

**Minutes of a Finance, Planning and Employment meeting of the Debenham Parish Council held on June 14<sup>th</sup> 2010 at Dove Cottage.**

Present: Cllr L Cockerton (Chair), Cllr F Winrow-Giffin (Vice-Chair), Cllr J Parnell, Cllr I Baldwin, Cllr L Stock, Cllr K Voller and Mrs. D Bedwell (Clerk)

1. **Apologies for absence:** Cllr Payne and Cllr Blackwell  
**Absent:** Cllr Farthing
2. **Declarations of interest with regard to items on the agenda and additions to register:** Cllr Stock 9.1, 9.2 and 9.3 and Cllr Winrow-Giffin 7.
3. **To approve Minutes of meeting held May 10<sup>th</sup> 2010-**These were deemed to be an accurate record of the meeting. Proposed by Cllr Voller, seconded by Cllr Parnell and agreed by all.
4. **MEETING OPEN TO THE PUBLIC:** No public present.
5. **Report on meeting between Debenham Parish Council and DVH&PFT, in order to further discuss applications for funding-**Update: The Chair had contacted the DVH&PFT via telephone and e-mail but so far had been unable to agree on a date for the meeting. Deferred until meeting can be held.
6. **Hire of Dove Cottage-**conditions of use and hire charges: The increase in the charges was accepted, providing that the Clerk requested a clearer breakdown of costs and also voiced the Council's concerns that some smaller organisations may struggle to afford the fees. This was proposed by Cllr Winrow-Giffin, seconded by Cllr Stock and agreed by all.
7. **Street Fayre 20<sup>th</sup> June 2010-**update: Cllr Winrow-Giffin informed the Council that all legalities had been met and the Fayre should be an enjoyable event for all.
8. **To consider letter from the Parish Council to Dr P. Fielder following his retirement from the Village Surgery:** It was proposed by the Council that a letter should be sent to Dr. Fielder, thanking him for his long service in the Community, somewhere in the region of 31 years.
9. **Planning**
  1. To consider applications for recommendation to MSDC :
    - (i) 1461/10- Demolition of existing wall, land to rear of no.2, Great Back Lane, Debenham. The Council had no objections to this application, subject to the Conservation Area Report and valid planning permission being given to the building of the dwelling.
    - (ii) 0360/10 – Land to rear of 2 Great Back Lane – erection of 1 ½ storey detached dwelling-application withdrawn.
  2. Approvals/refusals received from MSDC:
    - (i) 2169/09 -site at telephone exchange, Aspoll Road-appeal update: The appeal against the refusal of the application had also been refused.
    - (ii) 0104/10-68 High Street Debenham- listed building consent refused.
  4. Planning correspondence: None received.
10. **Finance**
  1. RFO report- The report was read to the Councillors.
  2. Bank mandate-update: Incorrect forms had been sent. Clerk to collect correct ones from Barclays.

3. RBS accounting package-update: A second demonstration of the system was in the process of being organised and the Clerk would report to Council once this had taken place.
  4. To approve the year end accounts and Annual Return for the year ended 31<sup>st</sup> March 2010. The year end accounts to 31<sup>st</sup> March 2010 and the respective Annual Return had been checked by the Council. The finalised forms were duly signed and dated by the Chair and Clerk. This was proposed by Cllr. Winrow-Giffin, seconded by Cllr Parnell and agreed by all.
  5. To consider quote for repair of bench in Urn Garden. . The quote for repair totalled £155 and was well below replacement with a new bench. Providing hardwood and not pine was used, Cllr Baldwin proposed acceptance of the quote, seconded by Cllr Voller and agreed by all.
  6. Any other finance business-None.
- 11. SK8499** –update- In confidential section of the meeting.
- 12. Website-to adopt Editor Terms and Conditions**-update- The signed copies had been received by the Clerk, one copy signed on behalf of the Council would be signed by the Clerk and returned to Mr. Barry Woods for retention.
- 13. Market Green:**
1. Debenham Arts Festival- request for use of the Green 26<sup>th</sup> June 2010. The Council approved the request for the use of the Green providing that Public Liability insurance has been arranged for the event. This was proposed by Cllr Voller, seconded by Cllr Winrow-Giffin and agreed by all.
  2. To consider terms for community use of Village Greens: The Clerk was asked to contact Salc and request guidelines on the use of Village Greens. There was also the possibility that the Council may be able to arrange Insurance for third party users of the Green. The Clerk was asked to investigate this matter further. The Clerk was also asked to contact the Open Space Society in order and see if they can supply any further information that may be useful.
- 14. To consider the Debenham Project use of Parish Notice Board panel.** The Council decided that any publication, to a maximum of A4 size, should be sent to the Council, who would then place it on the Noticeboard.
- 15. Chair's urgent business:** any items not listed on this agenda but of such urgency as to merit, in the Chair's opinion, immediate action: The Clerk was asked to send a letter to the Primary School regarding parents parking and driving in the area. The Children's safety was one the Parish Council's main priorities and there were safety issues that needed to be addressed by all those who have a duty of care. The school would need to be informed that the Parish Council had asked the local Police to speak to parents regarding parking and driving restrictions and co-operation from the School by the issue of a letter to parents including Toddler Group suggesting initiatives such as car sharing, safe cycling, greater use of the car park at the recreation ground, among others and any other suggestions the School may be able to make Should there be no improvement it may be necessary for Officers to enforce traffic regulations.
- There was also concern regarding the possible misinterpretation of Police officer's comments. The Clerk was asked to contact PC A Pursehouse and Sgt N Emmerick and invite

one of them to our next meeting in order to clarify those misunderstandings and to inform the Council of what enforcement tactics had been undertaken.

**16. Meeting open to the Public-** No public present.

**17. Any other business:** information exchange/agenda requests only: Cllr Winrow-Giffin informed the Council that Mr. Terry Willington from MSDC would be installing the play equipment on the Meadows on July the 7<sup>th</sup> 2010.

It was also reported that the sign at the allotments needed to be concreted in order to be fixed. Cllr Stock also volunteered to make a new sign if necessary. It was agreed that this matter would be added to the next agenda.

It was also mentioned that PCSO Bales had started running the Youth Club on Friday nights, the first session would be June 25<sup>th</sup>.

**18. Date of next meeting:** June 21st<sup>th</sup> Ordinary and Employment

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

**20. SK8499:** update

**21. Employment items.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_