

Minutes of a meeting of the Debenham Parish Council held on Monday, 18th September 2017 at 7:30pm at Dove Cottage, Debenham.

Present: Cllr S Palframan (Chairman), Cllr R Blackwell, Cllr S Phipps, Cllr L Cockerton, Cllr G Helm, Cllr J Baldwin, Cllr A Cushion, Cllr J Feeney-Howells, Cllr E Bowman, Cllr S Dobson, Cllr M Hammond, Mrs D Bedwell (Clerk) and two members of the public.

1. Apologies for absence: Apologies had been received from Cllr M Loveridge, Cllr F Winrow-Giffin, District Cllr K Guthrie and County Cllr M Hicks.

2. Declarations of interest with regard to items on the agenda and additions to register: Cllr J Baldwin declared a pecuniary interest on any matter pertaining to her allotment plot.

3. Reports

3.1 District Councillor's report: There was no report from the District Councillor.

3.2 County Councillor's report: A report had been circulated to members ahead of the meeting.

4. Suspension of standing orders: *Meeting open for 5 minutes to allow members of the public to speak:* Meeting open: Mr D Shacklock and Mr T Hutt raised a number of concerns about planning application DC/17/04072 Hogs Kiss: Increase in traffic and parking needs, close proximity to St Mary's Church and the possibility that the large trees on the boundary would either be cut back or felled: And drainage, which was already an ongoing problem for existing properties and would possibly be increased with the addition of six dwellings.

5. To approve the following minutes: Ordinary meeting held 21st August 2017: Cllr L Cockerton raised a query about a planning application considered at this meeting and wished to declare a retrospective non-pecuniary interest. It was resolved to approve these minutes as a true record of the meeting held.

6. Finance:

6.1 To consider and approve accounts for payment and note receipts and bank balances: It was resolved to approve the accounts for payment and the receipts and bank balances were noted. The listing of Receipts and Payments is attached and forms part of these minutes.

6.2 To receive and approve the accounts for the first quarter 2017/2018 (to 30 June 2017):
Deferred.

6.3 To receive the External Auditor's report and note recommendations: Deferred as not yet received.

7. Planning matters

7.1 Applications received for recommendation to MSDC:

7.1.1 DC/17/04447 73 High Street- External cladding to side and rear walls and roofs: It was resolved to recommend the refusal of this planning application.

7.1.2 DC/15/4072 Hogs Kiss, Priory Lane- Erection of six dwelling houses: *Cllr L Cockerton declared a non-pecuniary interest on this application.* It was resolved to recommend the refusal of this planning application on the grounds of its proximity to a Grade I listed building (St Mary's Church) and its effect on the well-established trees on the

boundary (village scene, heritage and amenity); parking and traffic issues, as well as other highways concerns; how it may affect existing drainage problems and other concerns as expressed by members of the community put forward to the Council.

7.2 To note Approvals/Refusals:

7.2.1 DC/17/03553 17 Gracechurch Street- conversion and alterations to existing integral double garage to form additional living accommodation- Listed building consent granted.

7.2.2 DC/17/03458 22 Cross Green- Change of use from D1 to A1- Planning permission granted.

7.3 Planning Correspondence, including to consider suggestion to ask the owners of no 4 High Street to make safe the non-chamfered edges of the new window boxes: Correspondence from MSDC Planning was read out to members which indicated that should the Parish Council have any concern, this should be directed at the owner of the premises, as there was no planning infringement. Members agreed that a letter should be sent to the new owners, welcoming them into the village and wishing their venture well, as well as mentioning the possible risks posed by the angular edges of the window boxes, particularly to young children.

8. Clerk's slot:

8.1 Action list: The action list had been circulated to members ahead of the meeting and was updated. A new format version would be updated for the following month and would be tested by members.

8.2 Training- Suffolk Code of Conduct (2014 version): The 2014 version had been circulated to members and it was agreed that this would be discussed at the next FAWG meeting first, in order to identify the main differences between that and the one currently adopted by the Council.

8.3 Update on "Slack": A further training session was agreed for October 5th at the Fire Station to enable any remaining members and the Clerk to trial the system.

9. Committees and working groups: To receive reports and consider any actions needed:

9.1 Cemetery: To consider recommendations from the Cemetery Working Group meeting held on September 12th and receive notes of the meeting: The draft notes of the meeting had been circulated to all. A number of recommendations were put forward to members as follows:

- a) Recommendation to erect a fence to conceal the area where grass cuttings and other plant debris was burned – This was replaced with a suggestion to use a vacant allotment plot close to the bridleway instead. Clerk to make the relevant enquiries.
- b) Report that hedging had been planted on the cemetery boundary without consultation: Committee members recommended that a letter of thanks was sent to the person in question. However, some members had an issue with the assumed presumption that it was acceptable to work on parish council land without the parish council's knowledge or permission and that this should be addressed simultaneously. It was agreed that the parish council should be consistent in the way it dealt with similar matters, regardless of the person/persons involved.

A further concern was raised that the formality of a written communication could be misinterpreted and that it may be best to meet with the relevant person, which was also

- agreed by members. Clerk to arrange meeting in order to address both points.
- c) Cllr R Blackwell would seek quotes for the additional wall repairs (St Mary's Church) for consideration by the council at a future meeting.
 - d) The cemetery notice board had been received and was awaiting installation. Clerk to liaise with Mr N Moyce.
 - e) Quotes would be sought for the installation of a hand rail on the slope near the Millennium Gates for consideration at a future meeting.
 - f) The purchase of a higher standard Remembrance Wreath was also discussed, with Cllr R Blackwell agreeing to circulate some options to members for consideration.

9.2 Website: update to be considered under the confidential section

9.3 Play areas: Some further damage to sings had been reported and would be looked into. The stick and wire type fence reported near Gardeners Road play area had been removed by Cllr A Cushion, who was thanked for his efforts.

9.4 Trees and Greens:

9.4.1 To receive update from the Working Group meeting held on September 12th: A brief report was received about the meeting attended by Cllrs S Phipps and L Cockerton. However, as some information was confidential, this would be discussed later in the meeting.

9.4.2 To consider quote for works to tree on Low Road: Deferred.

9.5 Highways: To receive update following re-structuring of SCC Highways: The Clerk gave members a brief update on the recent re-structuring of the department and that a liaison operative for the area was still to be appointed. A number of maintenance issues remained outstanding, however a local volunteer had cut back some of the overgrowth on Aspoll Road. The Clerk had also recently spoken with Police Inspector M Jackson, who had confirmed that the Primary School area would be targeted for parking offences in the next few weeks.

9.6 Woodland: To receive update on water abstraction project: A report was received from Cllr J Baldwin, who had attended the recent AGM. A third parish council representative had been requested and Cllr A Cushion was dully appointed to the role. The ditch works to re-direct water from the river to the lakes had been completed and the system would be trialled for a period of two years. Some concerns were raised about a particular section near the ditch and the area would be monitored accordingly.

9.7 Street furniture / public toilets:

9.7.1 To consider expenditure for the replacement bin at Groaning Stone following theft of existing bin: It was agreed that the bin should be replaced as it had proved to be quite effective.

Cllr A Cushion informed members that bottom sections of the wooden railings between the paths and the road on the High Street (from Dove Cottage going down towards Cross Green) appeared to be rotten and needed to be replaced. However, with SCC Highways in their current predicament, it was unlikely that this matter would be addressed soon.

9.8 Neighbourhood Plan:

9.8.1 Emerging Joint Local Plan consultations (update by Cllr M Hammond): A detailed report was received from Cllr M Hammond. It was agreed that the Parish Council should submit their views to the ongoing Local Plan consultation, however challenging it would be to combine the representative views of thirteen members to some eighty questions. It was suggested that NP group members would draft initial core responses for consideration and approval by members prior to submission.

9.8.2 Meetings with developers (including future ones)- update: A brief update was received. A further meeting had been requested in order to discuss views on both sides and although only those within the Neighbourhood Plan group had partaken in the previous meeting, it would now be important that all councillors became involved with the process.

The developer's feedback on the Debenham draft Neighbourhood Plan had been very positive but there was a general awareness that until the Local Plan was adopted, developers were able to submit hostile applications and should they be refused by the planning authority, the Secretary of State would be minded to grant on appeal due to the current lack of land supply.

Growth was at the forefront of the government's agenda but from a local point of view there was great need to be very clear about the level of growth and how it could benefit Debenham. Dialogue with developers would give the Parish Council an opportunity to represent the views expressed on the Neighbourhood Plan, including scale of possible developments, affordability, benefits, infrastructure, etc...

Members debated how this could best be achieved and it was resolved that a meeting between Parish Councillors and developers should be convened for as soon as possible.

9.8.3 Developer's feedback on Debenham Neighbourhood Plan: Covered in previous item of this agenda.

9.9 Emergency Plan: The final plan had been circulated to all those involved and the printing costs were approved.

9.10 Litter and waste matters:

9.10.1 To consider sundries expenditure of £40 for the September 30th event: It was resolved to approve this expenditure.

9.10.2 To consider proposal for the purchase of additional Notice Boards: It was resolved not to purchase additional boards for the time being.

10. To consider request to place an East Anglian Air Ambulance fund raising "clothes bank" recycling unit in Debenham: Members agreed with the proposal in principal, providing the applicant found a suitable location.

11. Suspension of Standing Orders: Meeting open to the Public for 5 minutes: Mr Shacklock asked some questions about the planning process and these were answered accordingly. Mr Shacklock and Mr T Hutt left the meeting at this point.

12. To note correspondence including: All correspondence had been circulated to members ahead of the meeting or included on the agenda for consideration. A letter regarding tree maintenance issues was handed to Cllr S Phipps for further investigation.

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: An update was received from Cllr S Palframan about a matter included in the confidential section.

14. To receive reports from councillors / requests for additions to the next agenda: An issue raised by Cllr S Phipps regarding village greens was noted in the confidential section of the minutes.

Cllr S Phipps had also been asked to look into a Horse Chestnut tree on Cross Green and would report back at the next meeting.

The unauthorised parking on a patch of land near where the library used to be was reported. The District Councillor had assisted in dealing with this matter previously and it was suggested that she was asked to assist again.

The parking of a car with a trailer near the Primary School was raised but it was noted that this parking was lawful and no further action was needed.

Questions were asked about the parking bays on the new development near the Primary School and whether the formal adoption of these spaces had been considered.

15. Date of next meeting: PC October 16th; FAWG October 9th (2nd quarter accounts and draft budget 2018/2019): Noted. Cllr J Baldwin gave her apologies for October 9th.

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 receive update and agree action to take

17. Cemetery Committee: To consider recommendation and agree action (confidential matter)

With no further matters to be transacted, the meeting ended at 10.30pm.

Signed: _____ Date: _____

Accounts information will be added as a separate document but will remain part of the minutes.