Debenham Parish Council

Minutes of the Parish Council Meeting
Held at 7pm on 16TH November 2026, Dove Cottage, Debenham.

Present: Cllr Ian Collins (Chair), Cllr Lynne Cockerton, Cllr Ken Grimshaw, Cllr Nicole Ker-Gibson, Cllr Dan Haddon, Cllr Morgan Potter, Parish Clerk and RFO Naomi Cain, District Councillor T Davis and 6 members of the public.

Meeting began at 19:00.

Chair's announcement:
The Chair welcomed attendees, noted that open sessions may be recorded (objections to be raised with the Clerk), and requested that mobile phones be silenced and private conversations avoided.

DPC/26/703 To introduce new Clerk/RFO
Short introduction from Naomi Cain.

DPC/26/704: To consider Apologies for Absence

Apologies from Cllr Edward Bell and Cllr Tom Faggionato.

DPC/26/705: Declarations of Interest with regards to items on the Agenda

None declared.

DPC/26/706: Public Participation section (Meeting open for 10 minutes. Individual speakers are limited to a maximum of 3 minutes each.)

A member of the public spoke on behalf of and with concern for her mother stating their strong support for the proposed streetlight on Gardiners Road due to the reported impact of darkness on daily life and the actual (and fear of) risk of falls.

Another resident of Gardiners Road spoke to provide their support for the streetlight and expressed disappointment and frustration that the lamppost is in place but with no light. Concern also expressed about the uneven path.

A member of the public raised concerns about an incorrect allotment plot measurement, an overlooked pond refurbishment agreement, the reported presence of protected great crested newts, and the permitted use of herbicides at the allotment site. A printed handout of the law and protection of great crested newts was circulated to all Cllrs.

A member spoke on behalf of the Green Team to ask if the projector and screen could be borrowed (Cllrs agreed) and to ask if a TRO is pursued could Chantry Lane be considered to be residents only.

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DPC/26/707: Reports

1. District Councillor's report

The District Cllrs report is available on our website. In summary District Cllr T Davis updated us on the petition for a national showing of the People's Emergency Briefing being discussed in Parliament by MPs and her attendance at a Food Summit held at the Food Museum in Stowmarket with regard to the importance of local food production, being more resilient and focussed on what is on our plate. Mid Suffolk District Council's REACH van (Retrofit & Energy Advice to Communities and Households) will be attending Debenham on Monday 5th December.

2. County Councillor's report
   Not present.

DPC/26/708: To approve Minutes of the meeting held on 19th October 2026.

Proposed Cllr Dan Haddon **Seconded** Cllr Ken Grimshaw **Supported** Unanimously

DPC/26/709 – Action Plan of Outstanding Matters (resolved)

1. Installation of tap and pay in the public toilets.
   Cllr Ian Collins updated all that the technology has been installed however an issue of poor mobile signal impacting the functionality has become apparent. This was not spotted at the initial survey, and the installation company have apologised and are investigating options to remedy at their own cost.
2. Trees on Moores Close.
   Clerk updated that MSDC have confirmed responsibility for the trees on the amenity grassed areas and of works planned: "*the Sycamore tree adjacent to Nos. 14 Moores Close is scheduled for Re-Pollarding next financial year and we will consider the 30% Crown Reduction of the Purple Leaf Sycamore & Field Maple trees which are located opposite Nos. 5 Moores Close. (similarly with the Lime & Ash trees opposite Nos. 3 & Nos.1 Moores Close*)." Clerk has reported uneven pavement and previously pollarded lime tree on SCC Highways portal.

DPC/26/710 Action plan of Outstanding Matters (ongoing)

1. Update re installation of additional streetlight at Gardeners Road. Councillors discussed the support received for the streetlight and that an opportunity to meet had been provided to a resident with concern regarding light-pollution. Funding has already been agreed for the streetlight, and the pole is in place.

   RESOLVED: To proceed with installation of the streetlight subject to mitigation screening deemed appropriate by an expert.

   Proposed Cllr Ken Grimshaw **Seconded** Cllr Dan Haddon **Approved** Unanimously

2. Replacement of zinc-plated screws re oak fencing along Debenham High Street. Clerk reported correspondence with SCC Cllr M Hicks and Highways have now confirmed these will be replaced by stainless steel screws.
3. Two benches to be installed by the street warden. Action Point Clerk to look into.

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4. Installation of hygiene bin and programmable air freshener in the public toilets. This has been approved previously but will be removed from action and the agenda until the issue regarding tap and pay access at the toilets is resolved.
5. Wall at 43 High Street Debenham. Structural report has been completed. Cllr Ker-Gibson will seek 3 quotes and then discuss with homeowner.
6. Leaning wall at Gardeners Road. Clerk was asked to source letter of SCC responsibility: SCC Cllr M Hicks reported that this wall will be fixed within the next 6 months, and this can be taken as SCC taking responsibility, no letter of such required.
7. Update from Clerk re TRO following contact to SCC Cllr M Hicks. Decision required does the Parish Council want to pursue a TRO. Councillors discussed the information provided by SCC Cllr M Hicks following a call with the Clerk. The Council thought the TRO had got to a point where there was a broad set of ideas and next step consultation however this is at odds with update provided to Clerk. No decision made. Action Point Clerk to seek further clarification on the services that were provided in a TRO payment previously made to SCC and to further query the point TRO is at with SCC Cllr M Hicks.
8. Registration of village green. On-going. No update. Clerk awaiting documents from Solicitor for Council to sign and once signed and returned this can be registered.
9. Millenium Gates. Delegated emergency powers of the Clerk used to fund safe removal. Replacement to be discussed in finance.
10. UDOG update regarding the feasibility of the construction of a flood mitigation structure on land near the Hoppit wood: Cllrs are invited to attend Tuesday 17th Nov 16:00-17:30 with an engineer from Sustainable Water Solutions, venue Debenham Vets. Cllr Dan Haddon, Cllr Nicole Ker-Gibson and Cllr Ian Collins volunteered to attend.
    Cllr Nicole Ker-Gibson registered an interest as a member of UDOG.

DPC/26/711 – Planning : to consider response to planning applications received from Mid Suffolk District Council (MSDC)

DC/26/04656 - Creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, sports lighting and access footpath at Debenham Leisure Centre, Gracechurch Street, Debenham, IP14 6BL.

RESOLVED: To support the application dependent on the right of way of the footpath being maintained/diverted as appropriate.

Proposed Cllr Nicole-Ker Gibson **Seconded** Cllr Morgan Potter **Approved** Unanimously

DC/26/04727 - Application for works to trees in a Conservation Area - T1 Large Silver birch tree - 50% crown reduction and shape T2 Small Silver birch tree - 25% crown reduction and shape at 12 Aspall Road, Debenham, Stowmarket, Suffolk IP14 6QA.

RESOLVED: In support.

Proposed Cllr Dan Haddon **Seconded** Cllr Morgan Potter **Approved** Unanimously

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DPC/26/712 - Planning – Decisions to Note

DC/26/03894 - Prior Approval application for telecommunications on land at Debenham Sewage Treatment Works, Thorpe Lane, Debenham, IP14 6NG.

Prior approval of the Planning Authority IS NOT REQUIRED.

DC/26/03545 - Application for Listed Building Consent - Replacement of failed render with lime render and timber repairs like for like at 10 Aspall Road, Debenham, IP14 6QA.

GRANTED.

DC/26/03507 – Application for Listed Building Consent re. **DC/26/03506** - Renovation of house, erection of single storey rear extension & erection of cart lodge at Red House Farm, Bellwell Lane, Debenham, IP14 6JG.

Both GRANTED.

DC/26/04129 - Notification of works to Trees in a Conservation Area - Pollard 1 No. Ash (T1) at approximately 5m and allow to form a new canopy at 17 High Street, Debenham, IP14 6QL.

MSDC DOES NOT WISH TO OBJECT – works may now be carried out.

DC/26/04291 - Notification of works to Trees in a Conservation Area - Reduce crown of 1 No. Horse Chestnut to 4.5m at 22 Priory Lane, Debenham, IP14 6QD.

MSDC DOES NOT WISH TO OBJECT – works may now be carried out.

DC/26/04292 - Notification of Works to trees in a Conservation Area - Reduce 1 No. Yew (T1) to 3m, Reduce 1 and No. Elm to 3m and Reduce 1 No. Horse Chestnut (T3) to 3m at 18 Priory Lane, Debenham, IP14 6QD.

MSDC DOES NOT WISH TO OBJECT – works may now be carried out.

DPC/26/713– Finance

1. To consider for approval the November 2026 Payments Schedule as circulated and to note receipts and bank balances / reconciliations.

DPC current Account £9.590.11

DPC Deposit Account £325,198.94

Woodland Current Account £1,325.26

Woodland Deposit Account £7,798.87

Receipts

Income this month £689.38. Allotment rents. 4 plots rent overdue.

Clerk/RFO shared that had been unable to complete and produce financial reports due to training but will complete ASAP and arrange for signing.

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Clerk to arrange meeting with Finance Committee; Cllr Ken Grimshaw and Cllr Tom Faggionato.

RESOLVED: To approve payments schedule as circulated.

Proposed Cllr Ken Grimshaw **Seconded** Cllr Nicole Ker-Gibson **Approved** Unanimously

2. Correction to October minutes and payment schedule. Locality CIL received in October was £4,385 but as £4,685 was on the October schedule this was sent to UDOG and was an overpayment of £300 from CIL. Action Point Clerk to request £300 to be returned from UDOG.
3. Play Inspection invitation from BMSDC for inspections in Feb 2027. Cost £62.31 plus £25 admin charge net per play area.
   RESOLVED: To proceed with inspections for both play areas.
   Proposed Cllr Lynne Cockerton **Seconded** Cllr Ken Grimshaw **Approved** Unanimously
4. Request for donations to the Poppy Appeal and Debenham Branch of the Royal British Legion.
   RESOLVED: To match £50 to each respectively as per last year/£100 in total.
   Proposed Cllr Lynne Cockerton **Seconded** Cllr Ken Grimshaw **Approved** Unanimously
5. Millenium Gates funding. Councillors discussed the quote for replacement of a maximum of £5,145 NET. Clerk/RFO informed that as per Standing Orders 3 quotes would ordinarily be required but due to the health and safety concerns an emergency situation forgoes this requirement.
   RESOLVED: To proceed with the quote for replacement.
   Proposed Cllr Dan Haddon **Seconded** Cllr Ken Grimshaw **Approved** Unanimously
6. Set-up of PO Box with mail redirected to Clerks home address.
   RESOLVED: Clerk to proceed with setting up at a cost of £499.80 for 12 months.
   Proposed Cllr Nicole Ker-Gibson **Seconded** Cllr Morgan Potter **Approved** Unanimously

DPC/26/714 Committees, Working Groups and Representatives

a. Debenham Neighbourhood Plan Review. Workshop held and this is now being translated into policy text by Ian Poole.

b. Allotments. Clerk updated that £2,039.68 in rent received. 4 plots with payment overdue. 3 vacant plots. To chase return of outstanding signed tenancy agreements issued.

c. Eco/Green Projects. Think Bike signs. Decision re. go-ahead and installation of the signs deferred to next meeting.

d. Recreation Ground. Nothing to report.

e. Public Convenience. Tap and pay already discussed.

f. St. Mary's churchyard. Information regarding proposed ditch to be discussed at next months meeting (not received in time).

g. Woodland. Nothing to report.

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h. Emergency Planning. Chair has emailed latest EP to Mid Suffolk , no response yet. Action Point Clerk to contact Suffolk Joint Emergency Planning Unit to enquire.

i. Flood Report update. Cllrs to attend UDOG workshop tomorrow.

Deferred review of membership of Committees and Working Groups to next meeting.

DPC/26/715: Administration

1. Councillors discussed the PC having 2 websites and agreed to defer a decision on action to take at next meeting pending further research and clarification on site ownership and legal requirements.

DPC/26/716: Correspondence received

1. Communications in support of and requesting an update re. the additional streetlight on Gardeners Road as mentioned in outstanding matters.
2. Request from The Debenham Project (Dementia - Caring for the Carers) asking if the parish council owns land next to URC and if so, could this be used for accessible parking required. Councillors discussed and deferred pending clerk confirming the exact location of land referred to.
3. Concern regarding speed, size and volume of traffic down Chancery Lane due to closure for works on Aspall Road. Clerk communication with SCC Cllr M Hicks and a "Residents Only" barrier is now up.
4. Resident reported crack on exterior wall by parking area outside 29 – 43 Henniker Road. Clerk reported to MSDC as SCC reporting portal updated to District Council responsible however MSDC advise they are not. District Cllr T Davis has agreed to look into.
5. Enquiry from MSDC re. HM Land Registry for the public toilets on Little Back Lane. There are 2 Title numbers for the site - one shows MSDC as the owner and the other shows DPC as the owner. Councillors believe DPC has taken responsibility for ongoing maintenance since early 2000s and ownership was transferred in late 2000s. District Cllr T Davis has agreed to support to resolve this.
6. Replacement pole on Gracechurch Street now completed and SID to be reattached.
7. Communication regarding trees beside Coopersfield/path to the cemetery and on the cemetery overhanging to Laxton Close. Action Point Location to be confirmed and Clerk to seek tree surgeon quotes to undertake works required.

DPC/26/717: To receive any report from Councillors/requests for addition to a future Agenda (no decision can be made unless exempt or under delegated power)

None received.

DPC/26/718: Date of next Parish Council meeting – Monday 14th December, 7pm at Dove Cottage, High Street, Debenham

Meeting ended at 20:41.

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