

## Minutes of the annual meeting of Debenham Parish Council held on Monday, May 18<sup>th</sup> 2009 at 7.00 p.m.

**Present:** Cllrs R Walters (in the chair), Blackwell, Voller, Cockerton and Baxter, District Cllr K Guthrie and six members of the public.

**1. To elect Chairman for 2009 / 2010:** no nominations were received and no one was aware of any absent councillor showing an interest in the role. Cllr Walters expressed his wish to stand down not only as Chair but as councillor. Under these circumstances however, and because the meeting would then no longer be quorate, he offered to remain as Chair for this meeting and all were in favour.

**2. Apologies for absence: Cllrs S Dalison, V Payne, F Winrow-Giffin**

**3. To elect Vice-Chair for 2009/2010:** In her absence, Cllr Baxter proposed Cllr Winrow-Giffin and was seconded by Cllr Blackwell, all in favour – pending her acceptance.

- 1. Co-options to council & Resignations:** Mr Ian Baldwin expressed an interest in joining the council. He had already attended at least one full ordinary meeting. He gave a brief statement to the council about himself and his family. He was asked to leave the room and a brief discussion took place. Cllr Blackwell proposed that he be co-opted to the council and was seconded by Cllr Walters, all in favour. He was readmitted to the meeting and was welcomed to take his place at the table. He duly signed a Declaration of Acceptance of Office, countersigned by the temporary clerk.
- 2. To sign Declarations of Acceptance of Office for 2009/2010:** all councillors present completed their forms, counter-signed by the temporary clerk. Absent councillors to complete theirs' at the next meeting.

**5. To receive declarations of interest re this agenda and additions to register:** none. Existing copies were distributed for councillors to review in their own time, to be returned to the temporary clerk as soon as possible.

**7. To adopt Standing Orders of the Council (including Financial Regulations).** The temporary clerk requested that the maximum amount permitted for emergencies should be raised from £200 to £500 (para 3.4) Cllr Baxter proposed this and was seconded by Cllr Voller, all in favour. Likewise, para 11.1 (i) was amended to £500 – minimum sum. With no further changes suggested, Cllr Walters proposed that Standing Orders and Financial Regulations be adopted for 2009- 2010 and all were in favour.

**8. To confirm standing orders / direct debits at bank**

8.1	Friends of the Museum of East Anglian Life. S/O Annual	£10.00
8.2	Council for the Preservation of Rural England. S/O Annual	£17.50
8.3	Suffolk Wildlife Trust. S/O Annual	£25.00
8.4	Suffolk Rural Community Council (Suffolk ACRE) S/O Annual	£5.00
8.5	Npower	variable

Councillor Walter proposed, all in favour, that the above standing orders and direct debits be confirmed subject to approval of temporary RFO (received by the temporary clerk later in the meeting).

**9. To appoint members of committees:** the following were agreed (where necessary, subject to approval by those absent where nominated)

9.1	Cemetery and Allotments:	Cllrs Cockerton, Farthing, Voller
9.2	Finance and Employment:	All members
9.3	Planning:	All members

**10. To appoint individuals and members of the working groups:**

10.1	Play areas	Cllrs Winrow-Giffin, Voller
10.2	Trees and Greens	Cllr Dalison, Voller, Baxter (also tree warden C Hellier)

10.3	Street Furniture	Cllrs Fathing, Cockerton
10.4	Street Lighting	Cllr Blackwell
10.5	Public Transport	Cllr Baldwin
10.6	Emergency (Flooding / snow etc)	Cllr Winrow-Giffin, Voller, plus R Walters as member of public
10.7	Policy, Risk Assessment, Freedom of Information	-agreed to incorporate with Finance Committee
10.8	Woodland & Waterways	Cllr Voller and Blackwell + R Walters as member of public, G Baxter as chair of Woodland Steering Group
10.9	Parish Council Community Awards	All members. Not a working group as such, so delete from list
10.10	Parish Council Surgeries	Cllr Dalison
10.10	Website (link to Communications)	- defer to next meeting
10.11	Public Rights of Way	Cllrs Winrow-Giffin, Dalison
10.12	Village Enhancement (& Memorial Garden)	Cllrs Cockerton, Farthing , Baldwin plus Mrs Ann Evans
10.13	Communications	on hold for now
10.14	Police Liaison	-defer to next meetin
10.15	Irvine Martin project	Cllr Baxter, R Walters as member of youth association
<b>11.</b>	<b>To appoint Representatives on other bodies</b>	
12.1	Sir Robert Hitcham Foundation	Cllr Baxter, Payne
12.2	Debenham Community Education Support Group	defer to next meeting
12.3	Simpson Charity	Cllr Voller
12.4	DVH & PFT Liaison	Cllrs Winrow-Giffin, Voller, Payne, Cockerton
12.5	SALC	defer to next meeting

**12. To approve the minutes of the Parish Council Meeting held on 20<sup>th</sup> April 09:** Amendments: Delete 'J Baldwin' replace with 'I Baldwin'. Having been circulated beforehand, the minutes unanimously agreed to be a true and correct record and were signed as such by the Chair.

**13. To approve the minutes of the Finance, Planning & Employment meeting held on May 11<sup>th</sup> 2009:** agreed to postpone this item to the next meeting.

**14. 7.46 p.m – agreed to suspend standing orders for ten minutes to receive comments from the public.**

**14.1 Mrs Rutherford spoke about problems regarding No 7 Lock Close.** The owner, Mr G Chambers, had moved his fence out on to adjacent green open space recently, part completed the work until intervention by MSDC but had resumed work over the last weekend, causing considerable local concern. Many people had contacted members of this council about the matter and a considerable amount of email activity had been generated between all councils concerned. Cllr Guthrie said that MSDC had written to the Crown when Mr Chambers had first started work and ascertained that the land was owned by the Crown. Mr Chambers could not have purchased it as he had told some people and he had no written evidence to this effect. It was understood that he had now desisted with constructing the fence but another resident said that at 5.30p.m. work was still under way. Cllr Walters said that MSDC and SCC had considerably more powers to deal with this problem than the parish council and they had the matter in hand. Mrs Rutherford explained that nearby residents did not wish to start a feud by challenging Mr Chambers directly. She would write a letter to the council about the public's use of the green space. Cllr Walters commented that a change in the law regarding such open spaces was urgently required. He urged the council to hold an emergency meeting when necessary when the situation was clarified and we would be in a position to make a decision. Mrs Rutherford and another member of the public then left the meeting.

**Mr M Morley** asked if the council was getting any nearer to finding more permanent clerical support – he was concerned at the increase in costs. It was explained that a letter of resignation had been received from the permanent clerk Nikki Rush at our May 11 meeting and that the council could now recruit another. He asked if we would appoint one person or, as at present, a clerk and RFO: he was advised that no decision had been made so far.

*8.00p.m. Standing orders resumed*

**15. Planning Applications received: No 12 Cross Green - removal of eucalyptus tree, elder tree and pollard a line of elms.** Mrs Hellier, our tree warden said she would prefer to see the elder remain. Agreed to ask for an

extension as we wished to know Mr Mitchell's (MSDC Tree Officer) opinion before making any recommendation. If an extension was not available, we would endorse Mr Mitchell's comments.

**16. Planning Notifications received: none.** Cllr Guthrie said that she would ensure that in future the temporary clerk was sent the weekly planning list.

**17. Finance**

**19.1 Signing of Year End Accounts 2008 / 2009.** Mrs Bedwell produced a series of figures for council's use and these were considered. The income from allotments rental was higher than previously – to be investigated by the RFO. VAT needed to be apportioned regarding the Woodland expenditure. List of assets: council were urged to look at this closely and ask the temporary clerk to include any new items. Cllr Walters thought that the figure of £2000 valuation for the shed was too low – to be investigated. The website should be monitored and its status considered: was it a valuable public service or a profit-making device?

**19.2 Approval of Annual Return for year end 31.3.08.** All figures were agreed. Cllr Walters proposed that the Annual Return for 2008-9 be signed – withdrawing this motion on advice from Cllr Blackwell and revising it thus: the Annual Return for 2008 – 9 be signed once the figures had been entered by the RFO, all in favour. When Mrs Bedwell had completed the Return later in this meeting, this was duly done.

**19.3 Accounts for payment:** there was an outstanding payment to the PCC – the clerk to ask them to submit an invoice. Cllr Blackwell proposed, seconded by Cllr Baxter, all in favour, that the following accounts be paid: see attachment

**Payments received:** see attachment

*8.54 p.m. It was agreed that the meeting should be suspended for ten minutes to allow cheques and invoices to be signed. 9.04 p.m. meeting resumed.*

**18. Charities and donations:**

**18.1** It had already been agreed to discuss charity donations twice a year, the suggestion of June and December was agreed. However there was one request for discussion now: - see 18.3

**18.2** Conditions for funding for charities etc requesting donations (K Voller) – postponed to next meeting.

**18.3 Arts festival grant request** – this was required urgently and was discussed. Cllr Blackwell proposed, seconded by Cllr Baxter, that the sum of £250 be granted under S145 for overall costs, all in favour.

**19. Correspondence received and sent** (does not include inter-council procedural mail)

Allianz Insurance re insurance claim  
DLC invitation to Open Day on May 5th  
SCC Environment and Transport re Lock Close/Andrew Close: no parking sign  
Information Commission Office: CD re Freedom of Information Act  
Debenham History Society APM report  
Equality and Human Rights Commission -public sector equality duties information  
Miss Bedford-Lane, Coopersfield re items for next meeting  
Suffolk Preservation Society re Structural Review  
MSDC Electoral Services re notices for Euro and Council elections  
Record RSS leaflet and letter re their playground equipment  
Suffolk Show posters  
SCC public transport booklet  
MSDC re Boundary Committee MSDC's position

SALC: training details: accounts and CiLCa  
 SALC: re EEAPTC Regional Government regional rep.  
 SALC Re Boundary Committee latest proposals  
 Kompan Play Equipment brochure  
 Information Commissioners Office re confirmation of changes to details  
 Age Concern - leaflets on promoting independence  
 Info Commissioners Office: confirmation of renewal  
 MSDC - inf re emergency telephone numbers during walking festival  
 MSDC: Community Achievement Awards information  
 MSDC: Arts Events leaflets  
 MSDC Country activities posters  
 Npower re direct debit  
 Suffolk View Magazine (Suffolk Preservation Society)  
 Suffolk Preservation Society details of AGM, 4th June 2009

**Correspondence sent:**

Allianz	insurance claim: holding letter
Mrs Bedford-Lane	acknowledgment of her letter
Ruth Collins, MSDC	map to show play areas for Rospa inspection
Mrs Boulton	Guides Annual report - request for e-copy
S Bradbrook	MSDC letter re safety telephone numbers for walk

**20. Standing orders suspended: Meeting open to the public for 10 minutes**

**Cllr Guthrie was thanked for all her work over the weekend and today regarding the fence at No 7 Lock Close.** Cllr Walters commented that such green spaces should be in the ownership of the community. It was agreed that council should look closely around the parish and mark any places they thought we should adopt on a map (the temporary clerk to provide).

**21. Chair's urgent business-** any items not on this agenda but of sufficient importance, in the Chairman's mind, to merit discussion here.

**22. Any other business – for information exchange only:**

22.1 Cllr Voller had repaired much of the rabbit damage to the Hoppit Woodland path but it would be an ongoing problem.

22.2 Cllr Cockerton had asked if there was any progress in clearing the soil from the cemetery waste tip – the clerk was awaiting a quotation from Mr Moyce. Cllr Cockerton had been advised that the soil could be spread around the trees along the slope – this would be looked at.

22.3 It was suggested that the public lavatories needed a coat of paint- the clerk to obtain a quotation. She would be meeting B and G soon to discuss the contract and general cleanliness.

**23. Dates of next meetings:** June 8<sup>th</sup> (Finance, Planning and Employment)  
 June 15<sup>th</sup> (Ordinary) in Dove Cottage

**24. Exclusion of press and public for confidential discussion: all in favour**

.....**Chair**.....**Date**

## Accounts payable, May 18 2009

1. Salc Cllr Training	£103.50
2. MRB Plumbing and Heating (public toilets)	£143.75
3. Roger Gladwell (Laurel hedge in car park)	£207.00 –cheque void-re-issue to CWilliamson
4. Itgen dpc/025	£100
5. Salc funding bids and application training	£28.75
6. Impact Landscaping	£695.75
7. B&G Services (inv. 30575 Jan 09)	£672.06
8. B&G Services (inv. 31000 April 09)	£672.06
9. Phil Mason clock winding (Oct 08 to March 09)	£155.00
10. Cllr FWG purchase of Christmas items 2008	£49.10
11. Cllr FWG admin expenses (postage)	£4.60
12. D Bedwell fees (20.04.09 to 17.05.09)	£693.12
13. D Bedwell expenses	£70.44
14. M. Sillett (21.04 to 20.05)	£751.50
15. UK Hosts (3 months)	£368.00
16. A Ward (Christmas trees)	£150.40
17. Debenham Arts Festival grant	£250.00

## Receipts:

1. EDF Energy	£28.57
2. Website advertising (David Shackock Books)	£10.00
3. Internment fees (double) D C Beal	£287.32
4. Precept	£28,191.73