

DEBENHAM PARISH COUNCIL

Chair: Mrs L Cockerton

Clerk: Mrs G Griffin

Temporary Clerk: Mrs C Williamson

Debenham.pc@btinternet.com Tel: 01603 746430

Minutes of the Finance, Planning and Employment Meeting of the Parish Council held on Monday, 21 September 2009 at 7.30 p.m. in Dove Cottage, Debenham

Present:

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

4 x Public

In attendance:

Mrs G Griffin - Clerk
Mrs D Bedwell – Responsible Finance Officer

09.09.24 Apologies for absence

Apologies for absence were received and accepted from Cllr Farthing, Cllr Payne and Cllr Baxter.

09.09.25 Declarations of interest

Cllr Blackwell - DLC Funding request (Min 09.09.30)

09.09.26 Suspension of meeting for Public Participation

With the Council's approval the Chairman suspended the meeting to invite any view from members of the public present.

(See "Public Participation" notes attached).

09.09.27 Minutes of the meeting held 14 September 2009

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

RESOLVED to accept the minutes of the meeting held on 14 September 2009 as a true and accurate record subject to the following minor amendments:-

Min 09.09.08 – *del* "Cllr Baxter" – *add* "Cllr Blackwell"

Min 09.09.23 - *del* "they" – *add* "the councillors"

09.09.28 Dead trees on cemetery boundary

Cllr Baldwin confirmed that he had contacted the tree surgeon regarding the additional tree work and requested a revised quote which should be imminently received. On the motion of Cllr Winrow-Giffin, seconded by Cllr Voller, it was **RESOLVED** to instruct the tree surgeon to carry out the work, up to a value of £500, funds to be taken from the cemetery budget and trees and greens budget.

09.09.29 Planning matters

a) On the motion of Cllr Blackwell, seconded by Cllr Winrow-Giffin, it was **RESOLVED** to make the following recommendations:-

2228/09 – Homestead, Little London Hill – Erection of two storage barns.... –

APPROVE

2751/09 – 10 Chancery Lane – Remove large low hanging branch –

APPROVE

b) **1404/09 -6 Chancery Lane** – Listed Building Consent Notice - Noted

09.09.30 Finance matters

a) **RFO's report** – Mrs Bedwell (RFO) presented the Statement of Balances for the 2nd quarter 09/10 and the quarterly budget report for the 2nd quarter 09/10. The documents were briefly discussed and after consideration it was **RESOLVED** to approve and accept these accounts.

b) **DLC Funding request** – Cllr Blackwell declared an interest and left the room whilst this item was discussed by the members. On the motion of Cllr Stock, seconded by Cllr Baldwin it was

RESOLVED that Mrs Bedwell (RFO) would reply to this application seeking further clarification and information and that Mrs Griffin (Clerk) would seek further advice from SALC.

c) **A E White Surfacing Ltd** – deferred until breakdown of invoice is received.

d) **Accounts for payment agreed at meeting held 14 September 2009** – costs of £604.80 and £10.50 for Mr Sillett and £216.00 for Mrs Sillett were accepted and approved.

RESOLVED to accept the statement of accounts.

e) **Transfer to PC dedicated line** – The use of a separate telephone line at the Clerk's house was discussed and on the motion of Cllr Parnell it was

RESOLVED to accept the costs of the line rental and ongoing costs of telephone number 01603 746430.

f) **Finalise Asset Register** – Deferred to October meeting.

09.09.31 Correspondence

a) **Play equipment** – Rebecca Jasper (Resident) – the correspondence from Mrs Jasper was discussed and it was agreed that the Clerk should reply and ask her to submit proposals for further consideration.

b) **S106** - There was a query regarding play equipment funded by S106 agreement, requested the Clerk to seek an update from Terry Willington, Mid-Suffolk DC Officer.

c) **Cross Green** - Lisa Chambers (Resident) – This resident spoke during Public Participation and her comments were noted by the members.

d) Additional correspondence – for information only – Noted.

i) Debenham Website report

ii) Update from County Cllr Alcock – Ipswich buses to Northgate

09.09.32 Route for litter-picking and street cleaning – After some discussion and on the motion of Cllr Winrow-Giffin it was

RESOLVED that the Clerk should write to Terry Willington, Mid-Suffolk DC Officer and ask if Mid-Suffolk would be prepared to increase the area that they fund for litter-picking to allow a further hour per week because of the increase in properties in the parish.

09.09.33 Lower Gardeners Road Play area

A draft response was considered and agreed by the members, Mrs Williamson to send same. Cllr Winrow-Giffin reported that she had an informal conversation with the resident. On the motion of Cllr Winrow-Giffin it was

RESOLVED that Impact should be instructed to clear the brambles outside the resident's property and that Cllr Winrow-Giffin would liaise with both Impact and the resident to arrange a mutually agreed time.

09.09.34 Chair's urgent business: any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action – None.

09.09.35 Suspension of meeting for Public Participation

With the Council's approval the Chairman suspended the meeting to invite any further views from members of the public present.

(See "Public Participation" notes attached).

09.09.36 Any other business: information exchange only

Invitation from pupils at the Primary School to attend the McMillan Coffee Morning to be held on Friday, 25 September 09 – Cllr Stock confirmed he would attend and encouraged other members to attend if possible.

09.09.37 Date of next meeting: - 12 October 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.

09.09.38 Confidential minutes of the meetings held on 17 August 2009

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

RESOLVED to accept the confidential minutes as a true and accurate record of the meeting held on 17 August 2009.

09.09.39 Employment matters

a) Clerk and RFO

i) To discuss handover procedure re new clerk, temporary clerk and RFO – After brief discussion it was agreed that Cllr Cockerton would liaise with Mrs Williamson and Mrs Bedwell to consider the handover details.

ii) To consider appointing an employment committee – After discussion it was agreed that a working party could be appointed as and when needed. Noted that the Clerk's contract should be issued asap.

b) Litter-picking:

i) Training for Mark Sillett – Training costs were considered and Cllr Baldwin offered to investigate alternative courses and report to Council.

ii) Mark Sillett play inspections: ends on Oct 27 – **RESOLVED** to extend contract to carry out play area inspections beyond 27 October 09.

ii) Explanation re Steve Hunt, stand-in litter-picker – It was queried whether there had been any progress on obtaining insurance details - to check with Mrs Williamson.

Meeting closed at 11.05pm

Public Participation

Members of the public were invited to speak and points raised included the following

- Mrs Chambers of 6 Cross Green explained correspondence she had sent to the Council regarding a neighbour dispute. She confirmed that she had already approached the Police, the Planning Office and Highways to no avail. District Cllr Guthrie also confirmed that she had investigated the matter but could not take any action as it was a civil matter.
- A query was raised regarding the registration of land at Lock Close and it was confirmed that an application was being made.
- There was a request that local tradesmen should be asked to quote for work whenever possible and it was confirmed that quotes were sought from several sources including local businesses.
- District Councillor Guthrie encouraged councillors to attend the Parish Liaison Meeting to be held on 28 September 09
- District Councillor Guthrie reminded members that Mid-Suffolk District Council could supply litter-picking equipment and suggested members of the community, possibly some of the school-children, may wish to become involved.