

DEBENHAM PARISH COUNCIL

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

Chair: Mrs L Cockerton

Clerk: Mrs G Griffin

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Minutes of the Parish Council Finance and Planning Meeting held on Monday, 9 November 2009 at 7.30 p.m. in Dove Cottage, Debenham

Present:

Cllr L Cockerton – presiding
Cllr R Blackwell Cllr K Voller
Cllr J Parnell Cllr L Stock Cllr Winrow-Giffin
In attendance: Mrs G Griffin - Clerk

09.11.01 Apologies for absence

Apologies for absence were received from Cllr I Baldwin, Cllr G Baxter and Mrs D Bedwell (RFO).

09.11.02 Declarations of interest

None received.

09.11.03 Suspension of meeting for Public Participation

No public present.

09.11.04 Minutes of the meeting held 19 October 2009 – for acceptance

On the motion of Cllr Blackwell, seconded by Cllr Voller, it was **RESOLVED** to accept the minutes of the meeting held on 19 October 2009 as a true and accurate record subject to the following minor amendment:-
Min 09.10.21b – *add* “and 3 quotes were requested for each item”

09.11.05 Planning matters

a) Applications – None received.

b) MSDC Stowmarket Area Action (DPD) – reminder to complete 30.11.09 – Noted.

09.11.06 Finance

a) **RFO's report** – Deferred

b) **DLC Funding request** – Cllr Blackwell advised the members of his resignation from his position of Director at Debenham Leisure Centre

c) **Accounts for payment to 19 October 2009** –

On the motion of Cllr Winrow-Giffin, seconded by Cllr Stock it was **RESOLVED** to approve and accept the statement of accounts with an amendment to item 2.

d) **Accounts for payment to 9 November 2009** – Deferred

e) **Finalise Asset Register** – Cllr Baldwin was thanked by the members for the work he had done on this document. There was a lengthy discussion and points raised included the following:-

- Cllr Voller suggested adding an additional column showing number of items and individual prices; he also confirmed he would advise on the woodland items.
- Cllr Winrow-Giffin advised that a sum would be reimbursed for gates as confirmed by Officer Terry Willington.
- Woodland and Allotments lease needed to be added.
- Suggestion to show gridlines for easier reading.
- Insurance values queried.

f) **Committee/working party budgets 2010/11** – Cllr Cockerton distributed a budget analysis and this was considered in some detail by the members. The RFO's request for councillors to advise her of likely costs was reiterated and members were reminded of budget deadlines.

g) **Donation request S137 from Ipswich & East Suffolk Headway** – On the motion of Cllr Blackwell, seconded by Cllr Parnell it was **RESOLVED** to donate £100 to Ipswich and East Suffolk Headway.

09.11.07 Plumbing issues in public toilets – Cllr Parnell reported on the state of the toilets and the repairs that had been undertaken to both the ladies and gents toilets by Mr Peter Beckett. Mr Beckett had carried out this work at no charge to the Council other than a request for reimbursement of parts purchased. He had advised that the electrics did not seem to be working and that an electrician should be instructed to investigate and action as necessary. Debenham Parish Council thanked Mr Beckett for the important community contribution he had made in carrying out this work.

09.11.08 Christmas Trees working party arrangements Saturday 28 November 09

a) Confirmed that the working party would meet at 10 am on 28 November 09.

b) Cllr Winrow-Giffin suggested the purchase of commercial tree lights and on the motion of Cllr Blackwell, seconded by Cllr Stock it was **RESOLVED** that Cllr Winrow-Giffin investigate the purchase of lights within a budget of £600.

09.11.09 Chair's urgent business: any items not on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action

a) A complaint from a resident had been received regarding the waste bin in Gardeners Road. It is being used for dog waste not litter as intended as is not emptied regularly and the resident has requested its removal. After consideration it was agreed that the bin should remain and regular emptying requested from District Council and the resident informed accordingly.

b) Mr Morley had requested use of the Council's power supply for his Christmas event but after due consideration the members agreed that this would not be possible on health and safety grounds. To be advised to arrange for his own supply and suggested that residents in the vicinity may be willing to help out. The Clerk to advise Mr Morley that evidence of his insurance details and risk assessment are still awaited.

c) On the motion of Cllr Winrow-Giffin it was

RESOLVED to approve a budget of £50 for the purchase of ballast and concrete to support the Christmas tree.

09.11.10 Suspension of meeting for Public Participation

No public present.

09.11.11 Any other business: information exchange only

a) A thank you card was received by the members in response to the donation made to the Macmillan Coffee morning held by the Primary School.

b) It was reported that it is the Guides 100 year anniversary and the local Guides are celebrating on 6 December 09 at the Church at 3pm. There will be refreshments afterwards and the Parish Council are invited to attend. Agreed to publicise the event on the website.

09.11.12 Date of next meeting: - 16 November 2009

a) The Clerk advised there had been a request to use Dove Cottage for a Christmas event on 21 December 09 and after consideration, members agreed they would only hold one meeting in December and that this would be on 14 December 09.

b) The Chairman invited the councillors and their partners to a Christmas gathering at her house on 12 December 09.

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.

09.11.13 Staffing matters

- a) Clerk's contract – the Clerk distributed a letter to the members regarding her terms and conditions, the members declined to consider this at this time.
- b) Payment procedure for Mr and Mrs Sillett – issues raised by Mr and Mrs Sillett were briefly discussed and it was agreed that Cllr Cockerton would ensure their wage payment was posted the day after the meeting.

The meeting closed at 10.20pm