

Signed... 

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Parish Clerk – Wednesday 10<sup>th</sup> September 2025

**All Parish Councillors are summoned to attend a meeting of the Council to be held on  
Monday 15<sup>th</sup> September 2025, 7.00pm at Dove Cottage, High Street, Debenham.  
Parishioners are also invited to attend.**

**AGENDA**

Chair's announcement:

Welcome to this meeting of the Debenham Parish Council. The Council, members of the public and the press may record/film this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Parish Clerk. Please switch all mobile phones off or to silent. May I remind all those present to be courteous and not to have private conversations whilst the meeting is in progress. Thank you.

**DPC/25/414: To consider Apologies for Absence**

**DPC/25/415: Declarations of Interest with regards to items on the Agenda**

**DPC/25/416: Public Participation section** (meeting open for 10 minutes)

**DPC/25/417: Reports**

- a. District Councillor's report
- b. County Councillor's report

**DPC/25/418: To approve Minutes of the meeting held 21<sup>st</sup> July 2025**

**DPC/25/419: Action Plan of Outstanding Matters (Resolved):**

1. Install new waste bin for outside the Coop **(Resolved)**
2. Revised signage around the outdoor gym equipment **(Resolved)**
3. Market Bridge brickwork repairs – Suffolk CC do not recommend any work at this time, but will monitor **(Resolved)**
4. Removal /replacement of tree on green near Wardlaw Court – MSDC have scheduled the work **(Resolved)**

**DPC/25/420: Action Plan of Outstanding Matters (Ongoing):**

1. Barleyfields Footpath – work expected during October **(County Cllr Hicks)**
2. Barleyfields Hedging / Fencing at Recreation Ground/Cemetery Boundary **(Clerk)**
3. Foot Bridge Repairs (Low Road to Saxton Close) – update **(District Cllr Davis)**
4. Update on potential soft boundary between the Cemetery (cremation graves) and Recreation Ground (gym equipment / picnic tables) **(Clerk)**
5. Update on Parishioner correspondence regarding the Market Green surrounding the Market Green building **(Clerk)**
6. Update regarding car parking on Green space at Coopersfield junction **(Clerk)**
7. Painting railings along Aspoll Road / High Street **(Cllr Sweet)**

8. Update on potential TPO for oak trees in Gracechurch Street **(Cllr Sweet)**

**DPC/25/421: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC):**

**1) APPLICATION FOR RESERVED MATTERS - DC/25/03327** Proposal: Application for approval of Reserved Matters following approval of Outline Planning Permission DC/21/03315 dated 10/11/2022 Town and Country Planning (Development Planning Procedure) (England) Order 2015 (as amended) details for Appearance, Landscaping, Layout and Scale for the erection of 4 No. single storey dwellings and garages. Location: Land Between The Butts And, Little London Hill, Debenham, Suffolk. **Deadline 16<sup>th</sup> September 2025**

**2) APPLICATION FOR PLANNING PERMISSION - DC/25/03551** Proposal: Householder Application - Erection of single storey front and rear extensions. Location: 6 Lock Close, Debenham, IP14 6RS. **Deadline 16<sup>th</sup> September 2025**

**3) APPLICATION FOR LISTED BUILDING CONSENT - DC/25/03700** Proposal: Application for Listed Building Consent - Modifications to guttering and downpipes on front elevation, repairs to decayed timber framing on front elevation, repairs to first floor joists, re-rendering of front and side elevations of 64 Highs Street Debenham. Location: 66 & 64 High Street, Debenham, Stowmarket, Suffolk IP14 6QP. **Deadline 17<sup>th</sup> September 2025**

**4) APPLICATION FOR OUTLINE PLANNING PERMISSION - DC/25/03775** Proposal: Hybrid Planning Application consisting of: [Full] The re-erection of part of the building, and conversion of existing buildings to a single dwelling. Demolition of an existing rural building. [Outline] The erection of three dwellings including access, with matters of Scale, Appearance, Materials and Landscape reserved. Location: Hill House Barn, Thorpe Lane, Debenham, Stowmarket Suffolk IP14 6NF. **Deadline 22<sup>nd</sup> September 2025**

**5) APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/03866** Proposal: Notification of works to Trees in a Conservation Area - Fell 1 No. Horse Chestnut (T1) Location: 14 Priory Lane, Debenham, Stowmarket, Suffolk IP14 6QD. **Deadline 23<sup>rd</sup> September 2025**

**6) Street Naming and Numbering - SN/25/00279/SN** Proposal : New Development at Land South East Of Low Road Debenham Suffolk. I would be grateful if your Parish Councillors could suggest 3 new road name(s) for the above development. The developer has not proposed any road names.

**DPC/25/422: PLANNING – Decisions to Note:**

1) **Application Reference: DC/25/02256:** Proposal & Location of Development: Householder Application - Erection of a single storey rear extension. 10 Great Back Lane, Debenham, Stowmarket, Suffolk IP14 6PZ **(Granted)**

2) **Application Reference: DC/25/03024:** Proposal & Location of Development: Notification of works to trees within a conservation area -T1 - Horse Chestnut - Reduce height by 3m, radial reduction by 1m to shape T2 - Yew - smaller of two yew trees near house, reduction as per previous time to approx. 2.1m. Required for buildings insurance purposes. 8 Gracechurch Street, Debenham, Stowmarket, Suffolk IP14 6RA **(Granted)**

3) **Application Reference: DC/25/02769:** Proposal & Location of Development: Application for Listed Building Consent - Replacement of 3no. windows and window repairs Kiln Cottage, 8 Low Road, Debenham, Stowmarket Suffolk IP14 6QU **(Granted)**

4) **Application Reference: DC/25/02769:** Application for Listed Building Consent - Replacement of 3no. windows and window repairs LOCATION: Kiln Cottage, 8 Low Road, Debenham, Stowmarket, Suffolk, IP14 6QU **(Granted)**

5) **Application Reference: DC/25/02507 and DC/25/02506:** Application for Listed Building Consent and Planning Permission - Underpinning the gable end of the rear outbuilding following the removal of the contaminated soils and the dismantling and reconstruction of a small section of the Southern

boundary wall to enable the removal of the remaining contamination from this second area. 3 High Street, Debenham, Stowmarket, Suffolk IP14 6QL **(Granted)**

#### **DPC/25/423: Finance**

1. To acknowledge August Payments (approved remotely) and note receipts **(RFO)**
2. To approve September Payments and note Receipts **(RFO)**
3. Finance Working Group:
  - i. Report on Accounts to end August 2025 **(RFO)**
  - ii. CIL Funding report update **(RFO)**
  - iii. Approve NJC annual pay rise figures for Clerk/RFO salary (already circulated to Parish Councillors) **(RFO)**
  - iv. Approve costs for increase in Fidelity Insurance cover from £250k to £500k with Clear Councils (already circulated to Parish Councillors) **(RFO)**
  - v. Approve adding four new financial institutions to allow reduction in exposure to Barclays Bank (proposal already circulated to Parish Councillors) **(RFO)**
  - vi. Consider CIL Funding Request from Primary School **(RFO)**
  - vii. To Note: Agreement to donate £100 to Families Together Suffolk Christmas Appeal in December 2025

#### **DPC/25/424: Administration**

- 1) To Note: Resignation email from Cllr Helm received by the Clerk – awaiting official notification that conforms to the statutory requirements **(Clerk)**
- 2) Acknowledge resignation email from Parish Clerk – the notice period ends 2<sup>nd</sup> October 2025 (RFO responsibilities will continue until the end of December 2025) **(Cllr Cockerton)**
- 3) Review all existing Committees and Working Groups **(Clerk)**
- 4) Arrange meeting with Clock winder to review process, fees and future billing **(Clerk)**
- 5) Consider dates for SALC online Councillor training sessions (£260 +VAT per session) **(Clerk)**
- 6) Consider submission for MSDC Community Governance Review (proposal already circulated) **(Clerk)**
- 7) Consider Co-Opt process for new Parish Councillors **(Cllr Winrow-Giffin)**
- 8) Review Debenham Day 2025 and consider improvements for 2026 **(Cllr Barlow)**
- 9) To Note: Litter Pick being scheduled for Saturday 25<sup>th</sup> October **(Clerk)**

#### **DPC/25/425: To review and approve the following Council Policies, Procedures and Forms:**

1. Approve and Adopt new Internet Banking Policy (already circulated to Parish Councillors) **(RFO)**
2. Approve and Adopt new Section 7.15 in the Financial Regulations (adding the new Internet Banking Policy) (already circulated to Parish Councillors) **(RFO)**

#### **Committees, Working Groups and Representatives Reports:**

**DPC/25/426: Neighbourhood Plan** – the NP Consultant has been appointed (in principle) and the initial meeting will be the next step **(Clerk)**

**DPC/25/427: Allotments** – Updates **(Clerk)**

**DPC/25/428: Recreation Ground** – Update on inclusion of small gate to help with grass cutting **(Cllr Sweet)**

**DPC/25/429: Cemetery** – Updates **(Cllr Cockerton)**

**DPC/25/430: Debenham Sports and Leisure (DSL)** – Updates **(Clerk)**

**DPC/25/431: URC:**

1. Memorial Garden – update on potential use as community green space **(Cllr Sweet)**
2. Car Parking – reconsider this topic **(Cllr Cockerton)**

**DPC/25/432: Public Conveniences - Updates (Cllr Sweet)**

**DPC/25/433: Waste and Dog Bins:**

1. Consider requirement for new dog bins in Water Lane and Cross Green **(Cllr Sweet)**
2. Review the new Coop bin emptying schedule **(Clerk/Cllr Sweet)**

**DPC/25/434: Emergency Plan:**

1. Review EP following meeting in May with Suffolk CC **(Clerk/Cllr Sweet)**
2. Follow-up meeting to be arranged with Chair of DSL **(Clerk/Cllr Sweet)**

**DPC/25/435: Flooding:**

1. Report on proposed meeting arrangements with Suffolk CC & Environment Agency Flood Teams following s.19 report **(Cllr Sweet)**
2. Environment Agency future management of the river erosion boards **(Clerk)**
3. Update on Riparian responsibilities **(Cllr Sweet)**

**DPC/25/436: Village Tree / Hedge works:**

1. Chancery Lane hedge works - update **(Cllr Sweet)**
2. Lime Trees at URC – update on UK Power Networks tree work **(Cllr Sweet/Clerk)**
3. Village Green – tree replacement next steps **(Cllr Sweet)**
4. Willow tree on Market Bridge Green replacement – costs approved in July **(Cllr Sweet)**
5. Update on tree condition survey **(Cllr Sweet)**
6. Cemetery tree overhanging near recycling bins **(Cllr Sweet)**
7. Ornamental Pear tree on Market Green (parishioner email) **(Cllr Sweet)**

**DPC/25/437: General Maintenance topics:**

1. Consider restoration and preservation of Village benches **(Cllr Sweet)**
2. Consider action for rabbit holes at the Cemetery and Rec Ground **(Cllr Sweet)**
3. Approve parishioner's kind offer to repaint Telephone Box **(Clerk)**
4. Consider appointing handy man to repair concrete base for bench on High Street Village Green **(Cllr Sweet)**

**DPC/25/438: Highways:**

1. Update on parking at High Street/Cross Green pavement **(Cllr Cockerton)**
2. Update on proposed Traffic Regulation Order (TRO) **(County Cllr Hicks)**
3. Consider meeting dates for Suffolk Police site visit to Chancery Lane / Market Bridge **(Clerk)**

**DPC/25/439: Correspondence received:**

1. Consider maintenance plan for Churchyard tidy-up including Yew Tree reduction **(Cllr Barlow/Clerk)**
2. Consider placing St. George's flags around the village **(Clerk)**
3. Freedom of Information request received and will be processed in accordance with statutory procedures **(Clerk)**

**DPC/25/440: To receive any report from Councillors/requests for addition to a future Agenda (no decision can be made unless exempt or under delegated power)**

**DPC/25/441: Date of next Parish Council meeting – Monday 20<sup>th</sup> October 2025, 7pm at Dove Cottage, High Street, Debenham**

**DPC/25/442: Consider the temporary exclusion of the public and press: 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.**

**DPC/25/443: Consider future options for Field Lettings**