

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

Signed

3 December 2025

All Parish Councillors are summoned to attend a meeting of the Council to be held on Monday 8 December 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/25/494: To consider Apologies for Absence

DPC/25/495: To note Councillor resignation

DPC/25/496: To consider co-option of Parish Councillors

Mr Dan Haddon

Mr Mike Hammod

Dr John Morgan M Potter

DPC/25/497: Declarations of Interest with regards to items on the Agenda

DPC/25/498: Public Participation section (meeting open for 10 minutes)

DPC/25/499: Reports

1. District Councillor's report
2. County Councillor's report

DPC/25/100: To approve Minutes of the meeting held 17 November 2025

DPC/25/101: Action Plan of Outstanding Matters (Resolved):

1. Barleyfields/Aspall Road Footpath – **(County Cllr Hicks)**

DPC/25/102: Action Plan of Outstanding Matters (Unresolved):

1. Barleyfields – Hedging / Fencing at Recreation Ground/Cemetery Boundary- refer to MSDC Planning Enforcement **(JS)**
2. Update on correspondence re. the Market Green surrounding Market Green building – obtain solicitors advice to clarify ownership **(JS)**
3. Update regarding car parking on Green space at Coopersfield junction – register as Village Green and provide Village Bench **(JS)**

4. Footbridge repairs (Low Rd / Saxton Close) **(County Cllr Hicks)**
5. Churchyard maintenance: Yew Tree reduction **(JS)**
6. Installation of defibrillator at Dove Cottage – report from First Responders **(JS)**
7. Vehicular access at Water Lane/Allotment Lane – request to Highways for improved **No Through Road** sign **(JS)**
8. Party wall repairs – Churchyard/43 High Street boundary **(JS)**
9. Water Lane flooding **(JS)**
10. Report on electric meter readings **(JS)**
11. Report on village Christmas Trees **(JS)**
12. Report on Bench Sponsoring Scheme (deferred January 2026 meeting)

DPC/25/103: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC):

1) APPLICATION FOR PLANNING PERMISSION - DC/25/05141: Pages Mill, Kenton Road - Proposal:

Application under Section 73A of The Town and Country Planning Act 1990 -

Variation of Condition 2 (Approved Plans and Documents) of planning permission

DC/23/04812 dated: 08.01.2024 - Erection of 1no. barn style eco dwelling with carers

annexe, home office and family member care wing and hydrotherapy pool, including

landscaping and parking (following demolition of existing barn) Deadline **16 December 2025**

DPC/25/104: PLANNING – Decisions to Note:

1) APPLICATION REFERENCE DC/25/00440 – 11 Water Lane (Granted)

2) APPLICATION REFERENCE: DC/25/04317 – 16 Gracechurch Street - Granted

3) APPLICATION REFERENCE: DC/25/04267 – land east of Low Road – Granted

4) APPLICATION REFERENCE: DC/25/04621 – 53 Gracechurch Street – erection of single storey front and rear extensions. Granted

DPC/25/105: Finance

1. Approve December 2025 Payments Schedule and note Receipts **(RFO)**
2. RFO/Finance Working Group report:
 - i. Accounts to end December 2025 **(RFO)**
 - ii. To consider for approval Budget and Precept Proposal 2026-27 **(JS/RFO)**

DPC/25/106: Administration

1. To consider correspondence received: use of DPC allotment fields as flood defence
2. Advertisement of DPC Field Lettings **(to be advertised)**
3. To consider Councillor/Employee expenses policy **(January 2026 agenda)**
4. To note: SALC online Councillor training sessions dates confirmed for January 2026 **(All Councillors)**
5. Employment comm – recruitment of Clerk/RFO

Committees, Working Groups and Representatives Reports:

DPC/25/107: Neighbourhood Plan:

1. Report on Neighbourhood Plan meeting held 26th November with Ian Poole, NP Consultant **(FW-G/JS)**
2. Emergency Plan report **(JS)**

DPC/25/108: Allotment Report (IC)

DPC/25/109: Flooding:

1. To note: clarification requested from the Environment Agency regarding erosion boards and Riparian rights **(chase EA response)**

DPC/25/110: General Maintenance topics:

1. Millenium gates refurbishment **(JS)**

DPC/25/111: Highways:

1. Update on parking enforcement at High Street/Cross Green pavement **(Cllr Winrow-Giffin / County Cllr Hicks)**
2. Update on proposed Traffic Regulation Order (TRO) **(County Cllr Hicks)**
3. Lock Close – parking on Green – to arrange meeting with County Highways
4. Report on repair of High Street Wooden Railings – to consider quotations **(IC/County Cllr)**
5. To consider Quiet Lane designation – Thorpe Lane **(all councillors)**

DPC/25/112: Correspondence received:

1. Monitor concern for the state of pavements across the parish – considering repairs via central funding budget **(County Cllr Hicks)**

DPC/25/113: 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/25/114: Date of next Parish Council meeting – Monday 19 January 2026, 7pm at Dove Cottage, High Street, Debenham