

# DRINKSTONE PARISH COUNCIL

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## **Minutes of the Annual Meeting of the full Council held on 14 May at 8.00pm in Drinkstone Village Hall**

**Present:** Cllr Daphne Youngs (Chairman), Cllr Sue Cousins,  
Cllr Christine Harbutt, Cllr Gary Hembra, Cllr Cora Munford,  
Cllr Haslett Schofield and Cllr Lorna Thurlow

**In Attendance:** 18 parishioners  
(Acting) Parish Clerk: Doug Reed

**2015/001 Election of Chairman**

In the absence of the previous Chairman and Vice-Chairman, councillors resolved that Cllr Harbutt should preside over the process by which the new Council Chairman was determined. Both Cllr Youngs and Cllr Thurlow were nominated for the position but the latter declined to accept the nomination. There being no other nominations Cllr Youngs was elected as Chairman for 2015-2016.

**2015/002 Declaration of Acceptance of Office**

As duly required, Cllr Youngs signed the Declaration of Acceptance of Office of Chairman.

**2015/003 Election of Vice-Chairman**

Cllr Thurlow was elected unopposed.

**2015/004 Election of Finance Officer**

Cllr Cousins was elected unopposed.

**2015/005 Apologies for Absence**

Noted from County and District Cllr Penny Otton.

**2015/006 Declarations of Interest**

None.

**2015/007 Minutes of the Last Parish Council Meeting**

It was resolved that the minutes of the Ordinary Meeting of the Parish Council, held on 13 April, be signed as a true record.

**2015/008 Matters Arising**

Some residents whose address was Council Houses (Gedding Road) had raised concerns about the name and had asked the Parish Council if action might be taken to effect a change to that name. Cllr Cousins reported that enquiries had been made with the Street Naming Support Officer at Mid Suffolk District Council who would, as a result, look into the matter.

**2015/009 Finance**

**009.1 2014-2015 Annual Return:** It was resolved, based upon the annual accounts which had been subject to an approved internal audit, that Sections 1 and 2 of the Audit Commission Annual Return ("Accounting

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Statements 2014/15" and "Annual Governance Statement 2014/15") be completed and signed, as appropriate, by the Finance Officer, Clerk and Chairman.

**009.2 Financial Report:** Cllr Cousins reported on the current position with the Council finances, as below:

Current account (Santander UK)	£3,931.21
Deposit account I (Santander UK)	£2,660.66
Deposit account II (Santander UK)	£5.27
Sub-Total:	£6,597.14
VAT owing	£5.00
Total:	£6,602.14

Allotments

Current account (Lloyds Bank)	£604.75
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It was noted that the current account would be known as 'The Treasurer's Account' from 1 June. It was resolved that outstanding invoices be paid, as below:

- ◆ Old Parsonage Garden Services: £62.50 (grass-cutting);
- ◆ Mr D Reed: £56.99 (acting Parish Clerk - April);
- ◆ Mr H Riches: £25.00 (internal audit fee);
- ◆ Physio-Control UK: £530.00+£106.00 VAT (defibrillator box);
- ◆ Mr A Schmitt: £48.22 (fitting of defibrillator box);
- ◆ Anglian Water: £1.68 (Gedding Road allotment water charge); and
- ◆ Anglian Water: £5.29 (Rattlesden Road allotment water charge).

£1,642.78 was confirmed as being ring-fenced:

- ◆ Defibrillator fund: £127.78;
- ◆ Elections: £615.00; and
- ◆ Playing field: £900.00.

**009.3 Signatories:** With the change in the composition of the Council it was reported that the list of cheque signatories would need to be updated. Those who had left the Council would need to be removed and new names added. It was resolved that the Chairman, Vice-Chairman and Finance Officer would be signatories, with any two from the three able to effect payments. **Action: Cllr Cousins**

**009.4 Finance Officer:** On behalf of the Council and residents, the Chairman thanked Cllr Cousins for all her work on the budget and finances.

## **2015/010     Playing Field and 'The Cheese Wedge'**

There were no matters to report or discuss.

## **2015/011     Planning**

### **011.1 Applications:**

1143/15 concerned 1 Field Close. The application proposed the construction and laying of a 45 metre x 25 metre surfaced horse exercise arena to be surrounded by a 1.35 metre high timber post and rail fence. The Council had no objection; and

1248/15 concerned Yew Tree Farm (Barn), Cross Street. The application was for a Lawful Development Certificate for use of a converted barn as a detached dwelling house. The Council had no objection.

**011.2 MSDC Decisions:** None.

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## 2015/012 Correspondence

There were no issues arising from correspondence.

## 2015/013 Other Business of an Urgent Nature

**013.1 Parish Clerk Vacancy:** It was resolved that a Task and Finish Panel be created, comprising the Chairman, plus Cllrs Harbutt and Schofield, to review the terms and conditions, job description and salary of the post; and to recommend options for the way forward to the next Council meeting.

**Action: Cllrs Harbutt, Schofield and Youngs**

**013.2 Councillor Portfolios:** The Chairman asked, in advance of the next meeting, that councillors consider the creation of portfolios to enable each councillor to take on responsibility for and oversight of a key area of Council business. Possibilities included the Village Hall Committee, playing field, allotments, Parochial Church Council and Footpath Warden but other areas might be suggested. **Action: All Councillors**

**013.3 Village Fete (12 September):** The Council was pleased to give the go-ahead for a five-a-side football competition on the playing field on the day of the fete and, to ensure the best possible playing surface, agreed to arrange for the grass to be cut in advance of the tournament.

**013.4 Playing Field Slide:** It was suggested that the top of the slide might benefit from rubber matting. Cllr Harbutt offered to check on the situation and to report to the next meeting. **Action: Cllr Harbutt**

**013.5 Defibrillator:** It was reported that an official handover was to be arranged to which the previous Chairman and Vice-Chairman would be invited given their roles in securing the equipment for the village.

**013.6 Future Agenda Items:** In addition to other matters raised, it was noted that the problem with a pothole in Park Road and the "Transparency Code for Smaller Authorities" were items that needed to be added to the agenda for the next meeting. **Action: (Acting) Clerk**

## 2015/014 The meeting was adjourned for public comment and questions:

**014.1 Bonfires:** Concern was raised about the problems caused by bonfires and questions asked about any powers the Council had available to deal with any nuisance caused. It was felt that powers to tackle such situations rested with Mid Suffolk District Council but it was agreed that the position would be checked. **Action: (Acting) Clerk**

**014.2 Council Houses (Gedding Road):** Residents asked if there had been any consultation regarding the possible change of name to these properties. It was confirmed that this was a matter for Mid Suffolk District Council. That authority would not make any change without first carrying out an appropriate consultation with those who might be affected.

**Meeting resumed:**

## 2015/015 Next Meeting:

It was noted that the next Ordinary Meeting of the Council would be held on Monday 1 June at 8.00pm in Drinkstone Village Hall.

**The meeting closed at 8.55pm.**