

Minutes of a meeting of Debenham Parish Council held on Monday, January 18th 2010 at Dove Cottage.

Present: Cllrs L Cockerton (Chair), G Baxter, I Baldwin, R Blackwell, J Parnell, K Voller, and in attendance: RFO Mrs D Bedwell and temporary clerk Mrs C Williamson

- 1. Apologies for absence:** Cllrs F. Winrow-Giffin, L Stock, J Farthing and V Payne, County Cllr E Alcock, District Cllr K Guthrie, Police representative
- 2. Declarations of interest with regard to items on the agenda and additions to register:** none
- 3. Reports**
 1. Police Report – had been e-mailed to the Council and discussed.
 2. District Councillors Report – had been e-mailed to the Council and discussed.
 3. County Councillors Report – None received
- 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. Employment of new Clerk.

The Council was advised that Mrs. Bedwell had accepted the offer of employment to start immediately and would, therefore, be taking the minutes with Mrs Williamson. Councillor Cockerton extended the Council's best wishes in her new post.

6. Minutes of previous meetings:

1. November 16th 2009 – The second set of minutes, revised by Councillor Cockerton was deemed to be an accurate record of the meeting held. This was proposed by Councillor Blackwell, seconded by Councillor Baxter, all agreed.
2. December 14th 2009 – Deferred to the next meeting.
3. January 11th 2010 – these were read out. Cllr Voller proposed, seconded by Cllr Blackwell, that they were a true and correct record, all agreed, and were signed as such.

7. Finance

1. RFO Report – As a report was presented at the last Finance and Planning meeting, the RFO did not have any news to report.
2. To approve the Precept for 2010/2011 – Following discussions and clarifications, Councillor Baxter proposed, seconded by Councillor Blackwell, all agreed, that draft C of the Budget and Precept for 2010/2011 be accepted. The total precept requested for the next financial year will be £61.290.00, representing an increase of 8.3%. Breakdown of the Precept to be made available on the website and parish notice board
3. To adopt the final asset register – deferred to the next meeting.
4. Bank mandate update – The temporary clerk had been in touch with Barclays, who suggested that an appointment be made with Mrs. Bedwell and Mrs. Williamson in order to bring the Council's affairs up to date and allow Mrs. Bedwell sufficient access to transfer funds between deposit and current accounts.
5. Debenham Arts Festival – It was proposed by Councillor Voller and seconded by Councillor Blackwell to accept the request for a donation of £300.00. All agreed. This donation would be paid to the organizers, who would be responsible for the event. This amount is to come from section 145.
6. Accounts for payment – With the exception of item 3 (to be queried with Suffolk County Council street light contracting) It was proposed by Councillor Baxter, seconded by Councillor Blackwell, to approve the payment of the accounts, which was agreed unanimously.

Accounts for payment:

1. A E White	£117.50
2. Itgen DPC/033	£100.00
3. Suffolk County Council-safety report	£440.00
4. B & G (30.11.09 to 01.01.10)	£882.05
5. Suffolk County Council (lighting supply and maintenance)	£2025.33
6. Digital Copier (09.12.09 to 10.03.10)	£36.51
7. Mrs. D. Bedwell (14.12.09 to 17.01.10 – inc. 2 meetings)	£595.84
8. Mrs. D. Bedwell expenses	£58.88
9. Mrs. C. Williamson fees and expenses	£351.52
10. Mrs. G. Griffin fees and expenses settlement figure-deferred	£55.52
11. HMRC tax and ni contributions-deferred	£1176.98
12. M. Sillett	£540.00
13. G. Sillett	£288.00
14. Mrs. L. Cockerton's travel expenses (to former clerks residence)	£28.80
15. Arts Festival donation (\$145)	£300.00
16. Moffatt Electrical (Christmas tree lights)	£178.47

8. Christmas lights. The tree and lights had been vandalised on New Year's Eve. Cllr Baldwin had been advised by an electrician that it would be as well not to repair them as safety could not be guaranteed. The Council's insurance policy had a £100 excess so it would not be worthwhile making a claim. It was agreed that the lights should be used next Christmas without the four damaged strands. The clerk was requested to ask the police on their progress in identifying the vandals.

9. Planning matters

1. Approvals: none received
2. Refusals: 3410/09 70 Gracechurch Street – two storey rear extension to rear of property.
3. Applications:

3256/09 **15 Gracechurch Street:** Demolition of conservatory, retain garden wall and steps to rear, alter flat roof and incorporate into new extension, excavate raised patio area to house level for construction of new extension and lean-to roof, internal alterations

3575/09: 15 Gracechurch Street: erection of single storey extension. Cllr Blackwell proposed, seconded by Cllr Baxter, all in favour, that approval be recommended for the two above applications.

3573/09: Suffolk County Council re. Sir Robert Hitcham's Primary School: installation of an outside classroom teaching area for pre-school children and relocation of access ramp. This was discussed at length. It was agreed that refusal be recommended as the site is on a rise abutting the conservation area. The proposed canopy would be highly visible and would obscure the frontage of this Victorian building. The style is not sympathetic to the existing building.

4. Planning correspondence: none

10. Surgery held on January 9th 2010.

1. Matters arising. –Subsequent to an inquiry by a resident, Mrs Williamson informed the Council that the Parish Council does not have the power to impose a speed limit on public highways. The Council may request a reduction of speed limit in highly built up areas and near schools but such requests have to go through Public Highways.
2. Future locations of surgeries. This matter was deferred to the next meeting.

11. Litter Picking – to review route.

Following the recent increase in time allowance (17.75), Mrs. Williamson informed the Council that it is up to the Council to decide any changes or additions to the existing route, not the District Council. Little London Hill and Henry Street were suggested as possible additions. It was agreed that the Clerk would contact Mr. Sillett and ask for his views before a final decision is made.

12. Committees and working groups:

1. **Allotments and Cemeteries-** The agricultural holding rent was still outstanding. Clerk to follow up with a letter requesting payment.
2. **Play areas**
 1. To agree on a play equipment safety course for M. Sillett's training – Mr. Sillett to be informed that there is the option of doing the course in Oxfordshire or Telford. Mr. Sillett has also requested more safety check forms. Clerk to address this matter.
 2. Provision of dog bin at Lower Gardeners Road- Temporary Clerk to contact NC Moyce in order to request a quote for the cost of erecting a green bin on a post.
 3. Pest control, recreation ground – Clerk to contact Mr. Sillett and request that he attends a Parish Council meeting in order to inform the council how this will take place. Consideration was given to the need to cordon off the area and the display of warning notices.

3.Website

1. Report- A new polling question had been requested. It was suggested that a question regarding public transport and its adequacy would be appropriate as a meeting about this had been held by Suffolk County Council on January 12. Parishioners would also be asked to express their thoughts and suggest any improvements to the existing service.
2. To agree terms and conditions for editor.- No news had been received to date. It was suggested that Barry Woods be reminded to formalize the terms and conditions.

4. **Trees and greens** – The Council was informed that Carol Hellier was taking a rest from her position as Tree Warden.

5. **Public Lavatories** – Councillor Cockerton informed the Council that Mr. Peter Beckett, who carried out work on a voluntary capacity, would be contacted in order to assess what needs to be done regarding the gents flushing mechanism and electrics.
6. **Street lights.** Re the safety report carried out by SCC in 2006/7: by the time this had been received (end of 2009) it was believed to be out of date. The clerk to query with Suffolk C C whether the charge of £440.00 was now appropriate.
7. **Street furniture-gritbins** – Mr. Alcock had informed the Council that he would be able to cover up to 75% of the cost of the gritbins. The nominated grit spreaders would also be covered by the County Council's insurance. It was suggested that the Council may purchase 5, three to be placed at specific locations, as agreed at the last meeting, and two to be kept in storage for use at a later date, proposed by Councillor Voller, seconded by Councillor Baxter. All remaining Councillors were in agreement. Delivery is to be sent to the shed near the cemetery and Councillor Cockerton agreed to be present when delivery takes place. Mrs. Williamson to inform Mr. Alcock so that we can apply for the respective grant.
8. **Public Transport focus group on passenger transport** – Questionnaire to be sent to County Council.
9. **Woodland** – Councillor Voller informed the Council that during the extreme weather conditions he had erected warning signs advising the public not to walk on the frozen pond. He was not aware of any accidents and had none to report.

13. **Update on Village Green Application** – one objection had been received by the SCC solicitor, with an attached petition with 68 signatures, one being duplicated, nine from non-residents. The council could not ascertain from the wording of the petition what the signatories envisaged for the future of the green. It was agreed that Mrs Williamson should confirm to SCC that the application be continued.

14. **To agree meeting dates for 2010.** – The dates for this year's meetings were discussed and agreed as being the second and third Mondays of each month apart from August and possibly December when only one meeting may take place.

15. Highway issues – The report on the site meeting held on November 27 with Bob Daniels of SCC Highways was received. It was agreed that more time was needed so further discussion was postponed to the next meeting.

16. Update on bus stop – County Council had agreed to lower the timetable.

17. Correspondence received. Noted and distributed for information as necessary. Comments in italics.

Sustainable communities act amendment bill – lobbying our MP
Waste Core Strategy Documents: *clerk to read and decide whether Debenham would be affected – if so, to be considered before next meeting*
Next generation broadband: campaign to improve speed – *agreed to email that improvement is necessary for Debenham*
Grant availability for Olympics 2012 celebrations
SCC Mobile Library timetables for 2010-2011
SCC Invitation to Focus Group re Passenger Transport, 12.1.10
SCC re Heavy Goods Vehicles Incidents reporting – *leaflets for Cllr Cockerton*
Suffolk View Magazine Winter 2009
MSDC What's On leaflet
MSDC re register of electors: what format required – *agreed to request two hard copies*
Mid Suffolk Tourist Information re their Christmas Tree with parish names depicted
MSDC Re Arts Opportunities in Mid Suffolk
CAB posters and leaflets
Viking Tree Services leaflet
Ipswich and East Suffolk Headway letter of thanks
SLCC Practitioners' Conference 27.2.10 Stoke-on-Trent
Pro-scape leaflet re play equipment

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

An invoice had been received from Mr. R Moffatt for electrical work carried out at Dove Cottage to enable the Parish Council Christmas tree lights on the Churchyard tree to be set to a timer. The invoice totalled £178.47. The work had been carried out at short notice by Mr. Moffatt and it was agreed payment should be made and not delayed until the February meeting.

19. Any other business: information exchange agenda/requests only.

1. Homestart's missing cheque-The clerk advised that it had been traced to Homestart Babergh account so the matter was resolved.
2. Accounts for the third quarter would be discussed at the next meeting.
3. Cllr Voller advised that he now worked for Debenham High School so could liaise on behalf of the council if necessary.
4. A Debenham Arts centre- Cllr Baxter advised that MSDC was looking at a possible change of use of the old Irvine Martin building.

19. Dates of next meetings: February 8th (Finance, Employment and Planning), February 15th (Ordinary).

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 concerning legal issues; potentially sensitive personnel content.*

After discussion of confidential matters, the meeting ended at 11.05p.m.

.....ChairDate