

Draft Minutes of a meeting of the Debenham Parish Council held on Monday, 11th December 2017 at 7:30pm at Dove Cottage, Debenham.

Present: Cllr S Palframan (Chairman), Cllr F Winrow-Giffin (Vice-chairman), Cllr R Blackwell, Cllr S Phipps, Cllr L Cockerton, Cllr J Baldwin, Cllr J Feeney-Howells, Cllr S Dobson, Cllr M Hammond, Cllr G Helm, Cllr M Loveridge, Mrs D Bedwell (Clerk), District Cllr K Guthrie and no members of the public.

- 1. Apologies for absence:** Apologies had been received (and were approved) from Cllrs E Bowman and A Cushion. Apologies had also been received from County Cllr M Hicks.
- 2. Declarations of interest with regards to items on the agenda and additions to register:** Cllr L Cockerton declared a non-pecuniary interest on item 8.1.1 and 8.1.2; Cllr F Winrow-Giffin declared a pecuniary interest on grass cutting contract matters; Cllr J Baldwin declared a pecuniary interest on any matters pertaining to her allotment plot.
- 3. Reports**
 - 3.1** District Councillor's report: A brief report was received Cllr K Guthrie.
 - 3.2** County Councillor's report: A report would be available at a later date.
- 4. Meeting open for 5 minutes to allow members of the public to speak:** There were no members of the public present.
- 5. To approve the minutes of the meeting held 27th November 2017:** It was resolved to approve the minutes as a true record of the meeting held.
- 6. Neighbourhood Plan:** To receive update: Cllr S Palframan provided an update, within which was a recommendation the formation of a Neighbourhood Plan Committee with delegated powers, which would enable it to react promptly to the various requirements of the next and final stages of the Plan.

This recommendation was approved by all and it was agreed that the first meeting should take place early in January. Membership was agreed as follows: Cllrs S Palframan, R Blackwell, S Phipps, M Hammond, J Baldwin and the Clerk.
- 7. Finance and Administration:**
 - 7.1** To consider and approve accounts for payment and to note receipts and bank balances: It was resolved to approve the accounts for payment. Receipts and balances were noted.
 - 7.2** To consider draft budget and precept proposals for 2018/2019: The first draft had been circulated to members ahead of the meeting and would be further considered in January. Resolution deferred.
- 8. Planning matters**
 - 8.1** Applications received for recommendation to MSDC:
 - 8.1.1 DC/17/05742 2 Gracechurch Street-** Change of use from office to holiday let Use Class C3
 - 8.1.2 DC/17/05743 2 Gracechurch Street-** Works and alterations to facilitate change of use from office to holiday let: *Cllr L Cockerton declared a non-pecuniary interest.* Both applications were considered together as they pertained to the same dwelling. It was resolved to recommend the refusal of this planning application.

8.1.3 DC/17/05703 Cherry Tree Inn- 1 Cherry Tree Lane-Internal alteration to buildings to facilitate change of use from A3/A4 to C3 dwelling houses, A3 commercial and sui generis veterinary practise: Although the Parish Council supported local business ventures, such as the Veterinary Surgery, members agreed that any application that resulted in the loss of the Cherry Tree as a public house could not be supported unless all options had been exhausted. The realistic possibility of a marked increase in the number of dwellings in the village made it even more important that such a crucial amenity was retained. It was, therefore, resolved not to support this application.

8.1.4 DC/17/5825 Coach House, Priory Lane- *Application for lawful development certificate for existing use-use as residential (C3) of former coach house. Cllr L Cockerton declared a non-pecuniary interest*- It was resolved to recommend the approval of this planning application.

8.2 To note Approvals/Refusals: **DC/17/06029 21 Cross Green**- non-material amendment to application 3318/16- Planning permission granted.

8.3 Planning Correspondence: **0030/17 Land bounded by Derry brook Lane and Little London Hill**- application submission to Planning Committee on Wednesday 13th December 2017 at 9.30am, Endeavour House, Ipswich: It was agreed that the Parish Council should make representation at the Committee meeting, therefore the Clerk would be in attendance.

9. Clerk's slot, including Action List and Slack update: A brief discussion took place over the use of Slack: some members continued to prefer the use of e-mail communication and concerns were raised over the administration of the system, Data Protection issues, that the use of it to the exclusion of others could be perceived to be discriminatory and limiting; that it could be off-putting to new members, etc.

Reassurances about the system and offers of support were given by those already using it and members were reminded that the decision to trial the system had been democratically taken by the council.

The trial would continue and a final decision would be made at the January meeting.

It was noted that the Clerk was currently having to run both systems simultaneously and that this was not sustainable as it was very time consuming. Statutory documents such as agendas, minutes etc would continue to be circulated by e-mail to cllrs not currently using Slack but any further correspondence / documents would need to be requested.

10. Committees and working groups:

10.1 Cemetery: To consider quote for the shredding of winter maintenance cuttings: The quote received was approved by members (£40 per hour) and once the work had been done once, it would be easier to work out the total cost of this option for the disposal of cuttings.

10.2 Website: A report had been circulated to members ahead of the meeting.

10.3 Play areas: A brief report was received.

10.4 Trees and Greens: Village sign maintenance: to receive update from Cllr S Phipps and consider recommendation: Cllr S Phipps reported on a number of matters, including the recent planting of the tree at Cross Green and the hedging around the BT box. The village sign post was also mentioned and it was agreed that it could be left for a while longer before action needed to be taken.

10.5 Highways: A number of matters had been reported directly to SCC Highways using their new online reporting facility. Cllr J Feeney-Howells had also created a new dedicated “channel” on Slack and was happy to report matters directly if sent the relevant information by others.

10.6 Woodland: A brief report was received on the meeting recently held, which included updates on quotes received for a replacement bridge over the lake, the cutting back of brambles encroaching certain areas and pest control. The overflow pipe also appeared to be working rather well.

10.7 Street furniture / public toilets: There were no further matters to report.

10.8 Litter and waste matters: Cllr M Loveridge provided a brief update: a considerable amount of plastic litter had been recovered from the river and it was agreed that it may be worth taking an educational approach with the local schools, ie suggest initiatives to engage with the local young people regarding the and the disposal and collection of such type of waste (Cllr M Loveridge agreed to draft an initial letter).

Cllr M Loveridge also asked that the decommissioned telephone box on the village green, was added to the next agenda for discussion and consideration.

11. Meeting open to the Public for 5 minutes: Cllr K Guthrie informed members that she had some £1,500 left of her Locality Budget and encouraged the Woodland Steering Group to apply for funding towards the bridge from this source.

12. To note any further correspondence (not already circulated to members or included on the agenda for consideration): All correspondence had been circulated to members and no further action was required.

13. Chair’s urgent business: any items not on this agenda but of such urgency as to merit, in the Chair’s opinion, immediate action: Cllr S Palframan reported on the recent leaflet drop to Debenham residents by a developer and contact made by a local resident who volunteered to help the parish council with the Neighbourhood Plan process.

Members agreed that the 61 reported responses to the developers’ questionnaire was not reflective of the village’s views and that some of the information contained on the leaflet may also be questionable.

The lack of a five-year land supply may facilitate the success of such planning applications and other possibly hostile bids so the sooner the Debenham Neighbourhood Plan was completed, the better.

Councillors and members of the public would be able to submit their individual views by responding to the questionnaire directly.

14. To receive reports from councillors / requests for additions to the next agenda: Cllr L Cockerton reported on a property currently available for sale on Market Cross and suggested the Parish Council may wish to consider the possibility of purchasing it as a council asset. Some research into actual financial implications and revenue projections would be needed in order for this matter to be considered, which Cllr L Cockerton agreed to look into.

Members discussed the hedge maintenance works that had recently been started opposite the URC. Although the cutting back had been quite drastic, the new growth would soon establish itself and providing the height was increased slightly, it should be encouraged to continue. MSDC to be asked to

resume these works.

Cllr M Loveridge reported on his plans to re-paint the Millennium Gates in the new year.

Cllr S Dobson gave her apologies for the January pc meeting.

15. Date of next meeting: 15^h January 2017

Temporary exclusion of press and public: *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*

16. Contracts and Tenders: To consider and approve tender notice: Feedback had been received from the website editor and the relevant document would be adjusted accordingly, in readiness for the tender process.

With no further matters to be transacted, the meeting ended at 9.45pm.

Signed: _____ Date: _____