

**Minutes of a Finance, Planning and Employment meeting of Debenham Parish Council held on Monday, February 8<sup>th</sup> 2010 at Dove Cottage.**

**Present:** Cllrs L. Cockerton (Chair), F. Winrow-Giffin (Vice-Chair), L. Stock, R. Blackwell, J. Parnell, K. Voller, and in attendance: Clerk and RFO Mrs D Bedwell and temporary clerk Mrs C Williamson.

- 1. Apologies for absence:** I. Baldwin, G. Baxter  
**Absent:** V. Payne, J. Farthing
- 2. Declarations of interest with regard to items on the agenda and additions to register:** none
- 3. Minutes of meeting held 14 December 2009 and 11 January 2010-02-12**  
14 December 2009- This set of minutes was deemed to be an accurate record of the meeting held. This was proposed by Councillor Blackwell, seconded by Councillor Voller. All agreed.  
11 January 2010- Clerk to carry out suggested amendments and re-circulate to all Councillors.
- 4. Suspension of standing orders:** *Meeting open for 5 minutes to allow members of the public to speak:* no public present

**Standing Orders reinstated.**

**5. Planning**

No applications were received from MSDC.

It was reported that the application for the installation of an outside classroom teaching area for pre-school children by Sir Robert Hitchams Primary School had been withdrawn by the applicant.

Application for Telephone Exchange retention, completion and continuation of use-It was reported that an appeal had been submitted to MSDC Planning Inspectorate. Comments previously made by the Parish Council are kept on file by MSDC and would be taken into account when the appeal was determined.

19:45 Mrs C. Williamson (Temporary Clerk) joined the meeting.

**6. Finance**

RFO report

The Rfo report had been circulated to all Councillors.

As the Clerk/Rfo has her own photocopier, it was requested that the existing contract with Digital Copier Services be cancelled until further notice, which would represent a saving to the Council. This was proposed by Councillor Voller, seconded by Councillor Winrow-Giffin and agreed.

The Clerk was also asked to request the outstanding contribution towards the cost of the Christmas lights and Tree on Market Green from the Forge.

Bank mandate-The Clerk had contacted Barclays regarding her access to the accounts and was told that the necessary forms would be posted as a matter of urgency.

Asset Register –Clerk to contact Bressingham Museum in order to get an accurate valuation for the Bier.

The Clerk was also asked to request the payment for the Upper Gardeners Road play area gates from MSDC's Chris Fry.

The Clerk is to carry out the final amendments to the Asset Register and re-circulate to all Councillors.

Any other finance business – 3<sup>rd</sup> Quarter Accounts. It was noted that the website income was down and the expenditure costs were not being met. Clerk to contact Mr. B. Woods re. the possibility of cheaper hosting companies.

It was also stated that the Chairman's allowance should be listed under the correct heading for the current and next financial years.

#### **7. Provision of grit bins**

Clerk to inform Councillor Alcock of the five agreed sites for the grit bins:

1) Gardeners Road/ Low Road junction 2) Grace Church Street at Hilly Filly footpath entrance 3) Cherry Tree High Street Junction 4) Wells Way(exact position to be agreed), 5) Cemetery Drive nr Aspoll Road Junction.

This was proposed by Councillor Blackwell and seconded by Councillor Voller and agreed.

#### **8. Proposed Skatepark.**

The Clerk was asked to request further details regarding the figures for this project, which will help the Council's deliberations. This was deferred to the next meeting. It was agreed a letter confirming the Council was prepared to give some financial support to the Skatepark project should be sent to the Steering Group – The amount as yet to be decided upon receipt of the project costs.

#### **9. Public Lavatories**

As the flushing system in the gents WC was not operating, the Council agreed the purchase of a new part to correct the fault at a cost between £119.00 and £143.00, excluding vat, plus labour costs. It was proposed by Councillor Winrow-Giffin that one was purchased, seconded by Councillor Blackwell and agreed.

#### **10. Agricultural Holding.**

The clerk was asked to liaise with Mr. Durie in order to contact EDF regarding their unacceptable repair to the fence. This matter is Mr. Durie's responsibility but the Parish Council agreed to support Mr. Durie in getting the repair carried out satisfactorily. The Clerk was also asked to send Mr. Durie a reminder regarding the outstanding payment of the rent. Mr. Durie had also sent the Clerk an Invoice for the woodland which, to date, had not been received and therefore remained unpaid. The Woodland agreed to settle this invoice.

#### **11. Chair's urgent business**

A complaint had been received regarding the considerable amount of cigarette ends outside "The Angel PH" and the Landlord had been asked to provide a bin for the effect. The Clerk was asked to put this in writing to the Landlord of the premises.

Councillor Voller had attended a meeting with Mr. R. Scott regarding the extensive damage to the crops and trees caused by rabbits. The Woodland Trust had agreed in principle to contribute towards helping to minimise the problem. As the Woodland Trust would be investigating the matter further, the discussion was deferred to the next meeting and upon receipt of their investigations and proposals to help eliminate the problem.

Mr. Mark Sillett would be attending the parish council meeting on the 8<sup>th</sup> March in order to discuss pest control in the Recreation Ground Area.

#### **12. Meeting open to the Public – No Public present**

**13. Any other business**

It was brought to the Council’s attention that a small number of youths had displayed unacceptable unsocial behaviour by banging on doors for a minimum of five consecutive hours and letting the air out of bikes and car tyres in a certain area of the village. The Clerk was asked to e-mail this information to the police and for the matter to be raised at the next meeting with the police representative.

The positioning of the dog bin (The Meadows) was briefly mentioned and deferred to the next meeting.

The possibility of a new memorial bench behind Mencap and the replacement of the bench in the Urn Garden at the cemetery were also briefly discussed and deferred to the next meeting.

The Council was also informed that Mrs. S. Morley, DLC Chairman, would like to attend our next meeting on the 8<sup>th</sup> March 2010, in order to introduce herself and put forward a number of quotes for consideration.

**14. Date of next meeting – 15<sup>th</sup> February 2010**

**15. Temporary exclusion of press and public:** *That pursuant to the Public Bodies (Admission to Meetings) Act 1960 the Public and Press be excluded from the Meeting due to the confidential nature of the business to be discussed.*

**16. Employment matters**

A revised contract of employment had been issued to the Clerk which included the Cilca course conditions. This was duly signed by the Clerk and Chairman.

It was proposed by Councillor Winrow-Giffin that the Council purchases a copy of the Local Council Administration Guide, which will be held at the Clerk’s address. This was seconded by Councillor Stock and agreed.

The meeting ended at 09.15p.m.

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