

Signed... 

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Parish Clerk 13th May 2025

All Parish Councillors are summoned to attend the Annual Parish Council Meeting to be held on Monday 19th May 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/25/314: Election of Chair

DPC/25/315: Election of Vice-Chair

DPC/25/316: To consider Apologies for Absence

DPC/25/317: Declarations of Interest with regards to items on the Agenda

DPC/25/318: Public Participation section (meeting open for 10 minutes)

DPC/25/319: Reports

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

DPC/25/320: To approve Minutes of the meeting held 14 April 2025

DPC/25/321: Action Plan of Outstanding Matters (Resolved):

1. Allotments – new management framework in place **(Clerk)**
2. Planning Consultation Survey – Complete online survey and letter sent opposing changes **(Clerk)**

DPC/25/322: 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. Debenham PCC – letter of support for heating system upgrades **(Clerk)**
6. Chat Bench – update **(Cllr Collins)**
7. Lime Trees at Market Bridge – to receive written credentials and confirmation of Public Liability Insurance for tree expert **(District Cllr Davis)**
8. Foot Bridge Repairs (Low Road to Saxton Close) – update **(District Cllr Davis)**
9. Fence Repairs (Gardeners Road near garages) – update **(County Cllr Hicks)**

DPC/25/323: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC):

- 1) **APPLICATION FOR PLANNING PERMISSION - DC/25/02091** Proposal: Full Planning Application - Construction of a flood attenuation embankment and three new permanent water bodies. Location: Field to the South of Poplar Hall, Off Bakers Lane, Winston Green, IP14 6BT. **Consultation Deadline 29-May-2025**

DPC/25/324: PLANNING – consultation period ended, awaiting decision by MSDC:

- 1) None

DPC/25/325: PLANNING – Decisions to Note:

- 1) **DC/25/00466 - Full Planning Application Granted** - Replacement of WC facilities with smaller modular building at Debenham Bowls Club, Debenham Community Centre, Gracechurch Street, Debenham, Stowmarket Suffolk IP14 6BL
- 2) **DC/25/01080 - Listed Building Consent Granted:** Proposal & Location of Development: Application for Listed Building Consent - Erection of a single storey extension; Demolition of conservatory; and Replacement fenestration (retention of). The Coach House, Crows Hall Road, Debenham, Stowmarket Suffolk IP14 6NG
- 3) **DC/25/01079 – Planning Permission Granted:** Householder Application - Erection of a single storey extension (following demolition of conservatory) Replacement fenestration (retention of). The Coach House, Crows Hall Road, Debenham, Stowmarket Suffolk IP14 6NG

DPC/25/326: Finance

1. To approve accounts for payment and to note receipts/bank balances/reconciliations **(RFO)**
2. Finance Working Group:
 - i. Report including accounts to end April 2025 **(RFO)**
 - ii. CIL Funding report update **(RFO)**
 - iii. Consider proposal to update Grant / CIL Funding Request Forms and amend limits **(RFO)**
 - iv. Grant Funding Request from Be Well Fest 2025 - £750 in aid of MNDA Suffolk
 - v. Grant Funding Request from Friends of Sir Robert Hitcham Primary School - £750 to support Summer Sizzler event
 - vi. CIL Funding Request from Debenham Sports and Leisure - £1,050 for Car Park exit repairs
 - vii. CIL Funding Request from Debenham PCC - £14,500 for new heating system
 - viii. Approve updates to Asset Register 2025 (already circulated to Parish Councillors) **(RFO)**
 - ix. Approve and sign CIL Annual Return to 31-Mar-25 (already circulated to Parish Councillors) **(RFO)**
 - x. Audit – approve AGAR Accounting Statements for 2024-25 (already circulated to Parish Councillors) **(RFO)**
 - xi. Audit – approve AGAR Annual Governance Statement for 2024-25 (already circulated to Parish Councillors) **(RFO)**
 - xii. Audit – approve commencement date for Notice of Public Rights for 2024-25 (already circulated to Parish Councillors) **(RFO)**
 - xiii. Insurance cover renews on 1st June 2025 **(RFO)**
 - xiv. To approve the list of Standing Orders / Direct Debits / Direct Bank Payments etc. These include Salaries, HMRC and Pensions, various Contractors and Sundries. Clerk and Councillor expenses. Subscriptions to Microsoft, NSALG, SALC, Rialtas and Slack. Electricity for Public Conveniences and Telephone Kiosk. Water Rates to Allotments, Cemetery and Public Conveniences. Dove Cottage Wifi connection and venue storage fee **(RFO)**

DPC/25/327: Administration

- 1) Employment Appeals Working Group – to approve Terms of Reference **(Cllr Sweet)**
- 2) To review channels on Slack (action after Year End Audit is complete) **(Clerk/Cllr Helm)**
- 3) To receive update on planning for Debenham Day 2025 **(Cllr Barlow)**
- 4) To review all existing Committees and Working Groups – List circulated **(Clerk)**
- 5) Update on Parish Council Facebook page **(Clerk)**

DPC/25/328: To review and approve the following Council Policies, Procedures and Forms:

1. Grievance Policy

Committees, Working Groups and Representatives Reports

DPC/25/329: Debenham Neighbourhood Plan – NP Consultant search ongoing **(Clerk)**

DPC/25/330: Allotments **(Clerk)**

DPC/25/331: Recreation Ground – inclusion of small gate to help with grass cutting **(Cllr Sweet)**

DPC/25/332: Cemetery – update on proposed footpath at the junction of the new development land/Hoppit Wood/Cemetery **(District Cllr Davis)**

DPC/25/333: Debenham Sports and Leisure **(Cllr Helm)**

DPC/25/334: URC Memorial Garden – discuss potential use as community green space **(Cllr Sweet)**

DPC/25/335: Public Conveniences – update **(Cllr Sweet)**

DPC/25/336: Emergency Plan Report – meeting arranged for 23 May 2025 with Ben Wilding (Suffolk Joint Emergency Planning Unit) **(Clerk / Cllr Sweet)**

DPC/25/337: 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/25/338: Dog Bin update on remaining contractual obligations (if any) **(Cllr Sweet)**

DPC/25/339: Update on Village Tree / Hedge works:

1. Willow Tree on Village Green and possible replacements **(Cllr Sweet)**

DPC/25/340: 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. To consider White Gates at village entry speed signs **(Cllr Barlow)**

DPC/25/341: To consider correspondence received:

1. To consider soft boundary between the Cemetery (cremation graves) and Recreation Ground (gym equipment / picnic tables) **(Clerk)**
2. To consider request to hold weekly fitness classes on the Recreation Ground **(Clerk)**
3. Update on Co-op bin removal and possible alternative solutions **(Cllr Barlow)**
4. To consider request to update signage around the outdoor gym equipment **(Clerk)**
5. To consider email from parishioner regarding the Market Green surrounding the Market Green building **(Cllr Sweet)**
6. To consider action regarding car parking on Green space at Coopersfield junction **(Cllr Sweet)**
7. To consider action regarding potential fly-tipping at the rear of 38 Aspall Road **(Cllr Collins)**

DPC/25/342: 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/25/343: Date of next Parish Council meeting – Monday 16 June 2025, 7pm at Dove Cottage, High Street, Debenham

DPC/25/344: To 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/25/345: To consider Employment Committee Report

DPC/25/346: To consider SALC training session at Dove Cottage

DPC/25/347: To consider Parish Councillor recruitment