

Minutes of a meeting of the Debenham Parish Council held on Monday, 19th March 2018 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 M Hammond, Cllr J Feeney-Howells, Cllr Mrs D Bedwell (Clerk), District Cllr K Guthrie, County Cllr M Hicks and four members of the public.

1. **Apologies for absence:** Apologies were received and approved from Cllrs G Helm and S Dobson.
2. **To consider co-option onto the Council:** Deferred to the next meeting.
3. **Declarations of interest with regard to items on the agenda and additions to register:** Cllr R Blackwell declared a non-pecuniary interest on item 8.3; Cllr J Baldwin declared a pecuniary interest on items pertaining to her allotment plot; Cllr L Cockerton declared a non-pecuniary interest on item 14; Cllr F Winrow-Giffin declared a pecuniary interest on grass cutting matters and 10. 1 (ii).

A written dispensation request had been received from Cllr M Hammond on matters pertaining to the Neighbourhood Plan and was considered by members. It was resolved to grant Cllr M Hammond a full dispensation on Neighbourhood Planning matters for the duration of his term of office.

4. Reports

3.1 District Councillor's report: A report had been circulated to members ahead of the meeting and was added to by District Cllr K Guthrie.

3.2 County Councillor's report: A county Cllr report had been circulated and was added to by County Cllr M Hicks. A number of concerns were raised by members regarding the apparent lack of highways maintenance and the time it took the department to actively respond to matters reported, such as pot holes, lines that needed to be repainted, verges, etc...

5. **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.

6. Debenham neighbourhood Plan:

6.1 To receive update and approve adjustments to the Neighbourhood Plan, following receipt of consultation responses: A detailed report had been circulated to members and a verbal report was also given by Cllr S Palframan. It was resolved to approve the recommendations put forward.

6.2 To consider and approve granting the NPDC delegated authority to conclude and agree the SEA report from AECOM (once undertaken): This proposal was also approved by members.

6.3 To consider and approve making the final submission documents available to MSDC: Proposal approved by all.

7. **To approve the minutes of the meeting held 19th February 2018:** It was resolved to approve the minutes as a true record of the meeting held.

8. Finance:

8.1 To consider and approve accounts for payment/receipts and note bank balances: It was resolved to approve the accounts for payments and receipts.

8.2 To consider application for funding from the Citizen's Advice Bureau: Deferred.

8.3 To consider application for funding from St Mary's Church – Debenham (PCC): Although members were minded to support the initiative and endeavours, as a sum of £5,000 was being asked to be considered, a detailed breakdown of costings would be needed before a decision could be made. Deferred to the next meeting.

9. **Administration:** To consider and approve/adopt the following documents: All the relevant documents had been circulated to members a number of weeks ahead of the meeting. No further adjustments had been suggested, therefore it was resolved to approve all the following documents:

9.1 Financial Risk Assessment

9.2 Standing Orders

9.3 Financial Regulations

9.4 Statement of Internal Controls

9.5 Risk Assessment

9.6 FOI Model Publication Scheme

9.7 Electronic Communications Policy

9.8 Salc Internal Auditor Terms of Reference

10. Planning matters

10.1 Applications received for recommendation to MSDC:

(i) **DC/18/00532 75-77 High Street, Debenham**- Erection of two storey side extension; Erection of two storey triple bay garage/cart lodge with storage over: It was resolved to recommend the approval of this planning application.

(ii) **DC/18/00992 The New House, Little London Hill**- Erection of single storey side and rear extension: *Cllr F Winrow-Giffin declared a pecuniary interest and left the room.* It was resolved to recommend the approval of this planning application. *Cllr F Winrow-Giffin returned to the room.*

10.2 To note Approvals/Refusals: **DC/18/00075 21 Gardeners Road, Debenham** - erection of single storey rear extension and render finish over existing brickwork on front elevation- **Planning Permission Granted**

10.3 Planning Correspondence: There had been no further planning correspondence.

11. **Action list:** The action list had been circulated to members ahead of the meeting and was updated. A resolution to grant the sum of £200 to the Fire Fighters Charity was approved by members as a conclusion to one of the actions, which would be ratified at the next Council meeting. This was in gratitude for the continued use of their facilities in Low Road at no cost to the Council, not only as the Clerk's base last Summer but also all the Neighbourhood Planning Committee meetings venue since.

12. **To consider Community Engagement proposals from The Forge Church:** Members were

asked to forward details of any suitable project to the Clerk so that a decision could be made at the next Parish Council meeting.

13. Committees and working groups- To receive update and consider any actions needed

13.1 Trees and Greens: A report was given by Cllr S Phipps.

13.2 Woodland: A report was also given by Cllr S Phipps, which included the attendance at a recent meeting with a local farmer and members of the Woodland Group regarding pest control matters, which would be included in the April agenda for further consideration.

13.3 Street furniture/public conveniences (including proposals for decommissioned telephone box): Cllr R Blackwell was asked to approach the Debenham library with a view to discussing the possibility of the phone box becoming an information box. To be included in the April agenda also.

13.4 Litter and waste matters (including the approval of letter to be sent to the local schools): the revised letter was approved by members and would be sent to both local schools.

13.5 Play areas (including play area inspection): Cllrs J Feeney-Howells and S Phipps kindly volunteered to help with ongoing repairs. The annual inspection was due to take place week commencing 26th March.

14. To consider the purchase of property in Debenham (Market Cross)- further discussions: It was resolved not to continue pursuing this matter.

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

16. To note correspondence including: All correspondence 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: Cllr S Palframan had circulated a number of photographs that better illustrated some of the issues in Debenham, such as flooding and parking/traffic flow, which he recommended were used to replace the ones currently on the Neighbourhood Plan. This recommendation was approved by members.

18. To receive reports from councillors / requests for additions to the next agenda: Cllr F Winrow-Giffin reported a highways matter on Bellwell Lane regarding HGV's on behalf of Cllr G Helm, who would be sending some pictures to the Clerk so the matter could be formally reported to SCC Highways.

Cllr R Blackwell had looking into the possibility of installing an access ramp between Moores Close and Dove Close. However, the incline was too steep and this would not be possible. Cllr R Blackwell to inform the resident in question of his findings.

Cllr L Cockerton reminded Council that Cllr M Loveridge's resignation and subsequent vacancy had not been noted at the start of the meeting, which was ratified. The vacancy notice, however, had been published as part of the statutory requirements. There were now three

casual vacancies in the Debenham Parish Council.

19. Date of next meeting: April 16th 2018. Further Allotment and Cemetery Committee meetings to be arranged in the next month.

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.*

20. Matters pertaining to contracts and tenders: The period for the receipt of contract tenders for the position of Website Editor was extended in order to include late receipt of expressions of interest.

With no further matters to be transacted, the meeting ended at 9.35pm.

Signed: _____ Date: _____