

DEBENHAM PARISH COUNCIL
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Signed



Parish Clerk – 15th April 2026

**All Parish Councillors are summoned to attend a meeting of the Council to be held on
Monday 20th April 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/26/576: To consider Apologies for Absence

DPC/26/577: Declarations of Interest with regards to items on the Agenda

DPC/26/578: Public Participation section (meeting open for 10 minutes)

DPC/26/579: Reports

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

DPC/26/580: To approve Minutes of the meeting held on 16th March 2026

DPC/26/581: Action Plan of Outstanding Matters (Resolved)

1. Barleyfields boundary / hedging. In progress.
2. Churchyard maintenance and Yew tree reduction. In progress.
3. Water Lane "No Through Road" Signage. In progress.

DPC/26/582: Action Plan of Outstanding Matters (Ongoing)

1. To consider quotations and approve the purchase of a defibrillator for installation at Dove Cottage (Cllr Collins)
2. Proposed Flood Mitigation Structure Report Recommendations (Cllr Hammond):
 - i. To consider for approval nominating a small group of Councillors to work with the Upper Deben Owners Group ('UDOG') to complete investigations into the feasibility of the construction of a flood mitigation structure on land adjacent to Hoppit Wood and Lake. The outcome of the investigations to be reported to the Parish Council with a recommendation on whether and how to proceed.

- ii. To consider for approval that the land the subject of the investigations be kept vacant until the outcome of the investigations are considered by the Parish Council.
- 3. To consider quotations and approve instructing a solicitor to register the Village Green (Clerk)
- 4. Update regarding repairs to the Churchyard wall at 43 High Street (Cllr Sweet / Clerk)
- 5. To consider for approval the purchase of two benches (one for Coopersfield; one for Gardeners Road) at a cost of £2,015 including VAT and delivery now that Council is in receipt of Pride in Your Place funding for the project (Cllr Sweet / Clerk)
- 6. Update regarding Priory Lane flooding and Highways site visit (Cllr Sweet / Cllr Collins)
- 7. Update regarding drainage at Gardeners Road; and, following Suffolk County Council's confirmation that it is unable to fund new street lighting installations, to consider exploring alternative street lighting options and funding for the possible installation of a street light at Gardeners Road (Cllr Collins / Cllr Sweet)
- 8. Update regarding the action to be taken to repair damaged railings at recreation ground and a missing down post in the Urn Garden (Cllr Sweet / Cllr Collins)
- 9. Update regarding an inspection at Priory Lane for potential installation of signage to prevent access for HGVs (Cllr Alexander)

DPC/26/583: PLANNING: to consider response to planning applications received from Mid Suffolk District Council (MSDC)

1) APPLICATION FOR PLANNING PERMISSION - DC/26/00522 and APPLICATION FOR LISTED BUILDING CONSENT - DC/26/00523 Proposal: Re-building of open lean-to into an enclosed lean-to to form draft lobby and boiler room. Retention of reinforcing works to existing riverbank and erection of access deck. Location: 6 Chancery Lane, Debenham, IP14 6RN. **Consultation deadline 22nd April 2026**

2) APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - DC/26/01195 Proposal: Application under S73 for Removal or Variation of a Condition following grant of Reserved Matters DC/25/03327 dated 30/09/2025 Town and Country Planning Act 1990 (as amended) - For the erection of 4 No. single storey dwellings and garages. To vary Condition: 2 (Approved Plans and Documents) to incorporate minor changes to the dwelling designs as set out in the accompanying statement and submitted plans / documents. Location: Land between The Butts and Little London Hill, Debenham. **Consultation deadline extended to 22nd April 2026**

3) APPLICATION FOR PLANNING PERMISSION - DC/26/00319 Proposal: Relocation and extension of kennel. Location: Old Hall Farm, Roamwood Green Lane, Debenham, IP14 6NP. **Consultation deadline extended to 22nd April 2026**

4) APPLICATION FOR PLANNING PERMISSION - DC/26/00118 and APPLICATION FOR LISTED BUILDING CONSENT - DC/26/00119 Proposal: Installation of up and over garage door to rear brick shed and removal of existing windows. Replacement of existing gate, construction of brick arch and installation of wooden arched gate. External and internal works to include new damp course to rear of property and replacement/repair to attic bedroom space due to death watch beetle and common beetle infestations. Location: 12 - 14 High Street, Debenham, IP14 6QJ. **Consultation deadline extended to 22nd April 2026**

5) APPLICATION FOR PLANNING PERMISSION - DC/25/03043 Proposal: Change of use to a Travellers site with up to 24 pitches. Each pitch comprising 1No. Static, 1No. Day Room, and 1No. Touring Caravan. Location: Land Rear of The Rose Inn, Debenham Road, Crowfield, Suffolk

Reason(s) for re-consultation: Officer Request - Amended plans dated 09.04.26. **Consultation deadline 23rd April 2026**

DPC/26/584: PLANNING – Decisions to Note

- 1) **APPLICATION FOR A NON-MATERIAL AMENDMENT DC/23/03887 – REFUSED**. Alteration to the porch design and addition of a chimney. Location: Poplar Hall Barn, Low Road, Debenham, IP14 6BS
- 2) **APPLICATION FOR PLANNING PERMISSION DC/25/05141 – GRANTED**. 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). Location: Pages Mill, Kenton Road, Debenham, IP14 6LA
- 3) **APPLICATION FOR PLANNING PERMISSION DC/25/05282 – GRANTED**. Erection of a single storey rear extension. Remove chimney. Replace windows and install weatherboarding. Rooflight and PV panels to rear existing roof. New porch canopy. Convert garage to study, replacing garage door with window. Location: 36 Henniker Road, Debenham, IP14 6RG
- 4) **APPLICATION FOR WORKS TO TREES IN A CONSERVATION AREA DC/26/00929 – MID-SUFFOLK DISTRICT COUNCIL DOES NOT WISH TO OBJECT**. Reduce Walnut tree by half, Ash reduce back to previous cut points and reduce Pear tree dying top. Location: Dairy Cottage, 50 Aspoll Road, Debenham, IP14 6QA

DPC/26/585: Finance

1. To consider for approval the April 2026 Payments Schedule and to note receipts and bank balances / reconciliations
2. Finance Working Group report:
 - i. Report including accounts to end March 2026 (RFO)
 - ii. CIL Funding report update (RFO)
 - iii. To note insurance cover requires renewal on 1st June 2026 (RFO)
 - iv. To formally note appointment of Ginny O’Hegarty as Parish Clerk and RFO, effective 5 January 2026
 - v. To consider for approval authorising the RFO to set up payments with Barclays Bank
 - vi. To consider for approval payment of £140 +VAT for the Clerk to undertake The Introduction to Local Council Administration (ILCA), a sector specific e-learning course. (Cllr Sweet / Cllr Cockerton)
3. To consider arrangements for storage of the village bier (Cllr Collins / Cllr Cockerton)
4. To consider for approval the purchase of table-top display boards and to decide the number of boards required (2 panel boards £68+VAT; 3 panel boards £97+VAT) (Clerk)
5. To consider for approval the transfer of £322.11 to the Woodland Steering Group current account in respect of VAT payments reclaimed by the Parish Council.
6. Grant funding request from Hoppit Woodland & Lake Steering Group - £328.42 for self-binding path gravel, delivery and hire of a plate compressor to even out the path from near the cemetery to the entrance to the lake to make it more accessible for wheelchair users.
7. Grant funding request from Friends of Sir Robert Hitcham Primary School, Debenham - £500 to support Summer Sizzler event.
8. Update on the process for removal of the rateable value of the cemetery (Clerk)
9. Audit:
 - i. To formally approve Suffolk Association of Local Council’s Internal Audit Service Letter of Engagement

- ii. To note the Internal Audit will take place week commencing 4th May 2026
- iii. To consider for approval the updated Asset Register to 31 March 2026

DPC/26/586: To review and approve the following Council Policies, Procedures and Forms:

1. Anti Harassment 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. General Risk Assessment
19. Grievance Policy
20. Health and Safety Policy
21. Internet Banking Policy
22. Millenium Gates Policy
23. Operation Menai Bridge
24. Pre-planning application meetings with Developers Policy
25. Procurement Thresholds
26. Safeguarding Policy
27. Standing Orders
28. Statement of Internal Controls
29. Debenham Parish Council – Grant Funding Form under £1,000
30. Debenham Parish Council – Funding Form (CIL)

DPC/26/587: The Parish Council wishes to acknowledge and thank the Debenham Green Team for their efforts with the Litter Pick on 21st March 2026.

DPC/26/588: Administration

1. Update regarding registration of Parish Council .gov.uk domain name, email addresses, and website (Clerk)
2. To consider for approval relisting the Angel Inn as an Asset of Community Value (Cllr Sweet / Clerk)
3. Update regarding the Rivers event on 6th June 2026 and to consider for approval providing the Parish Council screen and projector for the screening of the River Deben documentary in the Church (Cllr Haddon).

Committees, Working Groups and Representatives Reports:

DPC/26/589: Neighbourhood Plan

1. To consider for approval the Neighbourhood Plan Questionnaire (shared with Councillors in advance) for circulation to all households, with Places4People authorised to make any minor amendments prior to printing (Cllr Hammond)
2. To consider for approval authorising the Councillor and Volunteer Neighbourhood Plan Working Group to agree and undertake distribution, collection and uploading of completed Questionnaires (Cllr Hammond)
3. To consider for approval the proposals submitted by Places4People for the appointment of Landscape and Flood consultants subject to Places4People consulting with UDOG on the appointment of flood consultants (Cllr Hammond)
4. To consider for approval instructing the Parish Clerk, in consultation with the Chair, to seek funding support from Mid Suffolk District Council for the Neighbourhood Plan review (Cllr Hammond)
5. To consider nominating a Councillor to work with Places4People to develop a project plan, setting out who does what and when in order to progress the Neighbourhood Plan review, including inviting volunteer support from the Working Group to assist in the task. (Cllr Hammond)
6. 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” – deferred from March meeting (Cllr Hammond)
7. To consider seeking an independent hydrologist’s report for Debenham – deferred from March meeting (Cllr Collins)
8. To consider and agree suggested terms of reference/outcomes required from Flooding and Landscape consultants – deferred from March meeting (Cllr Hammond)

DPC/26/590: Allotments

1. Update regarding placing an appropriate notice on the Allotment noticeboard regarding vehicles being parked in Water Lane for extended periods, causing obstructions and forcing other vehicles to mount the verges resulting in damage (Cllr Collins).

DPC/26/591: General Maintenance topics

1. Update regarding remedial actions taken in response to recent play area inspection (Cllr Sweet)
2. Update regarding removal of rubble in the fitness area (Clerk)
3. To consider for approval a draft letter to be sent jointly from the Parish Council and the Debenham Green Team to properties outside of mains sewerage in response to very high Ecoli bacteria levels found during recent river sampling (Cllr Haddon / Cllr Potter)
4. To consider whether a specialist drainage engineer should be commissioned to review the effectiveness of the drainage arrangements in the churchyard following reports from a resident of repeated flooding to outbuildings (Clerk)

DPC/26/592: 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. Update on Water Lane flooding and lack of drainage (County Cllr Hicks / Cllr Collins)
5. To note an issue with the Speed Indicator Device when located on the pole in Gracechurch Street, near the Leisure Centre exit – the sign appears to have been tampered with and the

pole has become loose within its concrete foundation. Council to consider approval for the Clerk to contact the Suffolk County Council Councillor after 7 May for repairs to be considered from the Highways Locality Budget (Clerk)

DPC/26/593: 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/26/594: Repurposing Green Areas

1. Update regarding the feasibility of repurposing some green areas within the village and request for action about the parking on and damage to the grass at Lock Close (Cllr Sweet).

DPC/26/595: Correspondence received

1. Concerns raised by a resident regarding dog waste bags being regularly thrown across the brook onto a bramble bush at Derrybrook Lane, potentially creating an environmental hazard should the waste enter the watercourse. Council to consider whether any action should be taken including signage, or other measures. A waste bin is already located nearby.
2. Request from a resident for the provision of a once-weekly bus service to Bury St Edmunds and Norwich. Council to consider whether to make enquires with relevant transport providers.
3. Request from a resident for a village car park to be created on the existing play area and recreation ground site on the basis that these facilities are reportedly underused during the week, and the potential relocation of these facilities to land near the sports centre or village hall. Council to consider whether the proposal should be explored further.
4. Email received from Foreword Festival UK C.I.C. who have received funding from MSDC to run some book events in the area bringing authors to villages to meet readers, talk about their work, and sign books. Suggested dates for Debenham are 18th July, 8th August or 22nd August. Further details to follow.

DPC/26/596: 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/26/597: Date of next Parish Council meeting – Monday 18th May 2026, 7pm at Dove Cottage, High Street, Debenham

Close of meeting.