

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

Signed



Parish Clerk – 12 November 2025

**All Parish Councillors are summoned to attend a meeting of the Council to be held on
Monday 17th November 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/25/473: To consider Apologies for Absence

DPC/25/474: To consider co-option of new Parish Councillors

DPC/25/475: Declarations of Interest with regards to items on the Agenda

DPC/25/476: Public Participation section (meeting open for 10 minutes)

DPC/25/477: Reports

1. District Councillor's report
2. County Councillor's report

DPC/25/478: To approve Minutes of the meeting held 20th October 2025

DPC/25/479: Action Plan of Outstanding Matters (Resolved):

1. Barleyfields Footpath – work has begun **(County Cllr Hicks)**

DPC/25/480: Action Plan of Outstanding Matters (Ongoing):

1. Barleyfields Hedging / Fencing at Recreation Ground/Cemetery Boundary **(Clerk)**
2. Update on Parishioner correspondence regarding the Market Green surrounding the Market Green building **(Clerk)**
3. Update regarding car parking on Green space at Coopersfield junction **(Clerk)**
4. Footbridge repairs (Low Rd / Saxton Close) **(County Cllr Hicks)**
5. Consider plan for High Street railings **(Cllr Collins / County Cllr Hicks)**
6. Churchyard maintenance including Yew Tree reduction **(Cllr Barlow/Clerk)**

DPC/25/481: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC):

1) APPLICATION FOR PLANNING PERMISSION - DC/25/04621 Proposal: Householder Application - Erection of Single storey front and rear extensions. Location: 53 Gracechurch Street, Debenham, Stowmarket, Suffolk IP14 6RQ. Deadline **18th November 2025**

2) APPLICATION FOR LISTED BUILDING CONSENT - DC/25/04720 Proposal: Application for Listed Building Consent - Replace concrete render with Lime Render to side and front elevations. Replace window on front elevation with new timber window. Location: 1 Water Lane, Debenham, Stowmarket, Suffolk IP14 6QB. Deadline **21st November 2025**

3) CONSULTATION ON PLANNING APPLICATION WHICH WILL BE DETERMINED BY SUFFOLK COUNTY COUNCIL REF: SCC/0140/25MS Proposal: Refurbishment of the existing building to replace the existing timber cladding, soffits, fascias and timber-framed windows. Additionally, upgrades to the wall build-up by timber studs, a cavity barrier, breather membrane, and taped and sealed cement board. **Location:** High Suffolk Family Hub, Gracechurch Street, Debenham, IP14 6BL. Deadline **25th November 2025**

4) APPLICATION FOR PLANNING PERMISSION – DC/25/04008 **Proposal:** Planning Application - Change of use of building from Mixed Use Classes E and C3 to Dwellinghouse Class C3 only **Location:** 48 High Street, Debenham, IP14 6QW. Deadline **26th November 2025**

DPC/25/482: PLANNING – Decisions to Note:

1) APPLICATION REFERENCE DC/25/03775 Proposal & Location of Development: 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. Hill House Barn, Thorpe Lane, Debenham, Stowmarket Suffolk IP14 6NF **(Granted)**

2) APPLICATION REFERENCE: DC/25/04439 39 Chancery Lane Debenham IP14 6PH. Notification of works to trees in a Conservation Area - Horse chestnut tree, to reduce just above previous pollard points, retaining as much shape as possible **(Granted)**

3) TO NOTE RECOMMENDATION: DC/24/04567 Location: Kenton Hall, Debenham Road, IP14 6JU. Referred to committee as deemed controversial by Acting Director of Planning as site falls within the Hartismere Water Resource Zone and is a development that will require significant water. To be discussed by MSDC Planning Committee **19th November 2025**

DPC/25/483: Finance

1. Approve November 2025 Payments Schedule and note Receipts **(RFO)**
2. Finance Working Group:
 - i. Report on Accounts to end October 2025 **(RFO)**
 - ii. CIL Funding Report update **(RFO)**
 - iii. Approve RFO proposal for E-ON Next electricity contract renewal by 27-November-2025 for the Public Toilets **(RFO)**
 - iv. Approve appointment of SALC as Internal Auditor for 2025-26 Audit **(RFO)**

- v. Approve allocation of CIL funds for the recent village bench maintenance costs of £554.95 **(RFO)**

DPC/25/484: Administration

1. Advertisement of DPC Field Lettings **(Clerk)**
2. Confirm dates for 2026 Parish Council Meetings **(Clerk)**
3. To consider Councillor/Employee expenses policy **(Cllr Cockerton)**
4. To note: SALC online Councillor training sessions dates confirmed for January 2026 **(Clerk)**

Committees, Working Groups and Representatives Reports:

DPC/25/486: Neighbourhood Plan:

1. To note: date of Neighbourhood Plan meeting Wednesday 26th November, 5pm at Dove Cottage **(Clerk)**
2. Confirm councillor involvement in Committees and Working Groups **(Clerk)**

DPC/25/487: Allotments

1. To note: Allotment Committee meeting took place Tuesday 11th November, new Chair appointed - Cllr Collins.

DPC/25/488: Flooding:

1. To note: the Clerk has asked for written clarification from the EA regarding erosion boards and Riparian rights **(Clerk)**

DPC/25/489: General Maintenance topics:

1. To consider Millenium gates refurbishment **(Cllr Sweet)**
2. To note: work complete on 11 village benches **(Cllr Sweet)**

DPC/25/490: Highways:

1. Update on parking enforcement at High Street/Cross Green pavement **(Cllr Winrow-Giffin / County Cllr Hicks)**
2. Update on proposed Traffic Regulation Order (TRO) **(County Cllr Hicks)**

DPC/25/491: Correspondence received:

1. Confirm additional site for defibrillator at Dove Cottage and consider funding (not BHF) **(Clerk)**
2. Monitor parking around Lock Close - update **(Clerk)**
3. Monitor concern for the state of pavements across the parish – considering repairs via central funding budget **(County Cllr Hicks)**
4. Monitor vehicular access to Hoppit Lake from Water Lane – ongoing **(Clerk)**
5. Consider bench sponsoring **(Clerk)**

DPC/25/492: 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/25/493: Date of next Parish Council meeting – Monday 8th December 2025, 7pm at Dove Cottage, High Street, Debenham