

**DEBENHAM PARISH COUNCIL**  
Email: parish.clerk@debenhamparishcouncil.org

Signed...



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Parish Clerk 11<sup>th</sup> June 2025

**All Parish Councillors are summoned to attend the Annual Parish Council Meeting to be held on Monday 16<sup>th</sup> June 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/25/348: To consider Apologies for Absence**

**DPC/25/349: Declarations of Interest with regards to items on the Agenda**

**DPC/25/350: Public Participation section** (meeting open for 10 minutes)

**DPC/25/351: Reports**

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

**DPC/25/352: To approve Minutes of the meeting held 19<sup>th</sup> May 2025**

**DPC/25/353: Action Plan of Outstanding Matters (Resolved):**

1. Debenham PCC – letter of support for heating system upgrades (**Resolved**)

**DPC/25/354: Action Plan of Outstanding Matters (Ongoing):**

1. Barleyfields Footpath – work expected during Summer Holidays (**District Cllr Davis**)
2. Barleyfields Hedging / Fencing at Recreation Ground/Cemetery Boundary (**Clerk**)
3. TRO – provide mini map of proposals (**County Cllr Hicks**)
4. Parish Council Bier – update on relocation (**Clerk / Cllr Collins**)
5. Foot Bridge Repairs (Low Road to Saxton Close) – update (**District Cllr Davis**)
6. Fence Repairs (Gardeners Road near garages) – update (**County Cllr Hicks**)
7. Update on potential soft boundary between the Cemetery (cremation graves) and Recreation Ground (gym equipment / picnic tables) (**Clerk**)
8. Update on request to hold weekly fitness classes on the Recreation Ground (**Cllr Sweet**)
9. Update on Co-op bin removal and possible alternative solutions (**Clerk**)
10. Update on revised signage around the outdoor gym equipment (**Cllr Sweet**)
11. Update on Parishioner correspondence regarding the Market Green surrounding the Market Green building (**Clerk**)
12. Update regarding car parking on Green space at Coopersfield junction (**Clerk**)

13. Update regarding potential fly-tipping at the rear of 38 Aspoll Road **(Clerk)**
14. Consider CIL Charging Schedule Consultation – deadline for comments 9<sup>th</sup> July 2025 **(Clerk)**
15. Consider Listed Building (Windows) Consultation – deadline for comments 11<sup>th</sup> July 2025 **(Clerk)**

**DPC/25/355: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC):**

- 1) None

**DPC/25/356: PLANNING – consultation period ended, awaiting decision by MSDC:**

- 1) **APPLICATION FOR PLANNING PERMISSION - DC/25/02256** Proposal: Householder Application - Erection of a single storey rear extension. Location: 10 Great Back Lane, Debenham, Stowmarket, Suffolk IP14 6PZ. **Consultation Deadline 10-June-2025**

**DPC/25/357: PLANNING – Decisions to Note:**

- 1) Listed Building Consent - Refurbishment following flood, requirement to remove external rough cast rendering. Kiln Cottage, 8 Low Road, Debenham, Stowmarket Suffolk IP14 6QU **(Granted)**

**DPC/25/358: Finance**

1. To approve accounts for payment and to note receipts **(RFO)**
2. Finance Working Group:
  - i. Report on accounts to end May 2025 **(RFO)**
  - ii. CIL Funding report update **(RFO)**
  - iii. Report on VAT reclaims **(RFO)**
  - iv. Approve update to Grant Funding Request / CIL Funding Request Forms **(RFO)**
  - v. Approve and sign Revised CIL Annual Return to 31-Mar-25 (already circulated to Parish Councillors) **(RFO)**
  - vi. Insurance cover renewed on 1<sup>st</sup> June 2025 with Clear Councils **(RFO)**
  - vii. Chat Bench – approve costs **(RFO/Cllr Collins)**
  - viii. Willow tree on Village Green replacement – approve costs **(Cllr Sweet)**
  - ix. Composting toilets for Deb Day and consider longer term hire – approve costs **(Cllr Barlow)**

**DPC/25/359: Administration**

- 1) Review channels on Slack (action after Year End Audit is complete) **(Clerk/Cllr Helm)**
- 2) Update on planning for Debenham Day 2025 **(Cllr Barlow)**
- 3) Review all existing Committees and Working Groups – List circulated **(Clerk)**
- 4) Consider creation of Maintenance / Repairs form to address Health and Safety risks and identify best solution (DPC to fix / Outsource work) **(Cllr Collins)**

**DPC/25/360: To review and approve the following Council Policies, Procedures and Forms:**

1. Funding Policy (already circulated to Parish Councillors) **(RFO)**

**Committees, Working Groups and Representatives Reports**

**DPC/25/361:** Debenham Neighbourhood Plan – Update on Consultants request for proposals **(Clerk)**

**DPC/25/362:** Allotments **(Clerk)**

**DPC/25/363:** Recreation Ground – review inclusion of small gate to help with grass cutting **(Cllr Sweet)**

**DPC/25/364:** Cemetery – review and approve Cemetery Fee schedule 2025/26 **(Cllr Cockerton/RFO)**

**DPC/25/365:** Debenham Sports and Leisure (DSL) **(Cllr Helm)**

**DPC/25/366:** URC:

1. Memorial Garden – update on potential use as community green space **(Cllr Sweet)**
2. To note – URC outdoors service approved for Sunday 20<sup>th</sup> July 2025.

**DPC/25/367:** Public Conveniences:

1. Consider action to repair brickwork on outside wall **(Cllr Sweet/Cllr Collins)**
2. Approve repairs to damaged toilets and future maintenance requirements **(Cllr Sweet/Cllr Collins)**

**DPC/25/368:** Emergency Plan:

1. Update on EP meeting with Suffolk CC **(Clerk/Cllr Sweet)**
2. To note – meeting to be arranged with Chair of DSL **(Clerk/Cllr Sweet)**

**DPC/25/369:** Flooding:

1. Report on proposed meeting arrangements with Suffolk CC & Environment Agency Flood Teams following s.19 report
2. Environment Agency future management of the river erosion boards

**DPC/25/370:** Dog Bin update on remaining contractual obligations (if any) **(Cllr Sweet)**

**DPC/25/371:** Update on Village Tree / Hedge works:

1. Chancery Lane hedge works - update **(Clerk/Cllr Sweet)**
2. Lime Trees at URC – update and approve maintenance plan **(Cllr Sweet)**

**DPC/25/372:** Highways:

1. Update on parking at High Street/Cross Green pavement **(Cllr Cockerton)**
2. Report on proposed Traffic Regulation Order (TRO) **(County Cllr Hicks)**
3. Consider White Gates at village entry speed signs **(Cllr Barlow)**

**DPC/25/373:** To consider correspondence received:

1. Consider brickwork repairs to 3 areas around Market Bridge **(Cllr Sweet/Clerk)**
2. Consider reports of excess rubbish behind Brufords **(Cllr Barlow)**

**DPC/25/374:** 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/25/375:** Date of next Parish Council meeting – Monday 21 July 2025, 7pm at Dove Cottage, High Street, Debenham

**DPC/25/376:** 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/25/377:** Review Insurance cover renewal

**DPC/25/378:** Review process for approving actions in-between Parish Council meetings

**DPC/25/379:** To consider SALC training sessions (x2)

**DPC/25/380:** To consider MSDC Community Governance Review

**DPC/25/381:** To consider Employment Committee Report