

# DRINKSTONE PARISH COUNCIL

## Minutes of the Parish Council Meeting held on 7<sup>th</sup> September 2015 in the Village Hall

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

County and District Cllr Penny Otton (part)  
Three members of the public  
Parish Clerk/RFO: Paula Gladwell

2015/043 **Apologies for Absence** — PCSO Steve Pendergast

2015/044 **Declarations of Interest** – None

2015/045 **Adjournment for:**

**County and District Cllr Otton's Report** – deferred.

**Police Report** – The police report had been circulated and was noted.

**Open Forum** – No questions

**Meeting resumed:**

2015/046 **Minutes of Parish Council Meeting** – It was proposed by Cllr Youngs that the minutes of the previous Parish Council Meeting were approved with all in favour. The Parish Council Meeting minutes of 6<sup>th</sup> July 2015 were signed as a true record.

2015/047 **Report from Interview Panel Working Group** – The appointment of Paula Gladwell as Clerk and Responsible Financial Officer under delegated powers of the Working Group was noted and ratified. Proposed by Cllr Youngs with all in favour.

2015/048 **Planning** – There were no applications to consider.

2015/049 The following MSDC Decisions were noted; Application 1248/15 Yew Tree Farm (Barn), Cross Street - Certificate of Lawfulness for existing use or development - ISSUED.

2015/050 **Finance** – Cllr Cousins Financial Report for September 2015 was received. (attached)

2015/051 The following payments were approved. Prop by Cllr Youngs with all in favour. Acting Clerk, Doug Reed Salary for July

2015/052 MSDC Elections £736.11

2015/053 Anglian Water Gedding Road £48.92

2015/054 Anglian Water Rattlesden Road £41.06

2015/055 It was agreed that the handover of all financial records from Cllr Cousins to the new Responsible Financial Officer, Paula Gladwell would be carried out within the next 14 days.

2015/056 **Councillor Portfolios –**

**Parochial Church Council** – Cllr Cousins – No report

2015/057 **Allotments** – Cllr Harbutt reported that an overgrown hedge on the Gedding Road site would affect productivity of a newly let plot. It was agreed that although it was the tenant's responsibility to maintain boundary treatments in this case the plot should be initially let in a workable condition and therefore the responsibility for reducing the hedge height should be the councils. It was agreed that Cllr Harbutt would seek quotes for the maintenance work. It was noted that some work was also needed to a tree within the site and this would be included in any quotes.

2015/058 **Playing Field** – Cllr Hembra reported that the Annual Inspection of the play equipment had been arranged for next week and confirmed that he would attend. No further complaints of dog fouling had been received however continued monitoring was advised. Work parties for the 'cheese wedge' would be organised

- from October. The temporary play feature under the notice board has been cleared away due to concerns that the increasing volume of material could cause damage.
- 2015/059 **Village Hall Management Committee** – Cllr Thurlow requested that the Fete on Saturday be highlighted and reported no concerns from the committee.
- 2015/060 **Footpaths** – Cllr Munford noted that almost all the recent issues with footpaths had been resolved. The only one outstanding may be behind the church where the crop is still standing; this would be checked again once the harvest was complete. The short path from Marsh Green Cottage to the footbridge was also still overgrown, this path is not on the SCC cutting schedule. Thanks are extended to all the landowners who have taken time to clear and cut back the overgrown paths that are not on the SCC cutting schedule so that they are usable again. Cllr Thurlow confirmed that she will be attending the upcoming LCPAS Rights of Way and Byways training course and will be happy to pass on any information and knowledge obtained.
- 2015/061 **Correspondence** – There were no comments to tabled correspondence.
- 2015/062 **Adjournment for:**  
**Cllr Otton's Report** – Cllr Otton gave her report which has been circulated.
- Meeting resumed:**
- 2015/063 **Policy and Procedure Working Group** – It was resolved to establish a Policy & Procedure Working Group whose remit will be to draft, review and present recommendations for the provision of governing documents and an adequate system of internal control for the business of the council. The group will comprise of Cllrs Thurlow, Schofield and Youngs. The Terms of Reference of the Policy & Procedures Working Group were approved. Proposed by Cllr Youngs with all in favour
- 2015/064 **Finance Working Group** – It was resolved to establish a Finance Working Group whose remit will be to develop and present recommendations for the budget process. The group will comprise of Cllrs Youngs, Schofield and Harbutt. The Terms of Reference of the Finance Working Group were approved. Proposed by Cllr Youngs with all in favour.
- 2015/065 **Appointment of a PC representative to the Drinkstone Educational Charity** – Cllr Schofield agreed to represent the parish council on the Drinkstone Educational Charity.
- 2015/066 **Matters to be brought to the attention of council** – It was noted that a new tree officer should be appointed; consideration of this will be added to the next agenda.
- 2015/067 It was suggested that the 2016 Annual meetings be held on Tuesday 3<sup>rd</sup> May as the regular first Monday falls on the bank holiday.
- 2015/068 **Motion to exclude temporarily the Public and Press** - It was resolved to exclude the Public and Press pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed concerning staff contracts and personal information.
- 2015/069 **Clerks Contract of Employment** - Approval of the Clerk/RFO contract of employment was deferred to the October meeting.

Meeting closed at 8.55pm

**The next meeting of the Parish Council will be held on Monday 5<sup>th</sup> October 2015 at 8.00pm in the Village Hall**