

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

Signed



Parish Clerk – 11th March 2026

**All Parish Councillors are summoned to attend a meeting of the Council to be held on
Monday 16th March 2026, 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/26/553: To consider Apologies for Absence

DPC/26/554: Declarations of Interest with regards to items on the Agenda

DPC/26/556: Public Participation section (meeting open for 10 minutes)

DPC/26/557: Reports

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

DPC/26/558: To approve Minutes of the meeting held on 16th February 2026

DPC/26/559: Action Plan of Outstanding Matters (Resolved)

1. Barleyfields boundary / hedging. In progress.
2. Churchyard maintenance and Yew tree reduction. In progress.
3. Benches for Coopers field and Gardeners Road. Application submitted for Pride in Your Place funding.
4. Purchase of posts and chicken wire to create a new allotment plots/boundaries. Completed.
5. Request for grit/salt bins to be located on the Greensleeves estate. In progress.

DPC/26/560: Action Plan of Outstanding Matters (Ongoing)

1. To consider quotes relating to installation of a defibrillator at Dove Cottage (Cllr Collins)
2. To consider arranging a second opinion regarding the site of the Proposed Flood Management Initiative (Cllr Sweet)
3. Parishioner Correspondence Market Green (Cllr Sweet)
4. Water Lane "No Through Road" Signage (Cllr Sweet) see DPC/26/563.2v
5. Party Wall repairs Churchyard / 43 High Street (Cllr Sweet / Clerk)

6. Priory Lane flooding and Highways site visit (Cllr Sweet / Cllr Collins)
7. Update on street lighting and drainage at Gardeners Road (Cllr Sweet / Cllr Collins)
8. To consider the action to be taken to repair damaged railings at recreation ground.
9. To consider potential signage for Priory Lane to prevent access for HGVs (Cllr Sweet)

DPC/26/561: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC)

1) **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/26/00929** Proposal: Reduce Walnut tree by half, Ash reduce back to previous cut points, and reduce Pear tree dying top. Location: Dairy Cottage, 50 Aspall Road, Debenham, IP14 6QA. **Deadline 27th March 2026**

2) **APPLICATION FOR PLANNING PERMISSION - DC/26/00558** Proposal: Erection of first floor extension. Addition of new bathroom to upper level. Location: 11 Moores Close, Debenham, IP14 6RU. **Deadline 24th March 2026**

DPC/26/562: PLANNING – Decision to Note

1) Application Reference: DC/26/00437: Proposal & Location of Development: Cherry in rear garden, Crown Reduction reducing the height and spread of the tree by 1.5-2 metres and balance to reduce risk of limb failures in adverse weather conditions. Remove dead wood over 15mm in diameter and remove any weak or crossing branches to improve form and structure. 19 High Street, Debenham IP14 6QL. (Mid Suffolk District Council **does not wish to object**)

DPC/26/563: Finance

1. Approve March 2026 Payments Schedule and note Receipts
2. Finance Working Group report:
 - i. Report including accounts to end February 2026 (RFO)
 - ii. CIL Funding report update (RFO)
 - iii. Update on refund of £2,600 unused grant from Debenham Angel Community Ltd (Cllr Sweet)
 - iv. Update on the process for removal of the rateable value of the cemetery (Cllr Sweet / Clerk)
 - v. Consider approval of £533.95 estimated costs re sign enhancements at Priory Lane
 - vi. Consider approval of Rialtas year-end service in finalising the accounts at the end of the financial year (Clerk)
 - vii. Review of cemetery fees with effect from 1 April 2026 (Cllr Cockerton)
 - viii. Consider updating the Council's Funding Policy to:
 - a. Ensure funding awards are used only for their intended purpose;
 - b. Introduce a standard letter to successful applicants confirming the award and that payment will be made at the point of use, or upon receipt of other satisfactory evidence;
 - c. Agree that approved funding is allocated from the relevant budget heading and held as an earmarked reserve until claimed or returned to the originating budget.
 - d. Introduce a time limit for claiming approved funding awards, after which the offer will lapse.
 - ix. Grant Funding Request from the Royal British Legion Debenham Branch - £100 towards a new box for remembrance crosses

- x. CIL Funding Request from The Debenham Project - £10,000 towards their respite scheme
- xi. CIL Funding Request from Debenham Village Hall and Playing Field Trust - £20,000 towards a 3G Pitch

DPC/26/564: Administration

- 1. To consider registration of Parish Council .gov.uk domain name and email addresses, and whether to establish a separate Parish Council website (Cllr Winrow-Giffin / Clerk)
- 2. To consider having a stall in the Church on Saturday, 6th June 2026, 09:00-12:00, as part of the River Focus event, possibly sharing with District Councillor Davis (Cllr Haddon)
- 3. To consider approving the suggested response to Mid Suffolk's Sustainability Appraisal Report (Cllr Hammond)

Committees, Working Groups and Representatives Reports:

DPC/26/565: Neighbourhood Plan

- 1. To consider appointing a councillor to prepare a survey, based on examples provided by consultant Ian Poole, for circulation following the March event.
- 2. To consider whether to arrange a virtual meeting with Ian Poole following the recent publication by the District Council of the latest sites submitted as part of the "call for sites" (Cllr Hammond)
- 3. To consider seeking an independent hydrologist's report for Debenham (Cllr Collins)
- 4. To consider and agree suggested terms of reference/outcomes required from Flooding and Landscape consultants (Cllr Hammond)

DPC/26/566: Allotments

- 1. Update on skip for Easter weekend (Cllr Sweet)

DPC/26/567: Flooding

- 1. Update from Environment Agency on future management of erosion boards and residents' riparian obligations EA REF: TOCOR2026/03354 (Clerk)

DPC/26/568: General Maintenance topics

- 1. To consider an offer from the Green team to tidy up areas around the village and/or undertake general gardening work (Cllr Sweet)
- 2. To consider actions to be taken in response to recent play area inspection.

DPC/26/569: Highways

- 1. Update on parking enforcement at High Street/Cross Green pavement (Cllr Winrow-Giffin / Cllr Alexander)
- 2. Update on Chancery Lane road safety signage (Cllr Alexander)
- 3. Clarification re ownership of car parking area on corner of Chancery Lane (District Cllr Davis)
- 4. To agree parking limit as part of the proposed Traffic Regulation Order (Cllr Cockerton)
- 5. To approve latest Pavement Concerns Bid document for repairs via central funding budget (Cllr Hammond)
- 6. Update on Water Lane flooding and lack of drainage (County Cllr Hicks / Cllr Collins)
- 7. Update regarding potential car park location and investment (Cllr Collins)
- 8. To consider appointing a councillor to submit a response to Suffolk Highways survey (Clerk)
- 9. To consider whether to register the Council with the Community Self Help Scheme (Clerk)

DPC/26/570: Dedicated Space for Uniformed and Youth Groups

1. Update regarding exploring the possibility of a dedicated space within the village for uniformed and youth groups to use.

DPC/26/571: Repurposing Green Areas

1. Update regarding the feasibility of repurposing some green areas within the village.

DPC/26/572: Correspondence received

1. Request for action about the parking on and damage to the grass at Lock Close (deferred from February).
2. Request to join forces with other local communities regarding increased offsite flood risks from new developments.
3. Request for an Allotment Representative to write to allotment holders regarding vehicles being parked in Water Lane for extended periods, which is causing obstructions and forcing other vehicles to mount the verges, resulting in damage.

DPC/26/573: 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/26/574: Date of next Parish Council meeting – Monday 20th April 2026, 7pm at Dove Cottage, High Street, Debenham

DPC/26/575: 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.

1. To review the payment arrangements for the clock winder.

Close of meeting.