

Signed...



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Parish Clerk 16<sup>th</sup> July 2025

**All Parish Councillors are summoned to attend a meeting of the Council to be held on Monday 21<sup>st</sup> July 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/25/382: To consider Apologies for Absence**

**DPC/25/383: Declarations of Interest with regards to items on the Agenda**

**DPC/25/384: Public Participation section** (meeting open for 30 minutes)

**DPC/25/385: Reports**

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

**DPC/25/386: To approve Minutes of the meeting held 19<sup>th</sup> May 2025**

**DPC/25/387: Action Plan of Outstanding Matters (Resolved):**

1. TRO – provide mini map of proposals (County Cllr Hicks) **(Resolved)**
2. Parish Council Bier – update on relocation (Clerk / Cllr Collins) **(Resolved)**
3. Fence Repairs (Gardeners Road near garages) (County Cllr Hicks) **(Resolved)**
4. Request to hold weekly fitness classes on the Recreation Ground (Cllr Sweet) **(Resolved)**
5. Update regarding potential fly-tipping at the rear of 38 Aspull Road (Clerk) **(Resolved)**
6. Update on remaining Dog Bin contractual obligations (Cllr Sweet) **(Resolved)**
7. Update on Co-op bin removal and possible alternative solutions (Clerk) **(Resolved)**

**DPC/25/388: 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. 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 revised signage around the outdoor gym equipment **(Cllr Sweet)**
6. Update on Parishioner correspondence regarding the Market Green surrounding the Market Green building **(Clerk)**

7. Update regarding car parking on Green space at Coopersfield junction (**Clerk**)

**DPC/25/389: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC):**

- 1) **APPLICATION FOR LISTED BUILDING CONSENT - DC/25/02769.** Proposal: Application for Listed Building Consent - Replacement of 3no. windows and window repairs. Location: Kiln Cottage, 8 Low Road, Debenham, Stowmarket Suffolk IP14 6QU. **Consultation deadline extended to 22-Jul-25**
- 2) **APPLICATION FOR PLANNING PERMISSION - DC/25/02506** Proposal: Householder Application - 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. Location: 3 High Street, Debenham, Stowmarket, Suffolk IP14 6QL. **Consultation deadline extended to 24-Jul-25**
- 3) **APPLICATION FOR LISTED BUILDING CONSENT - DC/25/02507** Proposal: Application for Listed Building Consent - 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. Location: 3 High Street, Debenham, Stowmarket, Suffolk IP14 6QL. **Consultation deadline extended to 24-Jul-25**
- 4) **APPLICATION FOR PLANNING PERMISSION - DC/24/04567** Proposal: Full Planning Application - Erection of 2 No. agricultural buildings for free range chicken production with associated infrastructure Location: Kenton Hall, Debenham Road, Kenton, Stowmarket Suffolk IP14 6JU. **Consultation deadline extended to 25-July-2025**
- 5) **APPLICATION FOR PLANNING PERMISSION - DC/25/00440** Proposal: Householder Application - Construction of a one-and-a-half-storey extension (following demolition of modern lean-to); Construction of new garage/cart lodge; Upgrading the energy efficiency of the existing house including raising the roof of the existing dwelling; Implementation of flood protection measures to the existing house; Enhancements to the front garden porch to incorporate flood protection. Location: 11 Water Lane, Debenham, Stowmarket, Suffolk IP14 6QB. **Consultation deadline 1-August-2025**
- 6) **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/03024** Proposal: 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. Location: 8 Gracechurch Street, Debenham, Stowmarket, Suffolk IP14 6RA. **Consultation deadline 29-July-2025**

**DPC/25/390: PLANNING – Decisions to Note:**

- 1) None

**DPC/25/391: Finance**

1. To approve Accounts for payment and to note receipts (**RFO**)
2. Finance Working Group:
  - i. Report on accounts to end June 2025 (**RFO**)
  - ii. CIL Funding report update (**RFO**)
  - iii. Approve and sign Revised CIL Annual Return to 31-Mar-25 (already circulated to Parish Councillors) (**RFO**)
  - iv. To note receipt of SALC Internal Audit Report (already circulated to Parish Councillors) (**RFO**)

- v. Chat Bench – approve costs **(RFO/Cllr Collins)**
- vi. Willow tree on Village Green replacement – approve costs **(Cllr Sweet)**
- vii. Waste Bin for outside Coop – approve costs **(Cllr Sweet)**
- viii. Consider obtaining quotes for painting railings Aspoll Rd / High Street **(Cllr Sweet)**

**DPC/25/392: Administration**

- 1) Review channels on Slack (action after Year End Audit is complete) **(Clerk/Cllr Helm)**
- 2) Review all existing Committees and Working Groups – List circulated **(Clerk)**
- 3) Consider creation of Maintenance / Repairs form to address Health and Safety risks and identify best solution (DPC to fix / Outsource work) **(Cllr Collins)**
- 4) Arrange meeting with Clock winder to review process, fees and future billing **(Clerk)**

**DPC/25/393: To review and approve the following Council Policies, Procedures and Forms:**

- 1. Funding Policy (already circulated to Parish Councillors **(RFO)**)
- 2. Approve update to Grant Funding Request / CIL Funding Request Forms **(RFO)**
- 3. Standing Orders (already circulated to Parish Councillors **(Clerk)**)

**Committees, Working Groups and Representatives Reports**

**DPC/25/394: Neighbourhood Plan** – Update on Consultants request for proposals **(Clerk)**

**DPC/25/395: Allotments** – Update **(Clerk)**

**DPC/25/396: Recreation Ground** – review inclusion of small gate to help with grass cutting **(Cllr Sweet)**

**DPC/25/397: Cemetery** – review and approve Cemetery Fee schedule 2025/26 **(Cllr Cockerton/RFO)**

**DPC/25/398: Debenham Sports and Leisure (DSL)** – Updates **(Cllr Helm)**

**DPC/25/399: URC:**

- 1. Memorial Garden – update on potential use as community green space **(Cllr Sweet)**

**DPC/25/400: 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/25/401: Emergency Plan:**

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

**DPC/25/402: 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)**

**DPC/25/403: 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)**
- 3. Village Green – emergency tree removal / replacement **(Cllr Sweet)**

**DPC/25/404: Highways:**

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

**DPC/25/405: To consider correspondence received:**

- 1. Consider brickwork repairs to 3 areas around Market Bridge **(Cllr Sweet/Clerk)**
- 2. Consider removal /replacement of tree on green near Wardlaw Court **(Clerk)**
- 3. Consider TPO for oak trees in Gracechurch Street **(Cllr Sweet)**
- 4. Consider maintenance plan for Churchyard tidy-up **(Cllr Barlow)**

**DPC/25/406: 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/25/407: Date of next Parish Council meeting – Monday 15 September 2025, 7pm at Dove Cottage, High Street, Debenham**

**DPC/25/408: 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/25/409:** Review process for approving actions/payments in-between Parish Council meetings

**DPC/25/410:** Review Declaration of Interest information

**DPC/25/411:** To consider SALC training sessions (x2)

**DPC/25/412:** To consider MSDC Community Governance Review

**DPC/25/413:** To consider Employment Committee Report