

Debenham Parish Council
Minutes of the Parish Council Meeting
Monday 8th December 2025
Dove Cottage, Debenham

Present: Cllr Winrow-Giffin (Chair), Cllr Sweet (Vice-Chair), Cllr Collins, Cllr Cockerton, Cllr Grimshaw, Cllr Alexander, Cllr Faggionato, Locum Parish Clerk Peter Grogan and 6 members of the public. (County Councillor Hicks arrived 7:30pm).

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/25/494 To consider Apologies for Absence: None received

DPC/25/495 To note resignations of Councillors: Cllr Kathy Barlow and Cllr Gina Helm have both resigned. The Parish Council wishes to express its gratitude to both Councillors for their hard work and dedication.

DPC/25/496 To consider Co-option of 3 Parish Councillors:

- a) **Mr Dan Haddon:** Mr Haddon expressed his interest in becoming involved in the Parish Council and helping promote village life.
Proposed Cllr Winrow-Giffin, Seconded Cllr Sweet, Approved Unanimously

- b) **Mr Mike Hammond:** Mr Hammond relied upon his written statement to the Council
Proposed Cllr Winrow-Giffin, Seconded Cllr Alexander, Approved there was one abstention

- c) **Dr John Morgan M Potter:** Dr Potter outlined his experience with BT and the Chamber of Commerce and expressed his interest in becoming more involved in the village by joining the Parish Council.
Proposed Cllr Winrow-Giffin, Seconded Cllr Haddon, Approved Unanimously

All three Cllrs joined the meeting and completed their Acceptance of Office paperwork; their Register of Interests will be completed in due course.

DPC/25/497 Declarations of Interest with regards to items on the agenda: Cllr Sweet expressed interest in DPC/25/505 (1) regarding expenses.

DPC/25/498 Public Participation section:

1 - A member of the public living on the new housing development was pleased that the lighting and paving had been completed but wanted to know a) when the painting of the fencing would be completed, b) would the land beside the footpath be allowed to go back to wild undergrowth and c) if lighting could be improved.



Cllr Sweet was able to inform the resident that the fencing would be painted in the Spring when it was drier, that the land would go back to wild undergrowth and that the PC had no control over lighting improvements this is a Highways responsibility.

DPC/25/499 Council Reports:

1. County Cllr Hicks arrived at 7:30pm. The report from County Councillor Hicks had been delayed but he, he verbally summarised the following. **Devolution:** The Mayoral elections will be delayed to 2028. Funding will be delayed only a third of the £37 million will be devolved to the interim authority. **Culture fund:** there is £500k available for grants to local culture-based organisations, smaller groups need to be encouraged to apply. **Wanderlust by bus:** an initiative to help residents and tourists get around the County - [Wanderlust](#)

Cllr Hicks was able to confirm he had contacted the Highways over repairs to the footbridge
Agenda item DPC/25/502

Cllr Hicks has also agreed to set up a n MS Teams meeting to discuss the TOR on the 14th January to discuss traffic management and parking etc.

Cllr Collins asked if costs sunk into the Mayoral elections by the County Council could be recovered, Cllr Hicks said they would come from the Mayoral funds

2. District Councillor Davis had sent in a report which had been circulated, she was unfortunately unable to attend the meeting.

DPC/25/500 To approve the minutes of the 17th November 2025 meeting:

Proposed Cllr Grimshaw, Seconded Cllr Collins, Approved Unanimously

DPC/25/501 Action Pan for outstanding matters (resolved):

1. **Barleyfields footpath** – work completed

DPC/25/502 Action Pan for outstanding matters (ongoing):

1. **Barleyfields boundary / hedging** – defer to January,
ACTION: Cllr Sweet to write to new managing agent advising them of outstanding matters such as this.
2. **Parishioner Correspondence Market Green-** after some discussion of costs etc it was agreed that the land needed to be registered with Land Registry. How this might be achieved was deferred to the January Meeting
3. **Parking on Green Space Coopers field-** after discussion it was decided the best way forward was summarised in the following proposal.

PROPOSAL - To accept the offer of a remembrance bench purchased by a resident, the following caveats would be applied, a) PC would specify the bench to be used, b) the PC would pay for concrete footings and fitting, c) the PC would approve the wording on the plaque in consultation with the resident

Proposed Cllr Collins, Seconded Cllr Faggionato, Approved Unanimously



4. **Footbridge repairs (Saxton Close)** – See County Councillor report **SPC/25/499(1)**
5. **Churchyard maintenance and Yew tree reduction** – awaiting report on all trees including the Yew tree – Defer until report is available.
6. **Installation of Defibrillator at Dove Cottage** – after discussion concerning costs of purchase, installation, maintenance registration, training and options to lease a defibrillator it was decided to wait until more information was available.
ACTION: Cllr Collins to investigate the cost of a leasing / management contract for provision of a new defibrillator and report to next meeting.
7. **Water Lane “No Trough Road” Signage** – New signage has been requested and is expected to be installed.
8. **Party Wall repairs Churchyard / 43 Highstreet** – after some discussion it was agreed that the wall needed repair, but a conversation was needed with the resident of 43 High Street to clarify any party wall agreement that may be in place – Defer to February.
It was also suggested that all those premises with party wall s adjoining the Church yard should be investigated and party wall agreements put in place if they did not exist.
9. **Water Lane Flooding** – after some discussion it was confirmed that Highways have no funds to address the broken and ineffective drains.
ACTION: Cllr Cockerton to write to the Flood Resilience Team at Suffolk County Council.
10. **Electric Meter Readings-** two new smart meters have been installed at the Public Toilets and on the Green Post, readings were taken at the time of installation.
11. **Christmas Trees** – a bad season had meant trees are 2ft shorter than previous years, this is reflected in the price. Thank you to all volunteers who helped set them up. The PC is looking for more volunteers to help take them down on **3rd Jan at 10:30am**
12. **Bench Sponsorship scheme** – defer to a later meeting.

DPC/25/503 to consider Planning Applications

1. **DC/25/05141 and DC/23/04812** – Pages Mill, Kenyon Road – updates
No objections.

Proposed Cllr Faggionato, seconded, Cllr Alexander, Approved Unanimously

DPC/25/504 To Note Planning Decisions:

1. **DC/25/00440**– 11 Water Lane - Granted
2. **DC/25/04317** – 18 Gracechurch St - Granted
3. **DC/25/04267** – Land east of Low Road - Granted
4. **DC/25/04621** – 53 Gracechurch St - Granted.

DPC/25/505 Finance:

1. **To approve December payments schedule and note receipts**
Proposed Cllr Sweet, Seconded Cllr Winrow- Giffin, Approved Unanimously
2. **To consider Accounts ending December 2025**
Proposed Cllr Winrow- Giffin Seconded Cllr Sweet, Approved Unanimously
3. **To consider the budget for 2026/27** – No significant changes are anticipated to the budget for next year, but the figures were not available at the meeting. This includes additional funding for tree work for which a reserve should be created from the CIL income- **Defer to January meeting**



4. **To consider Precept for 2026/27-** No significant changes are anticipated to the precept for next year, but the figures were not available at the meeting - **Defer** to January meeting

Cllr Faggionato suggested changes to the banking arrangements to maximise interest payments. It was agreed that Cllr Faggionato should join the Finance Committee.

Training for the new Cllrs was also discussed, and it was agreed that they should sign up for the SALC on-line courses. Joshua Lee would help provide access in logins and PC email accounts.

DPC/25/506 Administration:

1. **Allotment Fields as a flood defence:** After discussion it was agreed that the geography of the area does not favour using the fields for flood defence.
2. **DPC field lettings** – one interested party in growing hay. The idea of creating ponds on the fields was also discussed but there was a need to contact SCC to get permission to excavate the area.
ACTION: Cllr Hammond to write to SCC to see if such a scheme might be possible
3. **Councillor Expenses Policy review:** **Defer** to January meeting
4. **Councillor SALC on-line training (All Councillors)** – dates agreed **24th Jan and 5th Feb.**
5. **Recruitment of new Parish Clerk / RFO:** Applications have been received.

Committees, Working Groups and Representatives reports

DPC/25/507 Neighbourhood Plan:

1. **Report on NP meeting 26th November** – excellent meeting produced some good ideas including
a) comprehensive resident involvement b) audit of current village assets and resources c) examination of the new Govt planning framework
Further suggestions in the PC meeting included an annual review of the NP and all the PC policies and procedures influencing the development of the plan.
2. **Emergency Plan report-** The report has been drafted but needs blanks filling in including Cllr responsibilities and assignment of tasks to volunteers in the village etc. The report exists in an editable electronic form for updating. A separate meeting needs to be scheduled to sort out the details.

DPC/25/508 Allotments:

1. Cllr Collins reported that there were no significant issues with the allotments at present. More volunteer Cllrs are sought to join the Allotment Committee. Cllr Collins asked for electronic copies of the Tenancy agreement to be made available.
ACTION: Cllr Alexander to track down the documentation

DPC/25/509 Flooding:

1. **Clarification from EA on future management of erosion boards and resident's riparian obligations** – The EA have responded and Cllr Sweet shared the response with the meeting. The response is not very clear, it seems the EA is seeking to pass responsibility for maintenance to the the Parish Council and the Riparian landowners; however, it also appears the EA wishes to control the specification of the boards. **Item for January Agenda.**

DPC/25/510 General Maintenance topics-



1. **Millenium Gates refurbishment** – the gates have been washed and will be painted in the spring in dry weather.

ACTION: Quotes will be sought for the painting of the gates.

DPC/25/511 Highways:

1. **Update on parking at High Street / Cross Green** – Cllr Winrow-Giffin has written to the enforcement agency in Bury St Edmunds but has had no recent response. It is felt that Debenham is not receiving a very good parking enforcement service. During subsequent discussion Chancery Lane was identified as another problem area.
ACTION Cllr Alexander to write to Police and Enforcement Contactor to ask for parking ticket statistics and greater presence in Debenham.
2. **Update on TRO- 14th January** Cllrs to participate in MS Teams meeting with Cllr Hicks
3. **Lock Close parking on Green** – after discussion the meeting agreed to lobby the County Council for more parking in the village and to raise this at the TRO teams meeting on 14th January.
4. **Repairs to High St railings** – Cllr Collins had one quote from a local tradesperson, but 3 quotes are required.
ACTION: Cllr Collins to seek more quotes.
5. **Quiet Land designation at Thorpe Lane:** after discussion on traffic speeds, the costs and the dangerous nature of the road the meeting decided not to pursue this suggestion.
ACTION: Cllr Faggionato to write to the resident and explain the decision.

DPC/25/512 Correspondence received:

1. **Cllr Hicks - Consider bid for pavement repairs from County Council** – Cllrs agreed this was a good idea. **ACTION:** Cllr Hammond to compile a list of pavement repairs, all Cllrs to write to Cllr Hammond with location, repair required, rationale.

DPC/25/513 Requests from Cllrs for additional future items on the agenda.

1. **Cllr Alexander** – Chancery Lane road safety signage (see DPC/25/511 (1))
2. **Cllr Winrow-Giffin** – Venue for uniformed groups in the village, cubs, brownies, scouts, guides etc. Potential sites and funding.

DPC/25/514: Date of next Parish Meeting: Monday 19th January 2026, 7pm Dove Cottage, High Street, Debenham.

Meeting Closed 8:45pm

Luke All Galt
Chair Debenham Parish Council

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