

Debenham Parish Council

Minutes of the Parish Council Meeting

Monday 17th November 2025, Dove Cottage, Debenham

Present: Cllr Sweet (Chair), Cllr Collins, Cllr Cockerton, Cllr Alexander, Cllr Grimshaw, Parish Clerk Kathryn Lillingston, District Councillor Davis and 5 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/25/473: To consider Apologies for Absence. Cllr Winrow-Giffin, Cllr Barlow, County Cllr Hicks (apologies received and accepted); Cllr Phipps (no apologies received), Cllr Helm (no apologies received).

DPC/25/474: To consider co-option of new Parish Councillor. Thomas Faggionato was co-opted following a unanimous vote of agreement. Tom introduced himself, noting his experience working with global hi-tech firms, his family connections to Debenham and, his current project, The Lion.

Proposed: Cllr Grimshaw **Seconded:** Cllr Collins **Vote:** Unanimous

DPC/25/475: Declarations of Interest with regards to items on the Agenda.

Cllr Sweet declared interest in item DPC/25/483 with regard to expenses and planning application DC/25/04720.

DPC/25/476: Public Participation section (meeting open for 10 minutes)

A parishioner wanted clarification around the neighbourhood plan meeting. Meeting date: Wednesday 26th November; name of the consultant: Ian Poole. The Chair suggested it would be more beneficial to have one working group, made up of councillors and volunteers with a nominated councillor as Chair.

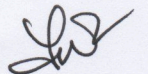
A parishioner noted a couple of matters relating to Greensleeves Road re gritting and a lack of lighting along the newly completed pathway. It was confirmed that gritting was a Highways responsibility. It was noted that the existing lighting will be working again next week (w/c 24th Nov) and so the council will monitor and follow up with SCC Highways if necessary. The parishioner also mentioned he had reported the bad condition of the footpath coming down Aspull Road. This had also been reported to Highways by Cllr Sweet.

DPC/25/477: Reports

- 1. District Councillor's report.** The report had been circulated in advance. Cllr Davis noted that the Be Well Bus would not be visiting the village due to mechanical fault. Cllr Davis mentioned that the Solar For Business campaign would be visiting Dove Cottage for any businesses interested and handed leaflets for reference, to the council.
- 2. County Councillor's report.** The report had been circulated in advance.

DPC/25/478: To approve Minutes of the meeting held 20th October 2025

Proposed: Cllr Alexander **Seconded:** Cllr Collins **Vote:** Unanimous



DPC/25/479: Action Plan of Outstanding Matters (Resolved):

1. **Barleyfields Footpath – work has begun (County Cllr Hicks)** Noted.

DPC/25/480: Action Plan of Outstanding Matters (Ongoing):

1. **Barleyfields Hedging / Fencing at Recreation Ground/Cemetery Boundary (Clerk)**
The Clerk confirmed that there was conflict in understanding what should have been carried out as per the plans. **ACTION:** Clerk to contact Mid Suffolk Planning Enforcement team for next steps.
2. **Update on Parishioner correspondence regarding the Market Green surrounding the Market Green building (Clerk)** It was confirmed that the council had agreed to undertake legal advice at the last meeting. **ACTION:** Clerk to contact local legal firms for quotation.
3. **Update regarding car parking on Green space at Coopersfield junction (Clerk)**
The Clerk stated that details about how to register a Village Green had been circulated and reminded councillors that this would be an involved process. Cllr Cockerton proposed that we begin the process. Cllr Collins suggested that putting a bench on the area could be an immediate resolution and be most cost efficient. **ACTIONS:** 1) Clerk to begin process to register green space as Village Green
2) Cllr Sweet to obtain a quote for a bench.
4. **Footbridge repairs (Low Rd / Saxton Close) (County Cllr Hicks)** Deferred to next meeting. Note SCC reference CR 518234.
5. **Consider plan for High Street railings (Cllr Collins / County Cllr Hicks)** Cllr Hicks is looking into funding options. Cllr Collins has put together a standardised request to quote document and has obtained one quote. **ACTION:** Cllr Alexander to send carpenter contacts to Cllr Collins so the council can obtain three quotes.
6. **Churchyard maintenance including Yew Tree reduction (Cllr Barlow/Clerk)** The Clerk stated that the Reverend was on leave currently, but a site meeting would be arranged in the near future.

DPC/25/481: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC):

1) APPLICATION FOR PLANNING PERMISSION - DC/25/04621 Proposal: Householder Application - Erection of Single storey front and rear extensions. Location: 53 Gracechurch Street, Debenham, Stowmarket, Suffolk IP14 6RQ. Deadline 18th November 2025.

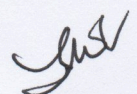
No objections: Proposed: Cllr Grimshaw **Seconded:** Cllr Alexander **Vote:** Unanimous

2) APPLICATION FOR LISTED BUILDING CONSENT - DC/25/04720 Proposal: Application for Listed Building Consent - Replace concrete render with Lime Render to side and front elevations. Replace window on front elevation with new timber window. Location: 1 Water Lane, Debenham, Stowmarket, Suffolk IP14 6QB. Deadline 21st November 2025

No objections: Proposed: Cllr Collins **Seconded:** Cllr Alexander **Vote:** Unanimous

3) CONSULTATION ON PLANNING APPLICATION WHICH WILL BE DETERMINED BY SUFFOLK COUNTY COUNCIL REF: SCC/0140/25MS Proposal: Refurbishment of the existing building to replace the existing timber cladding, soffits, fascias and timber-framed windows. Additionally, upgrades to the wall build-up by timber studs, a cavity barrier, breather membrane, and taped and sealed cement board. Location: High Suffolk Family Hub, Gracechurch Street, Debenham, IP14 6BL. Deadline 25th November 2025

No objections: Proposed: Cllr Sweet **Seconded:** Cllr Alexander **Vote:** Unanimous



4) APPLICATION FOR PLANNING PERMISSION – DC/25/04008 Proposal: Planning Application - Change of use of building from Mixed Use Classes E and C3 to Dwellinghouse Class C3 only Location: 48 High Street, Debenham, IP14 6QW. Deadline 26th November 2025

Proposed: Cllr Sweet

Seconded: Cllr Alexander

Vote: 1 abstention ; 5 in favour

The council proposed to *object* the application. **ACTION:** To submit response to Planning to note the council's comments, particularly with reference to it going against the neighbourhood plan.

DPC/25/482: PLANNING – Decisions to Note:

1) APPLICATION REFERENCE DC/25/03775 Proposal & Location of Development: Hybrid Planning Application consisting of: [Full] The re-erection of part of the building, and conversion of existing buildings to a single dwelling. Demolition of an existing rural building. [Outline] The erection of three dwellings including access, with matters of Scale, Appearance, Materials and Landscape reserved. Hill House Barn, Thorpe Lane, Debenham, Stowmarket Suffolk IP14 6NF (**Granted**)

2) APPLICATION REFERENCE: DC/25/04439 39 Chancery Lane Debenham IP14 6PH. 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 (**Granted**)

3) TO NOTE RECOMMENDATION: DC/24/04567 Location: Kenton Hall, Debenham Road, IP14 6JU. Referred to committee as deemed controversial by Acting Director of Planning as site falls within the Hartismere Water Resource Zone and is a development that will require significant water. To be discussed by MSDC Planning Committee 19th November 2025. **No further comment from the council.**

DPC/25/483: Finance

1. **Approve November 2025 Payments Schedule and note Receipts (RFO)**
2. **Finance Working Group:**
 - i. **Report on Accounts to end October 2025 (RFO)**
 - ii. **CIL Funding Report update (RFO)**
 - iii. **Approve RFO proposal for E-ON Next electricity contract renewal by 27-November-2025 for the Public Toilets (RFO)**
 - iv. **Approve appointment of SALC as Internal Auditor for 2025-26 Audit (RFO)**
 - v. **Approve allocation of CIL funds for the recent village bench maintenance costs of £554.95 (RFO)**

The Finance section was agreed as follows:

Proposed: Cllr Sweet

Seconded: Cllr Grimshaw

Vote: Unanimous

DPC/25/484: Administration

1. **Advertisement of DPC Field Lettings (Clerk)**

Employing a surveyor to value the land was considered but deemed to be too expensive and time-consuming. It was agreed that the council should advertise locally, with interested parties bidding for the opportunity. **ACTION:** To advertise in the Debenham Parish magazine, noticeboard, social media, neighbouring parish magazines, and councillors to circulate to their contacts. Advert to run for two months, council to review responses in the new year.
2. **Confirm dates for 2026 Parish Council Meetings (Clerk)**

Dates had been circulated in advance. Councillors agreed. **ACTION:** Clerk to book Dove Cottage.
3. **To consider Councillor/Employee expenses policy (Cllr Cockerton)** Deferred to next meeting.

4. **To note: SALC online Councillor training sessions dates confirmed for January 2026 (Clerk)** Noted. Details to be sent to Cllr Faggionato.

Committees, Working Groups and Representatives Reports:

DPC/25/486: Neighbourhood Plan:

1. **To note: date of Neighbourhood Plan meeting Wednesday 26th November, 5pm at Dove Cottage (Clerk)** Noted.
2. **Confirm councillor involvement in Committees and Working Groups (Clerk) ACTION:** Councillors to put their names forward in time for December's meeting to fill the gaps on Committees.

DPC/25/487: Allotments

1. **To note: Allotment Committee meeting took place Tuesday 11th November, new Chair appointed - Cllr Collins.** Noted.

DPC/25/488: Flooding:

1. **To note: the Clerk has asked for written clarification from the EA regarding erosion boards and Riparian rights (Clerk)** Clerk confirmed the EA would "aim to reply by 3 December 2025". To monitor. The council discussed the ongoing issues with regards to maintenance responsibility.

DPC/25/489: General Maintenance topics:

1. **To consider Millenium gates refurbishment (Cllr Sweet)** Cllr Sweet noted the gates were green with algae and volunteered to clean them then assess whether further work is required.
2. **To note: work complete on 11 village benches (Cllr Sweet)** Noted. The council commended the work of the contractor. A superb job done.

DPC/25/490: Highways:

1. **Update on parking enforcement at High Street/Cross Green pavement (Cllr Winrow-Giffin / County Cllr Hicks)** Deferred to next meeting.
2. **Update on proposed Traffic Regulation Order (TRO) (County Cllr Hicks)** A meeting with Cllr Hicks has been arranged for 4th December.

DPC/25/491: Correspondence received:

1. **Confirm additional site for defibrillator at Dove Cottage and consider funding (not BHF) (Clerk) ACTION:** Clerk to contact First Responders and suggest the council make an initial donation to facilitate the installation of a new defibrillator and provide an ongoing donation thereafter for them to manage the maintenance. Need for an additional defib at the recreation ground was also considered.
2. **Monitor parking around Lock Close - update (Clerk)** Letters to residents have been sent. Cllr Alexander highlighted a safety concern regarding vehicles driving onto the pedestrian pathway to access the green space. The council discussed wider parking pressure in the area, including overspill from surrounding roads but also noted the nearby layby provision. Cllr Cockerton advised that the original deeds confirming parish ownership may need to be checked via Land Registry. Members noted historic discussions around creating parking with public money and the challenges of funding and feasibility. Cllr Collins raised concern about the cost of conversion. It was agreed that advice should be sought from Highways to explore available option. Cllr Alexander will progress once contact is made. **ACTION:** Clerk to contact Highways.
3. **Monitor concern for the state of pavements across the parish – considering repairs via central funding budget (County Cllr Hicks)** Deferred to next meeting.

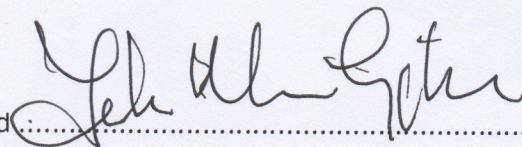
4. **Monitor vehicular access to Hoppit Lake from Water Lane – ongoing (Clerk)** The Clerk confirmed that liaison with Joshua White at Highways was ongoing. Members discussed that the main issue was with SAT NAV systems taking traffic down this dead-end road. The existing sign is only advisory. It was agreed that a large, clear 'dead-end' sign was required. **ACTION:** Clerk to go back to Joshua White to install improved signage.
5. **Consider bench sponsoring (Clerk)** Details of another parish's sponsorship process had been circulated. The councillors agreed that this would be a good offering. **ACTION:** Clerk to draft.

DPC/25/492: To receive any report from Councillors/requests for addition to a future Agenda (no decision can be made unless exempt or under delegated power)

Cllr Collins suggested that, going forward, the approval for the purchase of Christmas trees should be automatically authorised to prevent delay. Cllr Sweet noted that the two Christmas trees will be put up on **29th November** and a plea for local parents and children to come and decorate the trees will go out on social media.

DPC/25/493: Date of next Parish Council meeting – Monday 8th December 2025, 7pm at Dove Cottage, High Street, Debenham

The meeting closed at 8.10pm.

Signed: 

Chair Date 