

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

Signed



Parish Clerk – Wednesday 15<sup>th</sup> October 2025

**All Parish Councillors are summoned to attend a meeting of the Council to be held on Monday 20<sup>th</sup> October 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/25/444: To consider Apologies for Absence**

**DPC/25/445: To consider co-option of new Parish Councillors**

**DPC/25/446: Declarations of Interest with regards to items on the Agenda**

**DPC/25/447: Public Participation section** (meeting open for 10 minutes)

**DPC/25/448: Reports**

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

**DPC/25/449: To approve Minutes of the meeting held 15<sup>th</sup> September 2025**

**DPC/25/450: Action Plan of Outstanding Matters (Resolved):**

1. Potential soft boundary between the Cemetery (cremation graves) and Recreation Ground (gym equipment / picnic tables) **(Clerk)**

**DPC/25/451: 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) – monitor **(Clerk)**
4. Update on Parishioner correspondence regarding the Market Green surrounding the Market Green building **(Clerk)**
5. Update regarding car parking on Green space at Coopersfield junction **(Clerk)**
6. Painting railings along Aspell Road / High Street **(Cllr Sweet)**
7. Update on potential TPO for oak trees in Gracechurch Street **(Cllr Sweet)**

8. Churchyard tidy-up/maintenance including Yew Tree reduction (**Clr Barlow/Clerk**) sent letters awaiting feedback

**DPC/25/452: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC):**

1. **APPLICATION FOR PLANNING PERMISSION - DC/25/04317 Proposal: Householder Application.** Construction of a dropped kerb vehicular access. Location: 16 Gracechurch Street, Debenham, IP14 6RE, We invite your comments on the application described above by **22nd October 2025**.
2. **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/04439 Proposal:** 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. Given it has been a long time since the tree has been cut back the level of shaping required varies on different sections of the tree. It has been suggested a c. 30% canopy reduction would be sufficient to provide clearance for power lines that branches are now encroaching on and retain the tree shape. Location: 39 Chancery Lane, Debenham, Stowmarket, Suffolk IP14 6PH We invite your comments on the application described above by **29th October 2025**.

**DPC/25/453: PLANNING – Decisions to Note:**

1. **DC/25/02429 and DC/25/02430:** Proposal & Location of Development: Householder application and Listed application - Replacement of 3 no. windows and conservatory. 2 Aspell Road, Debenham, Stowmarket, Suffolk IP14 6QA (**Granted**)
2. **DC/25/03551:** Proposal & Location of Development: Householder Application - Erection of single storey front and rear extensions. 6 Lock Close, Debenham, IP14 6RS (**Granted**)
3. **DC/25/03866:** Proposal & Location of Development: Notification of works to Trees in a Conservation Area - Fell 1 No. Horse Chestnut (T1). 14 Priory Lane, Debenham, Stowmarket, Suffolk IP14 6QD (**Granted**)
4. **DC/25/03327:** Proposal & Location of Development: 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. Land Between The Butts And, Little London Hill, Debenham, Suffolk. (**Granted**)
5. **DC/25/03700:** Proposal & Location of Development: 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 High Street Debenham. 66 & 64 High Street, Debenham, Stowmarket, Suffolk IP14 6QP (**Granted**)

**DPC/25/454: Finance**

1. Approve October 2025 Payments Schedule and note Receipts (**RFO**)
2. Finance Working Group:
  - i. Report on Accounts to end September 2025 (**RFO**)
  - ii. CIL Funding Report update (**RFO**)

- iii. To Note: Fidelity Insurance cover with Clear Councils increased to £500k at a pro rata cost of £149.92 **(RFO)**
- iv. Approve adding four new financial institutions to allow reduction in exposure to Barclays Bank (proposal already circulated to Parish Councillors) **(RFO)**
- v. Approve allocation of CIL funds for the recent village railings painting costs of £1,781.00 **(RFO)**
- vi. Approve SALC training course costs of £120.00 (plus VAT) for new Parish Clerk **(RFO)**
- vii. Agree and Approve Poppy Appeal 2025 donation amount **(RFO)**
- viii. Consider application to MSDC for Winter Warm Hub funding **(RFO)**
- ix. Consider Funding Request for £200 towards Books for Santa project **(RFO)**
- x. Consider Funding Request from Debenham Sports and Leisure for £600 towards firework display costs **(RFO)**
- xi. To Note: Debenham Angel Community Ltd will be refunding £2,600 which represents an unused grant made in November 2023 **(RFO)**
- xii. To Note: The External Auditor has concluded their review for 2024-25 and supplied their Report and Certificate **(RFO)**

**DPC/25/455: Administration**

- 1. Review all existing Committees and Working Groups **(Clerk)**
- 2. Consider dates for SALC online Councillor training sessions (£260 +VAT per session) **(Clerk)**
- 3. Consider submission for MSDC Community Governance Review (proposal already circulated) **(Clerk)**
- 4. Consider advertising Field Lettings as current tenant is not renewing **(Clerk)**
- 5. To Note: Appointment of new Parish Clerk

**DPC/25/456: To review and approve the following Council Policies, Procedures and Forms** - Arrange review and adoption of the General Risk Assessment document for 2025 **(Clerk)**

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

**DPC/25/457: Neighbourhood Plan:**

- 1. Consider latest call for sites from MSDC Assessment **(Cllr Cockerton)**
- 2. Consider next steps following appointment of NP Consultant **(Clerk)**

**DPC/25/458: Allotments**

- 1. Tenancy letters have been sent out to plot holders with continuing conversation with allotment consultee on payments and renewals **(Clerk/RFO)**
- 2. To arrange a date for an Allotment Committee meeting **(Clerk)**

**DPC/25/459: Recreation Ground** – Update on inclusion of small gate to help with grass cutting **(Cllr Sweet)**

**DPC/25/460: Cemetery** – Updates **(Cllr Cockerton)**

**DPC/25/461: Debenham Sports and Leisure (DSL)** – Updates **(Clerk)**

**DPC/25/462: URC:**

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

**DPC/25/463: Public Conveniences - Updates (Cllr Sweet)**

**DPC/25/464: Waste and Dog Bins:**

1. Consider requirement for new dog bins in Water Lane and Cross Green – review proposed locations and costs **(Cllr Sweet)**
2. Decide on the new Coop bin emptying schedule **(Clerk/Cllr Sweet)**

**DPC/25/465: 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/25/466: 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/25/467: Village Tree / Hedge works:**

1. Lime Trees at URC – update on UK Power Networks tree work **(Cllr Sweet/Clerk)**
2. Village Green – willow tree replacement next steps – costs approved in July **(Cllr Sweet)**
3. Update on tree condition survey **(Cllr Sweet)**
4. Approval for an independent specialist tree survey report **(Cllr Winrow-Griffin)**

**DPC/25/468: General Maintenance topics:**

1. Approve restoration and preservation of Village benches costs **(Cllr Sweet)**
2. Approve appointing handy man and related costs to repair concrete base for bench on High Street Village Green **(Cllr Sweet)**

**DPC/25/469: Highways:**

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

**DPC/25/470: Correspondence received:**

1. Consider Community Engagement Policy in relation to Chancery Lane hedge **(Cllr Sweet)**
2. Consider access gate at Barleyfields development **(Cllr Sweet)**
3. Consider next steps for installing white gates at the three entrances to Debenham **(Clerk)**
4. Consider additional sites for Defibrillators around Debenham and application to BHF for funding **(Clerk)**
5. Consider parking around Lock Close **(Cllr Cockerton)**

**DPC/25/471: 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/25/472: Date of next Parish Council meeting – Monday 17<sup>th</sup> November 2025, 7pm at Dove Cottage, High Street, Debenham**