

# DRINKSTONE PARISH COUNCIL

## Minutes of the Parish Council Meeting held on 5<sup>th</sup> October 2015 in the Village Hall

Present: Cllr Sue Cousins      Cllr Gary Hembra      Cllr Cora Munford  
Cllr Haslett Schofield   Cllr Lorna Thurlow (in chair)

County and District Cllr Penny Otton (part)  
9 members of the public  
Mrs Paula Gladwell (clerk)

2015/070 **Apologies for Absence** — Cllr Daphne Youngs, Cllr Christine Harbutt

2015/071 **Declarations of Interest** – None

Cllr Thurlow thanked Cllr Cousins on behalf of the council for her dedication, hard work and commitment to the role of Finance Officer and commended her for handing the accounts over to the RFO in such an up to date and comprehensive way.

2015/072 **Adjournment for:**

**County and District Cllr Otton's Report** – Cllr Otton gave her report which had been circulated and is attached.

**Open Forum** – Concerns were expressed regarding the overgrown hedgerow on Woolpit Road at the junction, the clerk will contact Woolpit parish Council to see if they have actioned any maintenance. Concerns were expressed regarding the overgrown hedges/trees at the entrance to Chapel Lane, ownership and responsibility for this hedgerow appears to be unknown, it was confirmed that Chapel Lane is an unadopted road and therefore the responsibility for its maintenance will lie with private ownership.

It was noted that concerns regarding the large chestnut tree and overgrown edges on the Gedding Road allotment site are being addressed by the council.

A resident expressed concerns about dogs off the lead being allowed to enter her property when her doors are left open and there are concerns regarding owners not picking up after their dogs in Cross Street and on the playing field. All dog walkers are reminded to keep their dogs under control at all times and to pick up and take home any dog mess.

It was noted that the SCC road sweeper only covered a few metres of Cross Street, it was confirmed that they only sweep where there is a raised curb which explains why only a short stretch of the road was swept.

**Meeting resumed:**

2015/073 **Minutes of Parish Council Meeting** – An amendment was made to 2015/066 with the removal of the word "new" It was proposed by Cllr Thurlow that the amended minutes of the previous Parish Council Meeting were approved with all in favour. The Parish Council Meeting minutes of 7<sup>th</sup> September 2015 were signed as a true record.

2015/074 **Planning** – It was resolved to send the following comments to MSDC Planning for Application no. 3336/15 Blue Spruce. Fell and grind out stump, Cedar Cottage, Rattlesden Road – "*Drinkstone Parish Council have NO OBJECTION to this application based on the information available*" Proposed by Cllr Thurlow with all in favour.

2015/075 There were no MSDC decisions to note.

2015/076 **Finance** – The clerks Financial Report for October 2015 was approved.

2015/077 There were no payments consider.

2015/078 The insurance renewal quote has been received from Community Action Suffolk for year 2 of the 5 year Long Term Agreement. It was resolved to renew the insurance

cover at the annual premium of £364.97 proposed by Cllr Thurlow with all in favour.

2015/079 It was agreed that further consideration of creating a complete Asset Register would be deferred to the next meeting.

2015/080 It was agreed that the correspondence address for Santander and Lloyds bank accounts be changed to the clerks home address and letters to that effect were duly signed.

2015/081 **Councillor Portfolios –**

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

2015/082 **Allotments** – Cllr Harbutt's report was given. Gedding Road site; One quote has been received for the hedge and tree work whilst a further two were still awaited. Further contact details for alternative quotes have been forwarded to Cllr Harbutt. Some confusion has been highlighted over the responsibility for maintenance of boundary treatments on individual plots, it is suggested that letters are drafted for sending to tenants outlining the exact responsibilities of tenants and what is covered by the council and the trustees. It was noted that the chestnut tree on the site should be included when considering maintenance of the site and that the ditches may need digging out.

No issues have been reported for Rattlesden Road site.

2015/083 **Playing Field** – Cllr Hembra reported that the Annual Inspection of the play equipment had been carried out, initial findings indicated that there were no major problems. No complaints have been received of further dog fouling and the grass on the pitch and surrounding areas has been recently cut. It was suggested that an item to consider future plans for the cheese wedge and its amalgamation into the existing playing field amenity space be added to the next agenda.

2015/084 **Village Hall Management Committee** – Cllr Thurlow reported that the fete raised in excess of £1600 for village hall funds, a fantastic result for the efforts of all the volunteers.

2015/085 **Footpaths** – Cllr Munford noted that the short path from Marsh Green Cottage to the footbridge was still overgrown, the adjacent landowner had been asked to help keep this clear. All other paths were marked and clear.

2015/086 **Correspondence** – It was noted that the salt grit provided by SCC has a very small 1 in 9 ratio of salt to sand and should not cause damage to hedgerows adjacent to the grit piles. There are 7 grit heaps in the parish and it was confirmed that provision of grit bins was not a consideration at this time. The condition and graffiti on the public telephone box has been reported to BT who have confirmed that they will inspect and take action if necessary.

2015/087 There were no comments to further tabled correspondence.

2015/088 **Policy and Procedure Working Group** – The PPWG reported that they have reviewed and amended Standing Orders, Financial Regulations and the Risk Assessment and drafted further procedural documents to provide an adequate system of internal control for the business of the council and made recommendations that they are approved.

2015/089 It was resolved to approve the review of Standing Orders, proposed by Cllr Thurlow with all in favour

2015/090 Following the removal of "[with the RFO]" on page 16, it was resolved to approve the review of Financial Regulations, proposed by Cllr Thurlow with all in favour.

2015/091 It was resolved to approve the following procedural documents as drafted; Equality & Diversity Policy, Health & Safety Policy, Recruitment Policy, New Councillor Procedure, Complaint Procedure, Records Management Policy, Data Protection Policy, Procedure for Public Session, Protocol for Reporting at Meetings, Media Policy, Requests for Information Policy and Model Scheme for Freedom of Information. Proposed by Cllr Thurlow with all in favour.

2015/092 It was resolved to approve the review of the Risk Assessment, proposed by Cllr Thurlow with all in favour.

- 2015/093 Cllr Cousins requested a hard copy of all documents.
- 2015/094 The re appointment of Tree Warden, Peter Hoburn was approved.
- 2015/095 The Annual Parish Meeting and the Annual Meeting of the Parish Council were fixed for Thursday 12<sup>th</sup> May 2016 with a suggestion that the second Thursday of May be set for the following two years as well.
- 2015/096 **Matters to be brought to the attention of the council** – The completion of the External Audit was noted. The Report from BDO indicated no actions to be carried out.

Meeting closed at 9.15pm

**The next meeting of the Parish Council will be held on Monday 2<sup>nd</sup> November 2015 at 8.00pm in the Village Hall**

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