

DRINKSTONE PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the Council on

Monday 14th May 2018

at 7.00pm in the Village Hall, Gedding Road, IP30 9SZ
for the transaction of the business on the agenda below.

MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to attend
and where public input will be invited.

AGENDA

- 18.05.01 To elect the Chairman of Council for the coming year.
- 18.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive the same.
- 18.05.03 To elect the Vice Chairman of the Council for the coming year.
- 18.05.04 Apologies for absence to be noted or approved
- 18.05.05 To receive a report from the Council Chairman for the year 2017/2018.
- 18.05.06 **Proposal: Cllr Youngs;**
That, as per the Annual Governance and Accountability Return under the Accounts and Audit Regulations 2015, this Council approves the accounts for the 12 months ended 31.03.18 and authorises the Chairman and the Responsible Finance Officer to sign them as approved.
- 18.05.07 **Proposal: Cllr Youngs;**
That this Council receives and approves the Risk Assessments scheduled as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place including that they properly reflect the assessment of the council's financial risk.
- 18.05.08 **Proposal: Cllr Youngs;**
That Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.2018, as commissioned from Messrs Heelis & Lodge and authorised under Minute 12.11.12, noting the recommendations regarding Internal Control and Risk Management together with compliance with the Transparency Code.
- 18.05.09 **Proposal: Cllr Youngs;**
That this Council approves the Annual Governance Statement, tabled as section 1 of the Annual return to the External Auditor, as demonstrating a sound system of internal control including the preparation of the accounting statement at section 1 of the Annual Return for the year ended 31.03.18 and that the Chairman of this meeting and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.

- 18.05.10 **Proposal: Cllr Youngs;**
That this Council approves the Accounting Statement, tabled as section 2 of the Annual Return 2017/2018 in that they represent fairly the financial position of the Council's financial position and of its income and expenditure for the year ended 31.03.18 and that the Chairman of this meeting be authorised to sign a Statement of Confirmation of such approval.
- 18.05.11 **Proposal: Cllr Youngs;**
That the Chairman of this meeting be authorised to sign a Certificate of Exemption as per part 2 of the Council's Annual Governance and Accountability Return for 2017/18.
- 18.05.12 **Proposal: Cllr Youngs;**
That this Council approves its governing Standing Orders as tabled and confirms with immediate effect the adoption of additions and alterations therein as advised by NALC.
- 18.05.13 To confirm the Council's arrangement with Mid Suffolk District Council for the emptying of litter bins and note the annual expenditure in that regard is £265.00 + VAT.
- 18.05.14 To receive a current Register of Assets, and to note the current valuations and that these valuations are reflected appropriately in insurance cover.
- 18.05.15 To note the Council's responsibilities under the 2018 General Data Protection Regulations (GDPR) and to take action as appropriate.
- 18.05.16 To note the schedule of Council Ordinary Meetings for the coming year.
- 18.05.17 To receive any reports and papers from Officers/portfolio holders of the Council, representatives of the Council on external bodies, Ward Members and other external bodies as appropriate.
16.1 Written Information Paper from Peter Holborn as Parish Tree Warden
- 18.05.18 To appoint or to confirm the following portfolio holders or to take other action as appropriate;
18.1 Cllr Thurlow Council representative to the Village Hall Committee
18.2 Cllr Cousins Council representative on the PCC
18.3 Cllr Hembra responsible for the Playing Field and play equipment
18.4 Cllr Schofield Council representative on the Educational Charity and Footpath Warden
18.5 Cllr Lambert responsible for allotments
18.6 Mr Peter Holborn as Parish Tree Warden
- 18.05.19 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:
18.1 Community Action Suffolk (free of charge)
18.2 Suffolk Association of Local Councils (£252.39)
- 18.05.20 To confirm the Signatories to the Council's cheque account with the Santander bank as Cllrs Youngs, Thurlow and Cousins, any two to sign.
- 18.05.21 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and to note any additions and/or deletions to the Council's Register of Interests.
- 18.05.22 **Proposal: Cllr Youngs;**
That the Minutes of the Parish Council meeting held on 9th April 2018, as tabled, be agreed as a true record.
- 18.05.23 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.

- 18.05.24 To receive and discuss any further report to this meeting from District and County Council Ward Member Cllr Penny Otton, from Portfolio Holders or other agencies and to take action as appropriate.
- 18.05.25 Public comment or question invited on any Agenda item.
- 18.05.26 To receive any report from the Parish Clerk and to take action as appropriate.
- 18.05.27 To note the following authorised payments:
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| 27.1 | Peter Dow – Clerk’s wages | £158.17 | Santander 000475 |
| 27.2 | Clarkes of Walsham – fencing materials | £66.59 | Santander 000474 |
| 27.3 | HMRC – PAYE | £118.80 | Santander 000476 |
| 27.4 | War Memorial Institute – hall hire | £240.00 | Santander 000477 |
- 18.05.28 To note the current account balances and reconciliation, as scheduled, and the Chairman’s confirmation that they are supported by relevant Bank Statements.
- 18.05.29 To note Planning results as notified by MSDC;
- 29.1 DC/18/00067 Conversion of barn to holiday let
Drinkstone Mills, Woolpit Road GRANTED DPC supported
- 29.2 DC/18/00747 Listed Building consent - Conversion of redundant barn...
Drinkstone Mills, Woolpit Road GRANTED DPC supported
- 18.05.30 To consider Planning applications as notified by MSDC for comment:
- 30.01 **DC/18/01394 Planning Permission**
Structural repairs, works to external render, brick plinth, external windows, doors and rear elevations. Insert conservation roof windows. Replace roof to ground floor bathroom and first floor box dormer and works as detailed in the Heritage Impact assessment.
Stotts Cottage, 2 Cross Street
- 30.02 **DC/18/01395 Application for listed Building Consent**
Structural repairs, works to external render, brick plinth, external windows, doors and rear elevations. Insert conservation roof windows. Replace roof to ground floor bathroom and first floor box dormer. Work to ground and upper floor, internal finishes to timber frame. Removal of redundant partitions and doors. Replacement of ground floor kitchen and shower room. Provision of first floor bathroom and staircase. Replumbing and re-wiring through tout. Removal of fireplace. Work to outbuildings.
Stotts Cottage, 2 Cross Street
- 30.03 **DC/18/01727 Planning Permission**
Erection of 1No dwelling with annexe and garage.
Land adjacent to Greyfriars, Rattlesden Road
- 30.04 **DC/18/01476 Planning Permission**
Erection of 1No detached dwelling following demolition of existing single storey side extension
Briar Cottage, Gedding Road
- 30.5 **DC/18/01502 Prior approval – agricultural to dwelling**
Notification for prior approval application under part 3, Class Q (a) of the Town and Country Planning (General Permitted Development) (England) Order 2015 – Change of use of Agricultural Building to Dwelling house
Joli Farm, Hill Farm Lane
- 18.05.31 **Proposal: Cllr Youngs;**
That Drinkstone Parish Council makes known to the Corporate Manager, Development Management, at Mid Suffolk District Council its views on the Planning applications on this agenda.

- 18.05.32 Any other Planning matters for information, to be noted or for inclusion on a future agenda.
- 18.05.33 Public comment or questions on any matter of Council business.
- 18.05.34 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 18.04.35 To confirm that the scheduled date for the next Meeting of Council is Monday 4th June beginning at 8.00pm in the Village Hall.
- 18.04.36 Close of meeting.

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Peter Dow

**Peter Dow CILCA
Clerk to the Council**

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