

DEBENHAM PARISH COUNCIL

Hall Gardens, Tower Hill Drive, Old Costessey, Norwich NR8 5AX

Chair: Mrs L Cockerton

Clerk: Mrs G Griffin

debenham.pc@btinternet.com Tel: 01603 746430

Minutes of the meeting of the Parish Council held on Monday, 16 November 2009 at 7.30 p.m. in Dove Cottage, Debenham

Present:

	Cllr L Cockerton – presiding	
Cllr G Baxter	Cllr R Blackwell	Cllr K Voller
Cllr J Parnell	Cllr L Stock	Cllr Winrow-Giffin
	Cllr I Baldwin	

In attendance:

Mrs G Griffin – Clerk
Mrs D Bedwell – RFO
Mrs C Williamson – Temp Assistant Clerk
5 x public

09.11.14 Apologies for absence - None received.

09.11.15 Declarations of interest

Cllr Baxter	-	Agenda item 23f Debenham Street Fayre
Cllr Winrow-Giffin	-	Agenda item 23f Debenham Street Fayre
Cllr Blackwell	-	Agenda item 23b DLC Funding request

09.11.16 Reports (maximum 4 minutes per report please)

a) Police – Apologies received from PCSO Bales - written report received and noted – see Appendix A

b) County Councillor - County Councillor Eddy Alcock gave a verbal report and this was received and noted – see Appendix B

c) District Councillor - District Councillor Kathie Guthrie gave a verbal report and this was received and noted – see Appendix C

09.11.17 Suspension of meeting for Public Participation - No comments

09.11.18 URC Memorial Garden: presentation by Mrs Ann Evans and Mr Robert Grimsey

Mrs Evans and Mr Grimsey presented proposed plans for the URC Memorial Garden and explained same to the members. Points raised included the following:

- Debenham Parish Council took over the URC graveyard for a minimal amount in order to make it an attractive space in Debenham
- Originally suggested to use area as a car park but funding was lost and when reconsidered at a later date this was unpopular and declined
- Later decided with MSDC that 50% should be hardstanding and 50% public garden with disabled access
- After meeting with Highways plans have been drawn with proposed entrance sites
- All residents were consulted in March 2008 and all comments were noted and a new document produced (list of essentials)
- High School were invited to assist with producing plan but were unable to do so, however, one of the Governors agreed to produce and two plans were presented for consideration

- Assurance was given that all aspects had been covered and were in order
- Suggested that this should be a “relaxed” site thus the new plans were more informal than original
- Proposal that perimeter should be woven willow panels instead of hedging as concerns about care of hedging and possible overgrowth; willow also offered variable heights to accommodate need and residents wishes
- Pavilion had no sides to avoid misuse
- Existing yew trees to remain but cypress may have to be removed
- Ramp or slope access to be provided in line with DDA requirements
- There should be adequate room to turn vehicles and suggestion that access be restricted and surface be either grass-crete or shingle
- Suggestion that lime trees be pollarded and railings fitted between (tree quote provided by R Grimsey)
- Suggestion that site be treated with weed-killer to keep under control prior to disturbance of soil
- Gravestones to be retained within the site around the perimeter
- Advised that some of the people named on the headstones had been traced and there could be the option of a memorial board
- Request that Debenham Parish Council make the plans accessible to the public and invite comments
- On receipt of comments a meeting would be held to discuss next action

Mrs Evans and Mr Grimsey were thanked for their efforts on the project and for their presentation to the Council.

09.11.19 Skateboard Park - DLC - to consider request for funding for improvements/renovation of skateboard park

Cllr Baldwin reported that Mrs Baldwin was proposing a meeting to invite public involvement and there had been a good response to-date. He offered to supply a file for the members' information. A discussion followed including points below:

- Any site must be accessible and must have security and light
- DLC site could be extended in length but access to the football pitch would be required
- Debenham Parish Council would require the site to be run on a more formal basis if they were to become involved
- Advised that toilets and first aid would have to be available at the site
- Suggestion that land could be leased
- Existing equipment was 12 years old and it may need to be replaced
- DLC may be able to acquire a better insurance rate than the Parish Council
- DLC to be advised that there was a strong interest in development of the skateboard park and their comments would be welcomed
- Await further input from the Steering Group
- District Councillor Guthrie expressed an interest in being involved in the project
- District Councillor Guthrie and County Councillor Alcock were requested to investigate possible funding from the District and County Councils
- Cllr Winrow-Giffin expressed concern at the loss of a post at the Youth Club and County Councillor Alcock advised that cover was adequate, staff were expanding but were not just for the Youth Club

09.11.20 Minutes of the meeting held 9 November 2009

On the motion of Cllr Parnell, seconded by Cllr Blackwell, it was

RESOLVED to accept the minutes of the meeting held on 9 November 2009 as a true and accurate record subject to the following minor amendment:-

Min 09.11.06a – add “Chairman”

The Clerk was requested to include the Statement of Accounts in the content of minutes instead of attaching same; the RFO to supply this information to the Clerk for inclusion.

RESOLVED to alter the order of the agenda to consider Finance items earlier in the meeting.

09.11.21 Finance

a) RFO’s report – Mrs Bedwell gave a verbal report including the following:

- The RFO advised the members that AE White had still not supplied a breakdown of their invoice as previously requested and therefore payment would be withheld until this was forthcoming.
- There had been a query regarding a donation cheque to Homestart; the RFO had investigated and confirmed that the cheque had been issued and drawn and the society had been advised.
- The forms to alter the bank details were received duly signed by the signatories and Mrs Bedwell confirmed these would now be processed.
- RFO requested that a post-dated cheque be issued for the Clerk’s salary in case the agreed standing order was not in place by the end of the month and to avoid difficulties experienced with October payment
- RFO explained that a deduction of 20% was being made to the Clerk’s wages to cover PAYE and NI as she had not yet received the HMRC disk

RESOLVED to accept the RFO’s report and the recommendations therein.

b) DLC Funding request – No quotes had been received and the Clerk was requested to send a chasing letter to Mel Aldiss, Centre Manager

c) Accounts for payment at 16 November 2009

STATEMENT OF ACCOUNTS TO BE INSERTED – awaiting copy from Dina

On the motion of Cllr Blackwell, seconded by Cllr Parnell it was

RESOLVED to approve and accept the schedule of accounts for payment as at 16 November 2009

e) Finalise Asset Register – Cllr Baldwin had not yet revised the previous document but would forward to members when available. Item to be included on next agenda for formal adoption. The Clerk was requested to investigate whether the insurance cover was to replace new for old.

f) Requests for donation (\$137) –

Eye Volunteer Centre – The Clerk was requested to send a letter seeking clarification of use by Debenham residents

Debenham Street Fayre – On the motion of Cllr Blackwell, seconded by Cllr Baldwin it was **RESOLVED** to donate £200

The Royal British Legion – Wreath – On the motion of Cllr Winrow-Giffin, seconded by Cllr Voller it was **RESOLVED** to donate £50

g) SALC Notification of fees for 2010/11 – for information - Noted

h) Committee/working party budgets 2010/11 – The RFO provided 4 spreadsheets and explained same in detail to the members. There was a lengthy discussion with specific reference to capital expenditure – play and DLC funding. Mrs Bedwell requested that the councillors consider the budget and precept and advise her of any suggested changes for consideration at the next meeting. The members thanked Mrs Bedwell for her hard work in producing the documents.

09.11.22 Planning matters

a) No planning applications received.

b) MSDC Notice of decision – Erection of barns at Homestead – permission granted - Noted

09.11.23 Waste collection/recycling meeting

Cllr Jean Parnell provided a written report in which the issues below were highlighted and concerns noted by the members.

- Parishioners felt there was a lack of communication from MSDC as regards bin collection; a general feeling of bad publicity and warning about the swap of bins for collection. It had caused confusion and misunderstanding in the village and resulted in some parishioners not having bins collected.
- The second concern was the fortnightly collection, many parishioners were of the view the the black bins should be collected weekly, especially in the summer period. It seemed a lot of parishioners were having alarming amount of maggots in their bins. Some found this to be very distressing.
- The third concern were the rules; so many bags were allowed in each bin. For the majority they felt it was very unfair having to juggle with small bins. Parishioners were regularly having to take excess rubbish to nearby collection sites or having to purchase extra bags from the Post Office. There was a strong feeling that they were paying enough towards council tax any why should they have to purchase additional waste bags.
- A suggestion had been put forward for larger bins.
- One parishioner had paid £82 for bins! She having recently moved into a new house. Another parishioner experienced something similar but managed to get his money back from the MSDC.
- Litter created a huge discussion. Apparently vast amounts of litter and fish hooks had been thrown around and left at the Lake, the bottom of Aspull Road (towards the Primary School) and the play area at the top of Gardeners Road.
- In the group, it was agreed that no-one had seen the man collecting the rubbish for a long time.
- Strong feelings were expressed by the untidy state of the recycling bins at the Leisure Centre
- Concern had been expressed at the state of the public path around the lake and woodland. The paths were acceptable during the summer months but during wet weather, when the ground was soft, deep groves and tyre marks had been left by someone driving a truck or something similar over the paths making it difficult for the elderly to walk without stumbling and falling.

09.11.24 Youth Club loss of post

Responses from County Councillor Alcock and District Councillor Guthrie advised:-

- County Cllr Alcock was Chairman of the Youth Club Advisory Group which oversaw the entire use of the building, including that by the Children's Centre and the yet to be set up, LEAP Centre (Learning and Enterprise Access Point) + any other users. The Vice-Chairman is Mike Crawshaw , Headteacher of the High School
- SCC had made the decision not to replace him
- Sarah Daly was the Senior Youth Leader
- The Youth Service had only ever funded two evenings per week, currently Wednesday and Thursday, but there had often been more through the diligence of people like Sarah.
- The Children's Centre was manned full time so there was a useful and versatile presence in the building.

- PCSO Bales was running the Youth Club (with the agreement of the Youth Leader) on a Friday evening
- Help, support and advice of a Youth Support Officer, Richard Broome, who was also very good and attended Advisory Group meetings
- It was suggested it would be helpful for the P.C. to appoint a representative to attend meetings
- There would be no chance of replacing Dave Thomas
- It was anticipated future funding could be cut by between a quarter and a third for all public services with an increased reliance on the voluntary sector
- PCSO Chris Bales was enthusiastic and an asset to the community

RESOLVED that Cllr Winrow-Giffin and Cllr Blackwell were appointed parish council representatives as requested.

09.11.25 Visit by Dog Warden

Cllr Cockerton had met with Mrs Linda Cooper the MSDC dog fouling warden on 4 November. They had made a tour of the village as follows :

Lock Close
Upper Gardeners Road Play Area
Part The Meadows
Part Gardeners Road
High Street
Henniker Road
Part Gracechurch Street
Cemetery Drive
Cemetery
Lake & Woodland
Priory Lane
Cross Green

The only evidence of dog fouling was found at the Lake. Mrs Cooper was willing to make a High Profile visit to the Lake, preferably attended by one or two parish councillors. This would involve spending a morning or afternoon at the lake, Mrs Cooper making herself known to dog walkers, giving advice/suggestions and generally just letting people know that Mid Suffolk did inspect nuisance areas.

Regarding the complaint from a resident in Priory Lane of dog fouling not being removed from the grass verges – there had been no evidence of fouling that day but Mrs Cooper suggested the complainant put up a light-hearted anti-dog fouling sign, supplied by MSDC, on the grass initially in hope that it would stop any future fouling, before considering any further action.

Mrs Cooper provided a supply dog fouling bags, these would be attached to dog bins in the village for dog owners use.

Implementing an anti-dog fouling bye-law was discussed. Mrs Cooper advised this was a lengthy process that would need to be regularly policed, she preferred initially an informal approach, if there was regular fouling in any one area Mrs Cooper would be willing to attend anonymously to confront the situation.

The report was briefly discussed and noted by the members.

09.11.26 Meeting with County Highway representative – date

The Clerk advised that after a further request she had spoken to the Highways Officer just before the meeting. Officer Daniels offered suggested dates of 20, 24 or 27 November 09 (am only).

RESOLVED that Cllrs Cockerton, Winrow-Giffin, Stock and Baxter would meet with the Officers on 27 November 09 at 10.00am at Cross Green car park.

09.11.27 Power of Wellbeing training

The Clerk was requested to obtain suggested training dates for February 2010 from SALC office. Suggested days are Tuesdays or Wednesdays and not the same week as meetings are scheduled.

09.11.28 Xmas Trees - finalise working party arrangements for 28 November and to approve cost of tree lights

Cllr Winrow-Giffin supplied a sample of commercial lights which were considered by the members. It was confirmed that the light company advised a minimum of 7 x sets of lights for the 20 ft tree and minimum of 5 x sets of lights for the 15 ft tree. The Forge had offered a donation of £100 towards the cost of the tree and £100 towards the cost of the lights. Costs were confirmed as 3 x sets for £99 or pack of 9 x sets with attachments for £300.

On the motion of Mr Blackwell, seconded by Mr Baxter, it was

RESOLVED to purchase 2 x sets of 9 for £600.

Arrangements for the day were agreed; Meeting at 10.00am on 28 November 09.

(Cllr Voller left the meeting at 10.10pm)

09.11.29 WC's - plumbing issues

Cllr Parnell confirmed that work was almost completed to the ladies toilets and only awaiting silicone seal. The Gents had a battery pack to the flush and this required replacement and two alternatives were suggested. There was a further suggestion to install a paper dispenser. Agreed that Cllr Cockerton would liaise with Mr Beckett to finalise necessary repairs.

09.11.30 Litterpicking - to review current routes – Deferred.

09.11.31 Lower Gardeners Road - reinstatement of fence

Cllr Winrow-Giffin advised that the area had now been cleared and that she had spoken to the resident and advised her to reinstate the fence.

09.11.32 Recreation Ground West Boundary - 40 Aspall Road rear access – Deferred.

09.11.33 Committee Terms of Reference – Deferred.

09.11.34 Reports from Committees/Working Groups

a) **Allotments/Cemetery** – noted that the allotment holder resident at 45 Bloomfield Way had left the village and this plot was now vacant.

b) **Play Areas** – email from Cllr Winrow-Giffin was noted

c) **Play Area Inspections** - Mr Sillett ROSPA training – Training dates to be considered in consultation with Mr Sillett; approved course fees confirmed as £180 and travel.

d) **Website Report** for October 2009 received and noted.

e) **Trees & Greens**

f) **Street Lights** – email from Cllr Blackwell was noted

g) **Footpaths** – no report

h) Membership of committees/working groups – briefly discussed and the Clerk advised that committees could not consist of all the members of the council and that working groups could not exist with only one member.

RESOLVED that Cllrs Parnell and Stock would join the Street Furniture working group and that all members must belong to the emergency group.

09.11.35 Correspondence - Noted

- a) Suffolk Housing Society letter – for information
- b) MSDC – Mid Suffolk Messenger distribution
- c) MSDC – Cleansing Grant – for information
- d) Open Space Volume 29 no 6 – for information
- e) Mid Suffolk Newsletter no 4 – for information
- f) CGM Letter and brochure – for information
- g) Open Spaces Common Land questionnaire – for consideration
- h) Open Spaces Website survey – for consideration
- i) Green County award – for consideration

09.11.36 Clerk's Report

The following report from the Clerk was received and noted by the members.

Confirmed with Tony Hutt that Council will hold one meeting in December on 14.12.09, leaving Dove Cottage free for him on 21.12.09.

Mark Sillett had confirmed the litter bin outside 31 Gardener's Road should be emptied by MSDC. MSDC had been asked to empty the bin and they had been referred to the complainant. On checking their records however MSDC had advised the bin was not one of theirs and was a parish responsibility. The Clerk was asked to advise MSDC that the litter bin was sited on the household waste collection route and should be emptied by the regular refused collectors as were others on the household route.

A date of 27 November 2009 had been agreed for the requested Highway site visit. Cllrs G Baxter, L Stock, Mrs F Winrow-Giffin and Mrs L Cockerton to attend.

Due to ongoing issues with the Council laptop, the clerk agreed to ask advice from the SALC computer advisor. Installation of a new antivirus software was also advisable.

An updated councillor contact list had been forwarded to the website and parish magazine.

Mr M Morley of the Debenham Christmas event had been advised insurance and risk assessment details were still awaited for the Council records.

Inclusion of listed correspondence sent, including emails, and received for record in the Minutes, was requested.

09.11.37 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 Cockerton advised the members that she had been invited to an informal meeting with the new Chairman of Debenham Leisure Centre.

09.11.38 Suspension of meeting for Public Participation

No public present at this time.

09.11.39 Any other business: information exchange only - None.

09.11.40 Date of next meeting: - 14 December 2009

Resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 s1 extended by LGA 1972 s100 to exclude the Press and the Public from the meeting of Debenham Parish Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

.....Chair.....Date

RECEIPTS AND PAYMENTS

16th NOVEMBER 2009

Accounts for payment:

1. Mid Suffolk grass cutting charges	£842.95
2. B & G Services (5/10/09 to 1/11/09)	£705.64
3. Heelis & Lodge Internal Audit	£155.00
4. Itgen DPC/031 November 09	£100.00
5. Debenham Parochial Church (01/07 to 30/09)	£157.50
6. Carol Williamson (Nov 09)	£68.56
7. Dina Bedwell (12/10 to 15/11 inc. 2 meetings and precept work)	£711.36
8. Dina Bedwell expenses	£35.56
9. Gina Griffin expenses	£53.40
10. Gina Griffin salary (possibility of post dated cheque)	£887.04
11. M. Sillett (19/10-13/11)	£469.52
12. G Sillett (21/10-11/11)	£168.00
13. Ipswich and East Suffolk Headway	£100.00
14. Debenham Street Fayre	£200.00
15. Mr. Morley (\$145)	£100.00