

DEBENHAM PARISH COUNCIL
Email: parish.clerk@debenhamparishcouncil.org

Signed...



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Parish Clerk 9 April 2025

All Parish Councillors are summoned to attend a meeting of the Council to be held on Monday 14 April 2025, 7.00pm at Dove Cottage, High Street, Debenham. Parishioners are also invited to attend.

AGENDA

Chair's announcement:

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.

DPC/25/285: To consider Apologies for Absence

DPC/25/286: Declarations of Interest with regards to items on the Agenda

DPC/25/287: Public Participation section (meeting open for 10 minutes)

DPC/25/288: Reports

- a. District Councillor's report
- b. County Councillor's report

DPC/25/289: To approve Minutes of the meeting held 17 March 2025

DPC/25/290: Action Plan of Outstanding Matters:

Resolved:

- 1. Internal Audit – Policies and Procedures sign-off (covered below under DPC/25/295) **(Clerk)**
- 2. Dove Cottage Wifi – Vodafone broadband installed on 8th April 2025 **(Clerk)**
- 3. Potholes in Ipswich Road – remedial work completed **(Clerk)**

Ongoing:

- 1. Barleyfields Footpath – work expected during Summer Holidays **(District Cllr Davis)**
- 2. Barleyfields Hedging / Fencing at Recreation Ground/Cemetery Boundary **(Clerk)**
- 3. Barleyfields Soil pile removal **(Clerk)**
- 4. Audit – update Asset Register and sign-off **(RFO)**
- 5. Audit – circulate Year End Accounts 14 days ahead of May 2025 meeting **(RFO)**
- 6. Audit – update AGAR documentation for sign-off at May meeting **(RFO)**

DPC/25/291: PLANNING: to consider planning applications for recommendation to Mid Suffolk District Council (MSDC):

- 1) **APPLICATION FOR LISTED BUILDING CONSENT - DC/25/01590:** Refurbishment following flood, requirement to remove external rough cast rendering Location: Kiln Cottage, 8 Low Road, Debenham, Stowmarket Suffolk IP14 6QU. **Consultation Deadline 24-Apr-25**
- 2) **TOWN AND COUNTRY PLANNING ACT APPEAL APP/W3520/W/25/3361654.** Our reference: DC/24/00924. Planning Application. Conversion and extension of barn to form 1No Dwelling

Location: 28 High Street, Debenham, IP14 6QW, Appeal Start Date: 20/03/2025: **Appeal Deadline 24-Apr-25**

DPC/25/292: PLANNING – consultation period ended, awaiting decision by MSDC:

- 1) **APPLICATION FOR PLANNING PERMISSION - DC/25/01079 and APPLICATION FOR LISTED BUILDING CONSENT - DC/25/01080:** Erection of a single storey extension (following demolition of conservatory) Replacement fenestration (retention of). Location: The Coach House, Crows Hall Road, Debenham, Stowmarket Suffolk IP14 6NG: **Determination Deadline 6-May-25**
- 2) **APPLICATION FOR PLANNING PERMISSION - DC/25/00466** Proposal: Full Planning Application - Replacement of WC facilities with smaller modular building at Debenham Bowls Club Location: Debenham Community Centre, Gracechurch Street, Debenham, Stowmarket Suffolk IP14 6BL: **Determination Deadline 5-May-25**
- 3) **APPLICATION FOR PLANNING PERMISSION - DC/25/00721 and APPLICATION FOR LISTED BUILDING CONSENT - DC/25/00730:** Erection of single storey side extensions. Location: 1 Water Lane, Debenham, Stowmarket, Suffolk IP14 6QB: **Determination Deadline 7-May-25**
- 4) **COMMUNITY RIGHT TO BID: INTENDED DISPOSAL OF AN ASSET OF COMMUNITY VALUE** THE ANGEL, 5 HIGH STREET, DEBENHAM, SUFFOLK, IP14 6QL Dear Sir/Madam, I am writing to notify you that the owner of the above property, which is listed as an Asset of Community Value, gave notice on 27 March 2025 that they intend to dispose of the property. A six week 'interim moratorium' has now been triggered during which the disposal cannot complete, other than by way of one of the exemptions defined in the Asset of Community Value Regulations 2012 (Schedule 3). **Interim Moratorium deadline 8-May-25**

DPC/25/293: PLANNING DECISION/S TO NOTE:

- 1) **APPLICATION FOR PLANNING PERMISSION - DC/24/05559 - WITHDRAWN.** Construction of a flood attenuation embankment and three new permanent water bodies. Location: Land North Of Bakers Lane, Winston, Suffolk
- 2) **APPLICATION FOR PLANNING PERMISSION - DC/24/05392 – GRANTED.** Annexe to replace existing building (therefore demolition of existing building) adjacent to Old Hall Barn, and enclose Old Hall Barn's loggia and knock through an internal wall. Location: Old Hall Farm Barn, Roamwood, Green Lane, Debenham, Stowmarket, Suffolk IP14 6NP

DPC/25/294: Finance and Administration

1. To approve accounts for payment and to note receipts and bank balances/reconciliations
2. Finance Working Group:
 - i. Report including accounts to end March 2025 **(RFO)**
 - ii. CIL Funding report update **(RFO)**
 - iii. Insurance cover requires renewal on 1st June 2025 **(RFO)**
 - iv. Approval to purchase external hard drive for backing up Council Laptops **(RFO)**
 - v. Maintenance work for Public Conveniences **(Cllr Sweet)**
 - vi. Funding required for Biodiversity projects (maps, survey, printing and professional costs **(Cllr Barlow)**)
 - vii. Funding Request from Debenham Sports and Leisure - £1,550 for Car Park exit repairs
 - viii. Funding Request from Debenham PCC - £15,000 for new heating system
3. Employment Appeals Working Group – to approve Terms of Reference
4. Formally note appointment of Brian Mansfield as Parish Clerk, effective 3rd March 2025
5. Formally accept resignation of Cllr Robbins, effective 24th March 2025
6. Parish Council Bier – update on relocation **(Cllr Collins)**
7. To review channels on Slack (action after Year End Audit is complete) **(Clerk)**
8. To consider a Debenham Day 2025 **(Cllr Barlow)**
9. To review all existing Committees and Working Groups – List circulated **(Clerk)**

DPC/25/295: To review and approve the following Council Policies, Procedures and Forms:

1. Anti Harrassment and Bullying policy

2. Clerk Delegation Scheme
3. Code of Conduct (LGA)
4. Community engagement Policy
5. Complaints Policy
6. Data Protection Policy
7. Electronic communications Policy
8. Environmental Policy
9. Equality and Diversity Policy
10. Financial Regulations
11. Financial Risk Assessment
12. FOI model publication Scheme
13. Funding Policy
14. GDPR consent form Emergency Plan
15. GDPR consent form general
16. GDPR privacy notice
17. General Reserves Policy
18. Health and Safety Policy
19. Millenium Gates Policy
20. Operation Menai Bridge
21. Pre-planning application meetings with Developers Policy
22. Procurement Thresholds
23. Safeguarding Policy
24. Standing Orders
25. Statement of internal controls
26. Terms of reference - internal audit
27. Debenham Parish Council - Funding Form under £750
28. Debenham Parish Council - Funding Form over £750

DPC/25/296: The Parish Council wishes to acknowledge and thank the Debenham Green Team for their efforts with the recent Litter Picks

Committees, Working Groups and Representatives Reports

DPC/25/297: Debenham Neighbourhood Plan Review – meeting to be scheduled (**Cllr Barlow**)

DPC/25/298: Allotments – consider new management framework

DPC/25/299: Recreation Ground – Goal Post installation update (**Cllr Sweet**)

DPC/25/300: Debenham Sports and Leisure (**Cllr Helm**)

DPC/25/301: Emergency Plan Report – update following Ben Wilding email (JEP) (**Clerk**)

DPC/25/302: Flooding: 1. Report on proposed meeting arrangements with Suffolk CC & Environment Agency Flood Teams following s.19 report
2. Report on flood at cemetery: to consider Suffolk CC Flood Team recommended action

DPC/25/303: Dog Bin emptying update (**Cllr Sweet**)

DPC/25/304: Update on Village Tree / Hedge works:

1. Lime Trees near the Bridge update (**Cllr Sweet**)
2. Willow Tree at Market Bridge removal update (**Cllr Sweet**)

DPC/25/305: Highways:

1. Report on waste collection of bins at Cross Green following report to Public Realm
2. Parking at High Street/Cross Green pavement
3. Report on proposed Traffic Regulation Order (TRO)
4. To consider White Gates at village entry speed signs

DPC/25/306: To consider correspondence received (correspondence circulated to members ahead of the meeting or included on the agenda for consideration):

1. River erosion boards email (copied to Clerk)

2. Chat Bench email (received by Clerk)
3. Planning Consultation Survey email – response deadline 12-May-25 (received by Clerk)
4. Area near Allotments requires weed control / tidy-up email (received by Clerk)

DPC/25/307: To receive any report from Councillors/requests for addition to a future Agenda (no decision can be made unless exempt or under delegated power)

DPC/25/308: Date of next Parish Council meeting – Monday 19 May 2025, 7pm at Dove Cottage, High Street, Debenham

DPC/25/309: To consider the temporary exclusion of the public and press: 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.

DPC/25/310: to consider parishioner correspondence

DPC/25/311: Employment Committee Report

DPC/25/312: to consider SALC training session at Dove Cottage

DPC/25/313: to consider Parish Councillor recruitment