

DRINKSTONE PARISH COUNCIL

MINUTES

of an Ordinary Meeting of the Council held on
Monday 1st April 2019

Present: Cllrs Cousins, Hembra, Lambert, Moss, Thurlow, Youngs

Attending: Suffolk County Council Member Cllr Penny Otton
Parish Clerk Mrs Hilary Workman

2 members of the public

19.04.01 **Noted:**
Apologies received from Cllr Haslett Schofield.

19.04.02 **Noted:**
That there were no Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and no additions and/or deletions to the Council's Register of Interests.

19.04.03 Resolved:
That the Minutes of the Parish Council meeting held on 4th March 2019, as tabled, be agreed as a true record.

19.04.04 **Noted:**
The following correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.

4.1 Babergh Mid Suffolk District Council

4.1.1 Housing Land Supply Position Review 2019 – MSDC had concluded that:

- a housing land supply position of 5.06 years was deliverable
- Local housing need was considered to be 575 dwellings per annum
- A delivery rate on sites of 40 dwellings per annum was considered appropriate;
- A lead-in time (from submission of the application to start on site/first completion was considered appropriate; and

It was noted that the final report was an informal planning document which did not form part of the statutory development plan, but which was a material consideration in the determination of planning applications in the district.

4.1.2 2nd Advance notice of new CIL Bid (round 3)

4.1.3 Designation of Beyton Neighbourhood Plan area by MSDC
www.midsuffolk.gov.uk/BeytonNP

4.2 Suffolk County Council – advice re changes to cutting schedules – the meeting asked the Clerk to ensure that these were published on the Website

4.3 Healthwatch Suffolk – publication of report 'My health, Our Future' about children and young people's mental health and emotional wellbeing in Suffolk.

4.4 Great British Spring Clean

4.5 Tink's Topsy Tavern - Rural Rescue Programme 2019 – the meeting asked the Clerk to forward this information to the Village Hall committee.

Signed: Daphne Youngs

Dated: 13th May 2019

19.04.05

Noted:

The following reports and matters arising;

- 5.1 A written report from District and County Council Ward Member Cllr Penny Otton (*circulated*)
- 5.2 A written report from Cllr Hembra (*circulated*) who further noted replacement of the wooden steps had been completed.
- 5.3 A written report from Cllr Lambert (*circulated*) who further noted that work to the bridge from Chapel Lane onto the Gedding Road allotments had now been completed.
- 5.4 A written report from Cllr Moss (*circulated*) detailing an estimate of costs to maintenance works for Drinkstone Telephone Kiosk. The meeting asked the Clerk to include this as item for the next agenda.

19.04.06

Noted:

That when any public comment or questions were invited on any Agenda item, the following:

- A suggestion that the telephone kiosk could be used as a pop up green house (seen in other villages; and
- A query as to the anticipated timescales on work to the installation of broadband in the village. Cllr Youngs reported that it was understood the works should be completed within the next two months and that fibre broadband would be to the box, not individual homes. Once installed, households might then order a fibre broadband connection from the box.

19.04.07

Resolved:

To authorise the cost of attendance at an LCPAS Rights of Ways and Byways training course provided by LCPAS for Clerk's continuing professional development at a cost of £45.

Noted:

- 7.1 To note updates from SALC Briefing
 - 7.1.1 SALC had forwarded a legal briefing from NALC confirming their understanding that LPA's should be publishing redacted information on-line for planning applications – this had not to date been an issue with BMSDC.
 - 7.1.2 Suffolk Fire and Rescue Service had commenced an eight week consultation on how it managed the risks it faces across the county.
 - 7.1.3 Suffolk School Travel Changes – Suffolk County Council had provided messaging which could be added to Parish websites regarding the opt-in requirements for school travel from September 2019.
- 7.2 Drinkstone Broadband – there has been a reported delay to the installation of the new cabinet (Rattlesden 13) dependant on permissions. Cllr Youngs reported that an e-mail from MP Jo Churchill's secretary confirmed that this work was now scheduled.
- 7.3 A VAT refund was being prepared for submission.
- 7.4 Invoices for allotments had been prepared and passed to Cllr Lambert for delivery. No change to charges had been determined for 2019/20.
- 7.5 An external hard drive had been purchased to enable regular backing up of Parish Council data from the lap top, and ensure that in the event of a failure of the laptop, data could be accessed without interruption. Folders on the external hard drive would be protected by a password.
- 7.6 The Clerk had completed 6.5 Continuing Professional Development points since Oct ' 2018.

Signed:

Daphne Youngs

Dated: 13th May 2019

19.04.08 **Noted:**
The authorised payments listed below

	Description	£	Santander Chq No.
8.1	Drinkstone War Memorial Institute (NP Hall Hire)	£10.00	22015
8.2	Liz Schmitt: Refund of NP Expenses	£27.30	22016
8.3	Clerk Salary Period 11	£208.55	22017
8.4	Drinkstone History Group – Donation to Village Website	£10.00	22018

8.2 The current account balances and reconciliation, as scheduled, and the Chairman's confirmation that they were supported by relevant Bank Statements.

19.04.09 **Resolved:**
That the Council authorise expenses submitted by the Clerk in the sum of £66.26 in respect of administration costs.

19.04.10 **Resolved**
To authorise a revision the Santander banking mandate to make provision for the Councillors listed below to be recorded as authorised signatories on cheques and direct debit mandates:
Cllr Gary Hembra, Cllr Tim Moss and Cllr Haslett Schofield

19.04.11 **Noted:**
A written report (*circulated*) on potentially dangerous trees. Further information reported from the Tree Warden indicated that a significant amount of wood had come down from the crown of the tree.
11.2 Proposal: Cllr Youngs
That the Council authorise up to £600 to undertake any necessary work to the Oak identified at the north east corner of Rattlesden Road Allotment Gardens in the event that Suffolk County Council determine that the Parish is responsible for bearing the cost of any works to the tree to make it safe.
The substantive proposal having not been carried, the meeting agreed to await advice from Suffolk County Council on any action or works which might be required to be undertaken to the trees.

19.04.12 **Noted:**
The Planning results as notified by MSDC below:
12.1 **DC/19/00349** Householder Planning Application
Erection of side extension to enlarge kitchen and create boot room
Barcocks Barn, Garden House Lane, Drinkstone, Bury St Edmunds IP30 9FJ
MSDC: Granted **DPC: Supported**

19.04.13 **Noted:**
That there were no planning applications as notified by MSDC for comment.

Signed: Daphne Youngs

Dated: 13th May 2019

19.04.14

Noted:

That there were no other planning matters for information, to be noted or for inclusion on a future agenda.

Signed:

Daphne Youngs

Dated: 13th May 2019

- 19.04.15** **Noted;**
A written report from the Chair (*circulated*) on progress towards producing a Neighbourhood Plan for Drinkstone. The Referendum, to be funded by MSDC, would be likely to take place in the first Quarter of 2020.
- 15.2** **Resolved**
To authorise the invoice submitted by Places for People for Neighbourhood Plan support (Launch event, feedback consultation, draft Neighbourhood Plan and general advice and meetings) in the sum of £4197.20 plus VAT.
- 15.3** **Resolved**
To authorise expenses incurred by Di Hollins for the cost of refreshments at Neighbourhood Plan drop in session on 16th February 2019, in the sum of £7.45.
- 19.04.16 **Noted:**
An oral report from the Clerk that no further progress had been reported towards the sale of Council land adjacent to play area. The meeting asked the Clerk to seek a further update from the appointed solicitors.
- 19.04.17 **Noted:**
A written report (*circulated*) on progress towards the registration of Parish Lands and take action as appropriate. The meeting noted that the parish lands should be valued on the basis of allotments land.
- 19.04.18 **Noted:**
A written report (*circulated*) on progress towards GDPR compliance.
- 19.04.19 **Noted:**
19.1 A written report (*circulated*) on review of Parish Council Policies.
19.2 **Resolved**
That the Council approved its policies as tabled below,
- **Complaints policy**
 - **Document Retention**
 - **Equality and Diversity**
 - **Freedom of Information**
 - **Health & Safety**
 - **Media Policy**
- and confirmed with immediate effect the adoption of additions and alterations therein as advised by NALC.**
- 19.04.20 That when any Public Comment or Questions on any matter of Council business was invited, Cllr Otton reported that many may have been inspired by the Chair's recent presentation at Beyton on developing a Neighbourhood Plan.
- 19.04.19 **Noted:**
That when any other Council business for information, to be noted or for inclusion on a future agenda was invited there was none.
- 19.04.20 **Noted:**
That the scheduled date for the next meeting was Monday 13th May 2019 beginning at 7.00pm in the Village Hall.
- 19.04.21 **Noted:**
The meeting closed at 8:43pm.

Signed: Daphne Youngs

Dated: 13th May 2019