

Debenham Parish Council

Minutes of the Parish Council Meeting
Held on Monday 21st October 2024, Dove Cottage, Debenham

Present: Cllr K Barlow (Vice Chairman), Cllr J Baldwin, Cllr L Cockerton, Cllr I Collins, Cllr A Finnissy, Cllr K Grimshaw, Cllr G Helm, Cllr L Robbins, Cllr J Sweet, Clerk C Usher and 2 members of the public

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/24/140 To Receive and consider apologies for absence
Cllr F Winrow-Giffin, District Councillor T Davis and County Councillor M Hicks

DPC/24/141 To receive members declarations of interest regarding items on the agenda
Cllr Sweet and Cllr Barlow declared an interest in item 24/147, Cllr Robbins and Cllr Baldwin declared an interest in item 24/146.

DPC/24/142 Public Participation

A member of the public asked if the settlement boundary near Otters Holt would be included in the Neighbourhood Plan. Cllr Barlow confirmed that this was included as a Windfall site and therefore the site could be developed. A member of the public spoke regarding his planning application DC/24/04463 regarding the use of the building.

DPC/24/143 To receive reports from the District and County Councillors

The County Councillor and the District Councillor reports had been circulated prior to the meeting.

DPC/24/144 The minutes of the Parish Council meeting held on 16th September 2024. Proposed by Cllr Collins and seconded by Cllr Sweet and agreed to approve. Cllr Finnissy and Cllr Helm abstained.

DPC/24/145 Action Plan of Outstanding Matters

DPC/24/128 – Dead trees along boundary of St Marys Churchyard – Cllr Cockerton reported that she and the Chairman had met with the residents whose gardens it affected. The PCC had agreed to arrange for the 2 large tree trunks to be cut and removed by a tree surgeon, who will sell the wood and make a donation to the church. The residents had set up a working party to clear the rest of the ditch over the winter.

DPC/24/133 – Gym Equipment Recreation Ground – Cllr Sweet confirmed that the equipment will be moved and reinstalled at the end of the month.

DPC/24/133 – CCTV at Public Conveniences – to be added to the next agenda for discussion.

DPC/24/134 – Installation of a new bench – The resident will purchase a new bench and have this installed and it would then be passed to the Parish Council and placed on its asset register.

DPC/24/134 – Lorries Gracechurch Street- these details had been passed to Suffolk County Council Highways to investigate. Awaiting a response.

DPC/24/135 -Parking on the village green – Cllr Sweet and Cllr Cockerton to meet on site to discuss suitable installations.

DPC/24/134 – Hedges Gracechurch Street – these details had been passed to Suffolk County Council Highways to investigate. Awaiting a response.

DPC/24/146 Planning Matters

DC/24/04045 – Erection of a selfbuild dwelling and retention of the existing barn for agricultural purposes on land at the 2 fields site – Land Adjacent to Maltings Farm, Low Road.

It was proposed by Cllr Robbins and seconded by Cllr Grimshaw to support this application. Cllr Barlow and Cllr Cockerton abstained. It was agreed to support the application.

DC/24/01219 – Erection of Rear sun room (following removal of existing) and replacement of 7No. windows – 2 Aspoll Road

It was proposed by Cllr Finnissy and seconded by Cllr Helm to support this application. It was unanimously agreed to support the application.

DC/24/01220 -Application for Listed Building Consent – Erection of rear sun room (following removal of existing) and replacement of 7no. windows – 2 Aspoll Road

It was proposed by Cllr Grimshaw and seconded by Cllr Robbins to support the application. It was unanimously agreed to support the application.

DC/24/04463 – Application to determine if prior approval is required for a proposed Change of Use from commercial, business and service (Use Class E) to Dwellinghouses (Use Class C3) Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class MA – Conversion of ground floor barbers to residential, same as on 1st Floor – 2 High Street

It was proposed by Cllr Robbins and seconded by Cllr Helm to support the application. 7 agreed to support the application, 1 against and Cllr Baldwin and Cllr Finnissy abstained. It was agreed to support the application.

DC/24/04496 – Notification of Works to Trees in a Conservation Area – Removal to ground level of Oak Tree – 8 Gracechurch Street

It was proposed by Cllr Sweet and seconded by Cllr Finnissy that the application is not supported as this would have adverse effect on the street scene and would prefer to see the Oak tree pollarded rather than cut to ground level. For these reasons the application was not supported. Cllr Collins abstained.

DC/24/03240- Application under Section 73a for the Removal or Variation of a condition following grant of DC/22/04922 dated 19/11/2022 Town and Country Planning Act 1990 (as amended) – Conversion of existing cart lodge into one bedroom annexe. To remove Condition 3 (occupation restriction) to enable use as holiday let – 8 Cross Green

Councillors noted that permission had been granted.

DPC/24/147 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. *Councillors approved the payments.*

<i>Clerks Wages October</i>	<i>£1542.45</i>
<i>Clerks & Employers PAYE October</i>	<i>£356.64</i>
<i>Clerks Expenses</i>	<i>£30.17</i>
<i>Richard Blackwell Speed Indicator September 24</i>	<i>£30.00</i>
<i>Debenham Parochial Council Hire of Room Sept 24</i>	<i>£262.50</i>
<i>Debenham Parochial Council Hire of Room Oct 24</i>	<i>£300.00</i>
<i>Dawn Thompson Decoration around Door</i>	<i>£67.50</i>
<i>Dawn Thompson Cleaning of Public Toilets</i>	<i>£318.20</i>
<i>John Sweet Expenses</i>	<i>£130.77</i>
<i>Debi Sage Website Oct 24</i>	<i>£120.00</i>
<i>Control Solutions Street Cleaning Sept 24</i>	<i>£1333.00</i>
<i>Richard Giffin Grounds Maintenance Sept 24</i>	<i>£2235.00</i>
<i>EON Feeder Pillar Village Green July</i>	<i>£36.39</i>
<i>BT Group Ltd (DD) Internet</i>	<i>£40.99</i>
<i>Tesco Mobile Top Up</i>	<i>£10.00</i>
<i>Community Action Suffolk Website Host</i>	<i>£60.00</i>
<i>Lovell Blake Payroll Sept 24</i>	<i>£126.00</i>
<i>Action Play Teen Shelter</i>	<i>£7008.30</i>
<i>Healthmatic installation of door public toilets</i>	<i>£2943.00</i>
<i>Cllr Barlow Expenses</i>	<i>£70.55</i>
TOTAL	£17,021.46
Receipts	
<i>MSDC CIL Payment</i>	<i>£12,714.41</i>
<i>PC Community Account at 3rd Oct 24</i>	<i>£8,048.06</i>
<i>PC Business Account at 3rd Oct 24</i>	<i>£227,135.23</i>

- b. Budget 2025/26 – *A meeting of the Finance Working Group to be arranged.*
- c. Accounts 2nd Quarter July – September 2024 – *Councillors noted the accounts.*
- d. Council Reserves – *Councillors to consider the reserves during the budget process.*

- e. Emptying of Dog Waste Bins – *Cllr Sweet reported that it appeared that MSDC and the Parish Council's Street Cleaner were emptying the same bins and being paid to do so – Councillors to investigate.*
- f. Request for Funding for Debenham Green Team – *It was proposed by Cllr Collins and seconded by Cllr Cockerton to approve funding for the value of £200.00 towards the Christmas event being organised by the group. It was agreed to support the donation of £200.00. Cllr Baldwin abstained.*
- g. Request for Funding for Debenham Sports and Leisure – *It was proposed by Cllr Finnissy and seconded by Cllr Helm to approve the funding application and provide up to £500.00 towards the firework display insurance costs. It was agreed to support the donation of up to £500.00. Cllr Collins abstained.*

DPC/24/148 Committees, Working Groups and Representatives

- a. Debenham Neighbourhood Review – *Cllr Barlow reported that the working group had met with Paul Bryant from SCC to discuss flooding. There were 3 areas of concern in the village for the group to look at. Cllr Barlow reported that if following the review of the areas and this resulted in a change to the Neighbourhood Plan then this would need to be a new consultation with the village and a referendum. The group were at the present time only recommending small changes.*
- b. Allotments – *The Clerk reported that all the agreements had been sent to allotment holders and a large number had been returned and payments had been made. Meeting with allotment holders on a Monday morning had been a success with a number of residents popping in to discuss plots. Cllr Robbins reported that the wooden bridge across to the allotments needed to be completed. Cllr Collins had started the project but was still waiting for his expenses to be paid by the Council for the supply of wood. A resident in the public gallery, James Peck, who owns Coastal Services Building Supplies agreed to meet the costs of supplying more wood for the project free of charge. Cllr Collins reimbursement will be looked in to. The Council's community plot needed discussion about its future. This item to be placed on the agenda for the next meeting. There are also a number of plots that needed clearing so that they can be used for future allotment holders. This needed further discussion at the next parish council meeting.*
- c. Recreation Ground – *Cllr Sweet reported that the youth shelter was due to be installed. The final items of play equipment will be installed next month to be paid for from existing funding. A pressure washer was required to clean the soft standing under the play equipment. This will be discussed at the next meeting. The gym equipment will be moved by the end of October.*
- d. Public Conveniences – *Cllr Sweet confirmed that the new electric door had been fitted. Opening and closing times were 7.00am to 5.30pm and this was done automatically. The map for the village showing where the public toilets were was still being prepared.*
- e. Cemetery – *This item was discussed under DPC/24/145.*
- f. Woodland – *This item will be discussed in the spring.*

- g. Hedging Work – Various sites in Village – *Cllr Sweet provided the Clerk with the previous specification used for quotes. This to be used for new quotes for hedging work at the URC burial ground, cemetery, recreation ground and St Marys churchyard.*
- h. Meeting with Cllr Hicks regarding Highways – Due to the confidential nature of the item this was discussed under Private and Confidential at the end of the meeting.
- i. Emergency Plan – *Cllr Baldwin had met with SCC and other representatives to discuss the emergency plan for the village. This plan would cover all types of emergency including flooding and it was as important that each resident of the village was prepared. Lots of information will be circulated to residents via social media and through government websites, information points in the village and the parish noticeboards. The information included “Know your Neighbour”, grab bags, basic first aid and the group was organising Defib training, just simple basic training to be able to locate and use the equipment, for residents. They were also looking at providing magnetic booklets to be placed on fridge doors. It was all confirmed that if the Parish Council calls the emergency they would have to fund the operation but if the emergency is called by other organisations such as Suffolk County Council they would meet the cost.*
- j. Flooding – *Members of Council had met with the Environment Agency, Suffolk County Council, Mid Suffolk District Council and residents of the village who had a good knowledge of flooding to go through the Section 19 report recommendations. SCC were being very proactive and are asking residents if they see any drains bubbling over with water to contact Anglian Water and themselves so that they can chase this. There are two main hotspot areas, Cherry Tree Green and the Butts up to the school corner. The Environment Agency request that all the Parish Council proposals be discussed at one time so that a blanket order for the works can be obtained. Cllr Baldwin explained that funding for residents was available and for landowners. Proposals included two extra ponds to be built up stream from the village, residents encouraged to use water butts for surface water and rain water collection. SCC will be able to provide water butts with special features that detect when rain is forecast. The Environment Agency had lowered the threshold for alerts, emergency equipment to include walkie talkies, signage for rest centres, emergency bags and information points.*

DPC/24/149– Further Correspondence

- a. Attendance at Remembrance Sunday and laying on the wreath – *Cllr Sweet will attend the Remembrance service on behalf of the Parish Council.*
 - b. Christmas trees for the village and church – *An order will be placed with Wards in the village as done in previous years.*
 - c. Relocation of the Parish Council’s Bier – *The Bier had been on loan to the Bressingham Steam Museum but the museum would like to hand this back to the Parish Council. Cllr Collins would be happy to store this item until a decision is made to where this item will go. It was suggested by Cllr Finnissy that the Parish Council could approach a local undertaker to see if they would like it for display purposes. Cllr Finnissy would approach the Coop Funeral Directors to see if they would be interested.*
1. DPC/24/150 – Items for Future Agenda – *There were requests for an item regarding the bus shelter’s land ownership.*

DPC/24/151 – Date of Next Meeting – Monday 18th November 2024 at 7pm at Dove Cottage.

DPC/24/152 – Exclusion of the Public – All public left the meeting.

DPC/24/153 – Minutes of the Employment Committee and Highways Working Group – These minutes were circulated separately to Councillors.

Meeting closed 9.45pm

Signed Chairman

Date