

Debenham Parish Council

Minutes of the Parish Council Meeting (DRAFT)  
Held on Monday 15<sup>th</sup> July 2024, Dove Cottage, Debenham

Present: Cllr K Barlow, Cllr J Baldwin, Cllr L Cockerton, Cllr A Finnissy, Cllr L Robbins, Cllr J Sweet, Cllr F Winrow-Giffin (Chairman), Clerk C Usher, District Cllr T Davis and 2 members of the public

Absent: Cllr S Phipps

Chairpersons 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/24/90 To Receive and consider apologies for absence  
*Cllr I Collins, Cllr K Grimshaw, Cllr G Helm*

DPC/24/91 To receive members declarations of interest with regard to items on the agenda  
*Cllr Baldwin and Cllr Winrow-Giffin declared an interest in item 24/114.*

DPC/24/92 Public Participation

*A member of the public raised concerns regarding the high levels of EColi and bacteria that may have been present when the flood waters flooded her garden and garage and the other homes that were also flooded containing sewage. She provided information to Councillors of the history of the sewage system in Debenham and concerns that the present sewage system was not adequate especially with recent new developments and any future developments.*

DPC/24/93 To receive reports from the District and County Councillors  
*The District Councillor reports had been circulated prior to the meeting.*

DPC/24/94 The minutes of the Parish Council meeting held on 17<sup>th</sup> June 2024 were approved, subject to 2 minor amendments, to include Cllr Winrow-Giffin in the declarations and under item DPC/24/98 an amendment to line 2, to delete “with Teresa” and replace with “together”.

DPC/24/95 Heavy Metal Day

*Cllr Sweet reported that this event had been extremely successful with 10,688 kilos of metal collected that raised £3921. The money raised to be split between the Debenham Library and Sir Robert Hitcham Primary School. The Council congratulated all those who had been part of this project.*

DPC/24/96 Planning Matters

DC/24/02590 – Old Hall Farm, Roamwood, Green Lane, Debenham – Erection of 3 bay cart lodge/garage building with storage room over, ancillary to main dwelling. *Councillors discussed and no objections raised.*

The Angel – *Councillors noted that an appeal had been lodged. An appeal had been made as MSDC had not made a response to this application within the 8 weeks deadline for a decision. The Parish Council's concerns to be passed to the District Councillor.*

DPC/24/97 Finance and Administration

- a. To approve the accounts for payment and note receipts and bank balances/reconciliations – these had been circulated to Councillors prior to the meeting.  
Cllr Sweet proposed and Cllr Barlow seconded to approve. The payments were approved. Cllr Baldwin abstained having declared an interest.

1. Clerks Salary £1593.89
  2. Clerks PAYE £356.64
  3. Control Pest Solutions (Street Warden) £1333.00
  4. Grounds Maintenance £2210.00
  5. Richard Blackwell S.I.D. Maintenance £30.00
  6. Debenham Parochial Church Council £210.00
  7. Website Editor £120.00
  8. S. Grogan (May Minutes record/distribute) £85.80
  9. Lovewell Blake Payroll £258.00
  10. EON Feeder Pillar Village Green £36.64 DD
  11. BT WiFi Dove Cottage £40.99 DD
  12. Microsoft Exchange Plan £51.48 DC
  13. Mobile phone top up £10.00 DC
  14. Microsoft 365 for PC laptop £59.99 DC
  15. Helping Hands Mobile Phone Top Up £20.00
  16. Viking Direct – stationery supplies £192.18 DC
  17. AO PC laptop £455.00 DC
  18. SALC Internal Audit £474.00
  19. MSDC Annual Bin Emptying £1046.88
  20. Westrup Contracting Cherry Tree work £240.00
  21. Westrup Contracting Cemetery work £720.00
  22. Action Play & Leisure roundabout edge repair £780.00
  23. Consultancy Fee May £840.00
  24. Bury Soft Play – street party bouncy castle hire £230 Total  
Deposit £25.00  
balance £205.00
  25. Cllr K Barlow – Street party Hi Vis vests £47.98  
Street party banners £59.94
  26. Shelly's Emporium face painting street party £100
  27. Cllr F Winrow Giffin – APM expenses £118.80 Total
    - Paper plates £4.80
    - Food £24.51
    - Refreshments £19.05
    - Refreshments £70.44
  28. Allotment waste removal Stowmarket skips £925.00
  29. Allotment tyre removal Debenham Garage £21.60
  30. Pure Flooring (WC flooring) £399.50
  31. Baldwin Home Improvements gents window/door £1670.40
  32. Fresh Air Fitness £14558.16
  33. S Robbins Hire of compactor £36.00 (Woodland A/c.)
  34. S. Robbins self-binding path gravel £121.56 (Woodland A/c.)
- Receipts:  
Donation for Street Party Aspall Cider £500
- Balances:  
Community Account £8706.25  
Business Account £225,914.03  
Community Account Woodland £1106.27  
Woodland Business Account £7407.68

- b. Council Action Sheet – *The action sheet had been circulated to all Councillors prior to the meeting. It was confirmed that the new Bank Mandate had been completed. Regarding the trees along the boundary of the cemetery of the United Reformed Church it was agreed that the Clerk contact UK Power Networks to remind them that these trees needed some attention.*
- c. Funding a skip and shredder for the allotment tidy up  
*Cllr Robbins gave an update on the successful collection of rubbish at the allotment site. Piles of wood and general waste had been created ready for placing in skips. One skip for wood and one skip for general waste*

*was recommended. Cllr Robbins had received a quote for £409 for a general waste skip and £362 for a wood skip. A chipper and shredder would also be required with a quote of £85.13. All these costs excluded VAT and would be met from the Allotment Reserves.*

*Cllr Sweet proposed, Cllr Finnissy seconded. It was agreed to accept these quotes for a total of £856.13 excluding VAT.*

*The Council thanked Cllr Robbins for all her assistance with the allotment site as the work she had done had cemented a very good working relationship between the Council and the allotment holders.*

- d. To note Internal Audit Report – The report had been circulated to Councillors prior to the meeting. It was noted that Part 3 needed to be completed and would be passed to the Clerk.*
- e. Recreation Ground – Cllr Sweet proposed, Cllr Winrow-Giffin seconded. It was agreed to move £10,000 from ear marked reserves for the Recreation Ground for installation of new play equipment.*
- f. Public Convenience – Cllr Sweet reported that he had asked for 2 quotes from companies that specialised in timer doors for public conveniences. He had received one quote and was waiting for the 2<sup>nd</sup>. Having this type of door fitted would be more helpful than relying on someone to open and close the toilets and because this type of door would be helpful, Cllr Sweet had now received interest from someone in the village who would be happy to clean the toilets on a regular basis.  
Cllr Finnissy proposed, Cllr Barlow seconded, it was agreed to move £6,000 from the ear marked reserves for this work to be carried out.  
The Council thanked Cllr Sweet for all his hard work with this project.*

The meeting was closed at 8pm as District Cllr Davis arrived at the meeting and gave a verbal report. She confirmed that the Council had been awarded the CIL bid for £74,000 for further play equipment at the Recreation Ground. Council also asked if Cllr Davis could follow up on the Appeal at The Angel as the Parish Council had not received formal notification of the appeal notice and would like to make comments, and to raise the issue with the District Council that the 8 week decision time for planning applications had not been met.

The meeting was reopened at 8.10pm

#### DPC/24/98 Committees, Working Groups and Representatives

- a. Debenham Neighbourhood Plan Review – Cllr Barlow gave an update. The Review group will meet regularly each month to update where necessary. The next meeting would be held on Wednesday 24<sup>th</sup> July at Dove Cottage at 7pm.*
- b. Allotments – Cllr Robbins reminded the Council that allotment rents were due in September. It was agreed that Cllr Robbins and the Clerk meet to discuss this. Cllr Robbins would also like to receive ideas how the shed on the allotments could be used, such as a community facility for allotment holders to meet. The Council thanked Cllr Robbins for all her hard work and commitment to managing the allotment site and its allotment holders.*
- c. Highways – Parking on Aspoll Road – Cllr Barlow suggested using planters to distract from parking on this area, but as this area was designated as a Village Green it was unsure if this would be acceptable. Cllr Cockerton and Cllr Sweet still considered posts as a more suitable option. It was agreed that Cllr Cockerton and Cllr Sweet meet on site to discuss a way forward.*
- d. Eco/Green Projects – Cllr Sweet gave an update regarding the rewilding of the top field and that proposed works were still being considered, for example the planting of fruit trees.*
- e. Festivals and Local Events – Sustainable Remembrance Wreath – Cllr Baldwin circulated to Councillors an example of a metal poppy that could be used on the remembrance wreath. Cllr Baldwin had received a quote for a 17” wreath, covered in metal poppies for £420. This wreath could then be used each year.*

*Cllr Winrow-Giffin proposed, Cllr Barlow seconded, it was agreed to place an order for one wreath, and the details be passed to the Clerk to order.*

*Street Party – Cllr Barlow reminded Council that this was due to take place this coming Saturday from 2pm until 8pm. This event had been organised as community event for everyone following the flooding. All activities were free, stalls and music had been organised.*

- f. *Play Areas – Cllr Sweet informed the Council that all repairs had been carried out. He confirmed the installation of an inclusive roundabout, an inclusive swing and a junior gym. Further CIL funding will be needed for the football pitch and rubbish bins.*

*Denbury Homes (Barleyfields Development) – Denbury Homes had issued a leaflet to new residents indicating that there was a public footpath from the development onto the Recreation Ground. This was not the case and the Clerk to write to Denbury Homes to confirm this. A question was raised regarding the installation of a pedestrian crossing and a footpath opposite Barleyfields and asked Cllr Davis to check this on the planning application.*

- g. *Public Conveniences – Cllr Sweet had already updated Council during the meeting but he had received 3 quotes for the installation of non slip flooring and this would be installed. The cleaner would work 4 hours a week, spread across the week. He would seek to install a walk in walk out timer for the light switch. The toilets might require loft insulation in the future.*
- h. *Cemetery – Cllr Sweet reported that 2 quotes had been received for repairs to the footpath at the top end of the cemetery. It was agreed to accept the quote for £2088 including VAT and this to be met from the cemetery reserves. Cllr Sweet reported on the number of plots still available at the cemetery and would meet with Cllr Cockerton at the cemetery to confirm these figures. The Woodland area path had been completed. The slope to the Millennium Wood was in need of some attention. It was believed that this is owned by the Woodland Trust and Council requested that the Clerk contact them.*

DPC/24/99 – Further Correspondence – None to report.

DPC/24/100 – Items for Future Agenda – *There were requests for a Highway meeting and a Finance Committee meeting to discuss its terms of reference and delegation of powers and to review the Financial Regulations.*

DPC/24/101 – Date of Next Meeting – Monday 16<sup>th</sup> September 2024 at 7pm at Dove Cottage.

DPC/24/102 – Exclusion of the Public – All public left the meeting.

Meeting closed 8.45 pm

Signed ..... Chairman

Date .....