

DEBENHAM PARISH COUNCIL

Chair: Cllr F Winrow-Giffin

Clerk: Mrs D Bedwell

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March 12th, 2024

All Parish Councillors are summoned to attend a meeting of the Debenham Parish Council on **Monday, March 18th, 2024, at 7.00 pm at Dove Cottage, High Street, Debenham**. Parishioners are also invited to attend. The meeting will be open to the public, and any parishioner wishing to raise a matter should speak at item 37.

Dina Bedwell

AGENDA

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| Chair's announcement: <i>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.</i> | |
| DPC/24/35: To consider apologies for absence | 7:30 |
| DPC/24/36: Declarations of interest with regard to items on the agenda | 7:32 |
| DPC/24/37: Public participation section | 7:34 |
| DPC/24/38: Reports a) District Councillor's report b) County Councillor's report | 7:44 |
| DPC/24/39: To approve the minutes of the Parish Council meeting held on February 19th 2024 | 7:50 |
| DPC/24/40: Planning matters a) Application: DC/24/00924 - 28 High Street - Conversion and extension of barn to form 1No Dwelling b) Application: DC/24/00659 - 48 Low Road - Erection of an ancillary annexe outbuilding c) Decision: DC/23/05945 - 56 High Street - Discharge of Conditions Application for DC/22/01072 - Condition 9 (Hall Window)- Conditions discharged | 7:52 |
| DPC/24/41: Finance and Administration a) To approve accounts for payment and note receipts and bank balances/reconciliations b) Council Action List c) To consider alternative arrangements for venue hire for DPC related activities (Deferred from previous month) d) To approve the appointment of the Responsible Financial Officer - Section 151 of the Local Government Act 1974 (Statutory Requirement) e) To approve the appointment of the Internal Auditor (SALC) Suffolk Association of Local Councils (Statutory Requirement) | 8:00 |
| DPC/24/42: To review and approve the following Parish Council's policies: a) Standing Orders | 8:10 |

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| <ul style="list-style-type: none"> b) Financial Regulations c) Financial Risk Assessment d) Funding Policy and Forms e) Statement of Internal Controls f) Risk Assessment g) Electronic Communications Policy h) FOI Publication Scheme i) Community Engagement Policy j) Anti-Harassment and Bullying Policy k) Pre-planning Application Meetings with Developers Policy l) Complaints Policy m) Equality Diversity Policy n) Environmental Policy o) Safeguarding Policy p) Health and Safety Policy q) Reserves policy r) LGA Model Councillor Code of Conduct | |
| <p>DPC/24/43: Committees, working groups and representatives -To receive reports and consider recommendations / agree on actions:</p> <ul style="list-style-type: none"> a) Emergency Plan Review b) Debenham Neighbourhood Plan Review c) Allotments - To Consider recommendations from the Committee regarding the Allotment Rules Review d) Highways - Update on meeting held 13 March 2024 e) Eco/Green Projects: To consider inviting the Debenham Green Team to do an informative presentation to the Council (Cllr LR) (Deferred from previous month) f) Festivities and Local Events: To consider holding a Well-Being gathering for parishioners affected by the floods; To consider proposal for a village fete and associated costs g) Woodland Group - To note minutes of the last meeting and consider any recommendations h) Employment Appeals: To review membership and consider Terms of Reference | 8:20 |
| <p>DPC/24/44: To note any further correspondence (all correspondence circulated to members ahead of the meeting or included on the agenda for consideration)</p> <ul style="list-style-type: none"> a) MSDC Parish Services Survey 2024 b) Correspondence from resident inc. matters such as Pharmacy | 9:00 |
| <p>DPC/24/45: To receive any reports from Councillors/requests for addition to a future agenda (no decision can be made unless exempt or under delegated power)</p> | 9:05 |
| <p>DPC/24/46: Date of the next meeting: 15th April 2024</p> | 9:10 |
| <p>DPC/24/47: To consider the temporary exclusion of press and public: <i>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</i></p> | 9:10 |
| <p>DPC/24/48: To consider correspondence from resident re. damaged fence</p> | 9:11 |
| <p>DPC/24/49: Employment Committee: To consider and approve recommendations from the Employment Committee (Stage 1)</p> | 9:15 |