

Debenham Parish Council

Minutes of the Parish Council Meeting

Monday 21st July 2025, Dove Cottage, Debenham

Present: Meeting commenced at 7:04pm: Cllr Winrow-Giffin (Chair), Cllr Sweet (Vice-Chair), Cllr Collins, Cllr Helm, Cllr Cockerton (arrived at 7:12pm) and Parish Clerk/RFO Brian Mansfield

County Councillor Hicks, District Councillor Davis and 18 members of the public.

Chair's Announcement – *Welcome to this meeting of Debenham Parish Council, The Council, members of the public and the press my 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 to silent. May I remind all those present to be courteous and not to have private conversations whilst the meeting is in progress.*

DPC/25/384: Public Participation section: Agenda item brought forwards (started at 7:06pm and concluded at 7:26pm)

County Councillor Hicks gave an overview of the TRO process, how the process was initiated and approximate timeline for completion (subject to navigating the various stages including the 12-week wider public consultation). It was emphasised that this initial consultation is just “testing the water”

The Parish Council mentioned previous solutions that had been considered:

- Create new parking on the URC, Recreation Ground, Cemetery or Village Green.
- Diagonal parking along the High Street.

The following are a list of comments from the public attendees:

- Adding double yellow lines around the village, just moves the parking issues to a different location.
- No Policing or Enforcement of Parking rules.
- Extra parking restrictions will affect local businesses and force shoppers elsewhere.
- Primary School drop-off and pick-up periods will be even more congested.
- Parking is not the main issue - walking and navigating junctions as a pedestrian is a safety issue.
- Numerous (almost weekly) accidents were observed (these should appear in Police Reports).
- Co-op car park too small for the volume of shoppers.
- BT site might be an option for car parking
- Residents parking causes more issues than shoppers

DPC/25/382 To Receive and consider apologies for absence: Cllr Barlow, Cllr Grimshaw and Cllr Phipps (apologies approved as legitimate absences).

DPC/25/383: Declarations of Interest with regards to items on the Agenda: Cllr Winrow-Giffin and Cllr Sweet declared an interest in DPC/25/391(1) regarding expenses.

DPC/25/385: Reports

a. District Councillor's report: Report had been circulated earlier but she wished to highlight (a) Reform, Farming and Grants (b) Taxi Bus (c) Cross Green Car Park (add to next Agenda).

b. County Councillor's report: Report had been circulated earlier but he wished to highlight (a) Barleyfields footpath works rescheduled for October (Half Term) due to voles (b) Suffolk Libraries continue with same working hours (c) Planning Reform particularly for Infrastructure Projects (Solar Farms / Pylons) considered a negative step.



DPC/25/386: To approve Minutes of the meeting held 19th May 2025: The Minutes were agreed.

Proposed: Cllr Winrow-Giffin, Seconded Cllr Sweet, Approved unanimously.

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 Aspoll 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 October. **Refer to DPC/25/385(b) (District Cllr Davis)**
2. Barleyfields Hedging / Fencing at Recreation Ground/Cemetery Boundary. **Parish Councillors have reviewed the area and identified two sections of fencing that require action. The Clerk will write to Denbury Homes and supply a map highlighting the areas for attention (Clerk)**
3. Foot Bridge Repairs (Low Road to Saxton Close) – update. **There are split responsibilities here between MSDC and Suffolk Highways – discussions are in progress (District Cllr Davis)**
4. Update on potential soft boundary between the Cemetery (cremation graves) and Recreation Ground (gym equipment / picnic tables). **Parish Councillors asked for more time to consider this topic – Defer to September meeting (Clerk)**
5. Update on revised signage around the outdoor gym equipment. **Signs have been ordered and will be installed soon (Cllr Sweet)**
6. Update on Parishioner correspondence regarding the Market Green surrounding the Market Green building. **Parish Councillors asked the Clerk to approach SALC and Suffolk CC for guidance on this matter (Clerk)**
7. Update regarding car parking on Green space at Coopersfield junction. **Letters have been sent to neighbouring properties. Parish Councillors asked the Clerk to approach SALC and Suffolk CC for guidance around registering green spaces (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. **Voted to Support this application.**

Proposed: Cllr Collins, Seconded Cllr Winrow-Giffin, Approved unanimously.

- 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. **Voted to Support this application.**

Proposed: Cllr Collins, Seconded Cllr Winrow-Giffin, Approved unanimously.

- 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. **Voted to Support this application.**

Proposed: Cllr Collins, Seconded Cllr Winrow-Giffin, Approved unanimously.

- 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. **Voted to enter "No Comment" for this application – it was felt that insufficient information was available to make a decision.**

Proposed: Cllr Winrow-Giffin, Seconded Cllr Collins, Approved unanimously.

- 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. **Voted to Support this application.**

Proposed: Cllr Collins, Seconded Cllr Winrow-Giffin, Approved unanimously.

- 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. **Voted to Support this application.**

Proposed: Cllr Sweet, Seconded Cllr Winrow-Giffin, Approved unanimously.

- 7) **APPLICATION FOR PLANNING PERMISSION - DC/25/02429 (received after Agenda was published and discussed at Meeting).** Proposal: Householder application - Replace 3 no. windows, replace conservatory, enlarge internal glazed screen, enlarge internal door opening. Location: 2 Aspoll Road, Debenham, Stowmarket, Suffolk IP14 6QA. **Voted to Support this application.**

Proposed: Cllr Sweet, Seconded Cllr Winrow-Giffin, Approved unanimously.

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

- 1) None

DPC/25/391: Finance

- 1) **To consider accounts for payment and note receipts.** The list of payments for approval is attached. Cllr Sweet has checked the Payments Schedule prepared by the RFO. The RFO now has access to the Barclays online banking system. The RFO will input all payments and Cllr Sweet will verify/release all entries.

Proposed: Cllr Sweet, Seconded Cllr Winrow-Giffin, Approved unanimously.

- 2) **Finance Working Group:**

- i. Report including accounts to end June 2025 – **The RFO reported that the Rialtas accounting system had been updated to 30-Jun-25 – no reconciliation items when compared to the Bank Statements. Balances were as follows:**
- | | |
|-----------------------------|-----------------------|
| - Current Account | £10,854 |
| - Deposit Account | £285,596 |
| - Woodlands Current Account | £1,048 |
| - Woodlands Deposit Account | £7,678 |
| | Total £305,178 |

The RFO highlighted the following finance matters that require consideration at the September meeting:

- ACTIONS:**
- 1) Review single bank exposure risk (FSCS £85k) (RFO)
 - 2) Consider use of Fixed Deposits for reserve monies (RFO)
 - 3) Review Fidelity Insurance cover and obtain costs for increasing cover (RFO)

- ii. CIL Funding report update – **the RFO reported the CIL balance remaining from 2024-25 was £69,049.82 and CIL receipts in April were £12,714.41. So, the current balance is £81,764.23**
- iii. Approve and sign Revised CIL Annual Return to 31-Mar-25 – **the RFO explained that the previous Report contained District CIL grant monies for the Play Equipment. The CIL Annual Return only shows Neighbourhood CIL, so the figures required adjustment.**

Proposed: Cllr Winrow-Giffin, Seconded Cllr Sweet, Approved unanimously.

- iv. To note receipt of SALC Internal Audit Report – **the RFO has circulated the full Internal Audit Report and provided Parish Councillors with a summary of the comments / recommendations which can be actioned over the coming months.**
- v. Chat Bench on High Street Village Green – **it was clarified that work needs to be undertaken to the concrete base (outsource to a local handyman) and in fact the existing bench is fine. Councillors are still in favour of having signs made to encourage conversations whilst seated on the bench.**
- vi. Willow tree on Market Bridge Green replacement – **approve costs. A new decent sized tree will cost £220 and a resident has offered to make a contribution towards the new tree. Parish Councillors agreed to the costs. (Cllr Sweet)**

Proposed: Cllr Sweet, Seconded Cllr Winrow-Giffin, Approved unanimously.

- vii. Waste Bin for outside Coop – **approve costs. It was agreed that a 120 litre bin for £85 (inc. VAT) + £30 delivery should be purchased. Emptying the bin will be the responsibility of the Street Warden (Cllr Sweet)**

Proposed: Cllr Winrow-Giffin, Seconded Cllr Sweet, Approved unanimously.

- viii. Consider obtaining quotes for painting railings Aspall Rd / High Street. **Cllr Sweet has surveyed the railings and there are 176 sections (8ft each) around the village. To keep costs down, there are 3 young adults (+21 years old) willing to do the painting for £13ph (estimated time 93 hours). The Clerk will contact Clear Councils Insurance to see if this can be covered under our existing insurance or even added to our Policy. If not, these costs could be added to the bill and they can source insurance cover separately. Parish Councillors approved the costs in principle. (Cllr Sweet)**

Proposed: Cllr Winrow-Giffin, Seconded Cllr Collins, Approved unanimously.

- 1) Review channels on Slack. **Agreed to carry out this review in October (Clerk)**
- 2) Review all existing Committees and Working Groups. **Defer to the September meeting (Clerk)**
- 3) Consider creation of Maintenance / Repairs form to address Health and Safety risks and identify best solution (DPC to fix / Outsource work). **Our Street Warden has volunteered to assist with the Handy man tasks (as they arise) – Parish Councillors agreed this was a sensible solution (Cllr Collins / Cllr Sweet)**
- 4) Arrange meeting with Clock winder to review process, fees and future billing. **The Clerk has agreed to meet the Clock Winder in August, to review the process and how we work together. This includes consideration of insurance cover and future fee levels (Clerk / RFO)**

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

1. Funding Policy. **Approved and Adopted by the Parish Council**

Proposed: Cllr Winrow-Giffin, Seconded Cllr Sweet, Approved unanimously.

2. Approve update to Grant Funding Request / CIL Funding Request Forms. **Approved and Adopted by the Parish Council**

Proposed: Cllr Winrow-Giffin, Seconded Cllr Sweet, Approved unanimously.

3. Standing Orders (already circulated to Parish Councillors. **Approved and Adopted by the Parish Council (Clerk)**

Proposed: Cllr Sweet, Seconded Cllr Collins, Approved unanimously.

Committees, Working Groups and Representatives Reports

DPC/25/394: Neighbourhood Plan – Update on Consultants request for proposals. The Clerk/RFO had circulated a proposal paper ahead of the meeting, setting out a summary of costs, key points from the Consultant submissions including framework, communications and NP experience. Parish Councillors agreed with the Clerks recommendation and instructed him to formally appoint the Consultant (Clerk/RFO)

Proposed: Cllr Sweet, Seconded Cllr Winrow-Giffin, Approved unanimously.

DPC/25/395: Allotments – The Consultee Framework is working well and there is regular communication between all parties. It was mentioned that an inspection should be carried out and the Allotment Committee should schedule a meeting over the coming weeks (Clerk)

DPC/25/396: Recreation Ground – review inclusion of small gate to help with grass cutting. This work is in-hand utilising our Street Warden and further updates will follow (Cllr Sweet)

DPC/25/397: Cemetery – review and approve Cemetery Fee schedule 2025/26. The revised Fee Schedule had been circulated ahead of the meeting and will run from 1st August 2025 to 31st March 2026. Parish Councillors approved the new Fee Schedule. (Cllr Cockerton / RFO)

Proposed: Cllr Cockerton, Seconded Cllr Sweet, Approved unanimously.

DPC/25/398: Debenham Sports and Leisure (DSL) – Debenham PC to confirm who will be attending meetings going forwards. The Clerk has met the DSL Chair and Secretary, so good dialogue established (Cllr Helm / Clerk)



DPC/25/399: URC:

1. Memorial Garden – update on potential use as community green space. **Parish Councillors decided that the existing URC Working Group (plus extra Councillors) should review further and include consideration for benches, paths, steps, handrails and planting (Cllr Sweet / Cllr Cockerton)**

DPC/25/400: Public Conveniences:

1. Consider action to repair brickwork on outside wall. **Two verbal quotes had been received for using stainless steel rods and bonding agent then grouted with lime mortar. Parish Councillors agreed the £400 costs and instructed Cllr Sweet to arrange the works. (Cllr Sweet / Cllr Collins)**

Proposed: Cllr Collins, Seconded Cllr Helm, Approved unanimously.

2. Approve repairs to damaged toilets and future maintenance requirements. **The Street Warden will incorporate the roding of any blockages at the Public Toilets as part of his servicing of the village, at no extra costs. The Parish Councillors asked the Clerk to thank the Street Warden for his continued support (Cllr Sweet / Cllr Collins)**

DPC/25/401: Emergency Plan:

1. Update – **Defer to the September meeting (Clerk / Cllr Sweet)**
2. Meeting to be arranged with Chair of DSL. **This action will be taken after the review of the existing EP is complete (Clerk / Cllr Sweet)**

DPC/25/402: Flooding:

1. Report on proposed meeting arrangements with Suffolk CC & Environment Agency Flood Teams following s.19 report. **Defer to the September meeting (Cllr Sweet)**
2. Environment Agency future management of the river erosion boards. **It was agreed that a Working Group should meet-up (including the Green Team and local residents) to discuss forming a Community Interest Company (CIC). Other considerations would be insurance, the potential for getting the Drainage Board involved in the works and perhaps an EA collective permit. District Councillor Davis mentioned legal advice might be worthwhile and her Locality Budget could help with legal fees. (Clerk)**

DPC/25/403: Village Tree / Hedge works:

1. Chancery Lane hedge works. **Defer to the September meeting (Clerk / Cllr Sweet)**
2. Lime Trees at URC. **Parish Councillors asked the Clerk to contact Power Networks to request pollarding of the trees (Clerk / Cllr Sweet)**
3. Village Green – emergency tree removal / replacement. **The tree has been removed for safety reasons. A resident has offered to buy a replacement tree, and the supplier recommended that decent sized trees should not be planted until October. Review in the September meeting (Cllr Sweet)**

DPC/25/404: Highways:

1. Update on parking at High Street/Cross Green pavement. **Letters have been delivered to 8 properties in the area and the Parish Council will monitor the situation. The topic of parking enforcement, mentioned earlier in the meeting, may help if problems persist (Cllr Cockerton)**
2. Report on proposed Traffic Regulation Order (TRO). **Topic discussed earlier in this meeting (County Cllr Hicks)**



DPC/25/405: To consider correspondence received:

1. Consider brickwork repairs to 4 areas around Market Bridge. **The issue has been reported to Suffolk CC who have responded via email to confirm they have inspected the areas in question. No repairs are recommended at this time, and they will monitor the defects (Cllr Sweet)**
2. Consider removal /replacement of tree on green near Wardlaw Court. **This has been reported to MSDC and the Tree Dept Officer has ordered the works to be carried out (Cllr Sweet)**
3. Consider TPO for oak trees in Gracechurch Street. **Two Parish Councillors have agreed to meet both sets of neighbours and discuss this matter. There is potential to obtain a temporary TPO. (Cllr Sweet / Cllr Collins)**
4. Consider maintenance plan for Churchyard tidy-up. **Defer to the September meeting (Cllr Barlow)**

DPC/25/406: To receive any report from Councillors/requests for addition to a future Agenda.

1. Cllr Sweet asked for two new dog bins (Cross Green and Water Lane) to be discussed at the next meeting.

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.

Cllr Helm left the meeting at 8:55pm

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

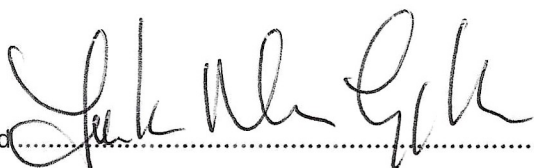
DPC/25/410: Review Register of Interest information

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

Meeting ended at 9:40pm

Signed  Chair Date 15 Sept 2025