridge reported on the excess litter at The Butts. It had recently been cleared up but may become a recurring problem. He suggested that placing a "Please take your litter home" sign may help improve the situation. It was agreed that a light touch approach was used by way of a sign for a trial period.

21. Date of next meeting: July 17th

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 Confidential minutes of the meeting held 15th May 2017 were approved by members at this point.

22. Confidential matters pertaining to contracts: A brief report was received from the Clerk and no further action was needed.

23. Employment matters: The dates for the Clerk's appraisal and the next Employment Committee meeting were agreed.

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

Signed: _____ Date: _____

