

DRINKSTONE PARISH COUNCIL

MINUTES

of the Annual Meeting of the Council held on

Monday 13th May 2019

Present: Cllrs Hembra, Moss, Schofield, Youngs

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

7 members of the public

19.05.01 **Proposal: Cllr Schofield**

That Cllr Youngs be Chairman of Council for the coming year.

Seconded Cllr Hembra

Proposal carried.

19.05.02 **Noted:**

That the Chairman's Declaration of Acceptance of Office would be signed on Monday 20th May.

19.05.03 **Proposal: Cllr Youngs**

That Cllr Schofield be the Vice Chairman of Council for the coming year.

Seconded Cllr Moss

Proposal carried.

19.05.04 **Noted:**

That the accounts for the 12 months ended 31.03.19 were received and the reviewed Risk Assessment, Bank Reconciliation, Cashbook and Final Accounts were noted prior to the Clerk sending them to the internal auditor, Heelis & Lodge with supporting documents.

19.05.05 5.1 Noted:

The schedule of Council Ordinary Meetings for the coming year:

Monday 3rd June; Monday 3rd July; Monday 2nd September; Monday 7th October;
Monday 4th November; Monday 2nd December

5.2 Resolved:

**To set the following schedule of Council Ordinary Meetings for 2020
Monday 13th January, Monday 3rd February; Monday 2nd March;
Monday 13th April; Monday 4th May**

19.05.06 **Noted:**

Confirmation of the following officers of the Council

- | | | |
|-----|--|--------------------|
| 6.1 | Footpath Officer | - Cllr Schofield |
| 6.2 | Neighbourhood Plan Officer | - Cllr Youngs |
| 6.3 | Parish Tree Warden | - Mr Peter Holborn |
| 6.4 | Phone Box Officer | - Cllr Moss |
| 6.5 | Playing Field and play equipment Officer | -Cllr Hembra |

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- 19.05.07 **Noted:**
Confirmation of representatives of the Council on the following bodies:
7.1 Allotment Trustee - Cllr Edmondson
7.2 Representative on the Educational Charity - Cllr Schofield
7.3 Representative on the PCC (Pending)
7.4 Representative to the Village Hall Committee - Cllr Moss
- 19.05.08 **Noted:**
Confirmation of continuing membership of the following organizations, current subscriptions indicated in brackets
8.1 Community Action Suffolk (free of charge)
8.2 Suffolk Association of Local Councils (£213.50)
- 19.05.09 **Noted:**
Confirmation of the Signatories to the Council's cheque account with Santander Bank as Cllr Youngs, Cllr Schofield and Cllr Hembra, any two to sign.
- 19.05.10 **Noted:**
Apologies for absence were received from Cllr Edmondson.
- 19.05.11 **Noted:**
When Member's Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited, the following:
Cllr Youngs Non Pecuniary Interest Agenda Item 20.2 – DC19/02120
There were no additions or deletions to the Council's Register of Interests.
- 19.05.12 **12.1 Resolved:**
That the Minutes of the Parish Council meeting held on 1st April 2019, as tabled, be agreed as a true record.
- 12.2 Proposed:**
That the Minutes of the Parish Council Extra Ordinary meeting held on 29th April 2019, as tabled, be agreed as a true record.
Amendment proposed: Cllr Youngs;
At 19.05.E05
- Planning applications as notified by MSDC for comment:
E5.1 **DC/19/01715** – Planning Application – Erection of 1 No. Dwelling Land South East of Greyfriars, Rattlesden Road, Drinkstone, Suffolk
Whilst it is acknowledged that the site [Delete: **identified had been included in**] [Insert: *had been suggested as a possible development site for inclusion in*] the Draft Neighbourhood Plan [Insert: *process*] [Delete: **for development**], Councillors determined to object to the application for the following reasons:

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Amendment seconded by Cllr Schofield

Amended Proposal carried

- 19.05.13 **Noted:**
That the Parish Council currently had two vacancies. The Clerk confirmed that the Parish Council had 35 days in which to co-opt Councillors without the requirement for a further notice of vacancy. The Meeting determined to ask Cllr Youngs to prepare an item for Jungle Drums inviting interested parties to contact the Clerk should they wish to be considered, with a view to considering applications at the next meeting of the Parish Council on 3rd June.
- 19.05.14 **Noted:**
The following correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 14.1 Suffolk County Council – Grass Cutting Schedule 2019/20 (circulated) – the meeting asked the Clerk to add this information to the website.
- 14.2 MSDC
- 19.2.1 Uncontested Parish Election Queries (*circulated*)
- 19.2.2 New CIL Bid Round & Half Yearly Payments (*circulated*)
- 19.2.3 Joint Area Parking Plan (*circulated*)
- 14.3 Suffolk Constabulary – SNT Newsletter (*circulated*)
- 14.4 SALC Updates (*circulated*)
- 14.5 Highways England: Notification of Start of Works to A14 (*circulated*) - the meeting asked the Clerk to add this information to the website.
- 19.05.15 **Noted:**
That when any public comment or questions were invited on any Agenda item, the following:
- A member of the public queried the SCC grass cutting schedule and the Clerk confirmed that this schedule related to the cutting of grass verges, not public spaces.
- 19.05.16 **Noted:**
A written report from the Clerk (*circulated*).
- 19.05.17 **Noted:**
The authorised payments listed below

| | Description | £ | Santander Chq No. |
|--------|--|----------|-------------------|
| 17.1.1 | Clerk Salary Period 12 2019 | £207.55 | 22017 |
| 17.1.2 | HMRC – Q4 payment | £66.60 | 22020 |
| 17.1.3 | Clerk Expenses Q4 | £66.26 | 22021 |
| 17.1.4 | Places 4 People Ltd | £5036.64 | 22022 |
| 17.1.5 | Di Hollins – Refund of NP Drop In Session Expenses | £7.45 | 22017 |

17.2 The following receipts to the Parish Council

| | | |
|--------|---|----------|
| 17.2.1 | Mid Suffolk District Council – 1 st Half Precept | £4395.00 |
| 17.2.2 | Burnett Barker – Sale of Land adjoining Playing field | £3501.00 |

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

19.05.18 Resolved:
To authorise the cost of maintenance works to the phone box in the sum of £156 including VAT.

19.05.19 Noted:
That no planning results had been notified by MSDC.

19.05.20 Noted:
Planning applications as notified by MSDC for comment:

20.1 **DC19/01959** Outline Planning Application (some matters reserved)
Erection of a single storey dwelling, garage and vehicular access
Land West Of The Street Drinkstone Suffolk

The Council determined to support the application subject to the comments below:

The Parish council does not have sufficient information at this stage to determine whether the proposed dwelling conforms with the criteria in its emerging neighbourhood plan, but asks that the District Council takes the following points into consideration when the full plans are produced.

[Need/Demand for housing](#)

In the emerging neighbourhood plan the community has expressed a wish and a need for smaller 2-3 bedroom houses for young people or downsizers. This development would appear not to conflict with this need.

The access off the highway falls within Flood Zones 2 & 3, and we know the road becomes impassable to vehicles when the Black Bourn spills out of its channel and floods the road. This is a frequent occurrence in wet winters. This could prevent access to the new property by emergency vehicles. In section 12 of the application form the applicant states that the proposed dwelling is not in a flood risk area, though it is probably no more than 20 metres from the river.

The site is adjacent to the settlement boundary.

The site falls within a Special Landscape Area designated in Mid Suffolk's Development Plan and the Area of Local Landscape Sensitivity in the emerging Neighbourhood Plan. If MSDC approved this then this approval should be conditioned on the existing boundary hedges being retained and possibly supplemented by the planting of native trees to the rear of the site to provide additional screening. Special care will be needed to respect the rural character of the road frontage and views from public footpath Drinkstone 5. A full landscaping plan should be submitted.

The site is adjacent to a Grade II listed building. Care should be taken in the positioning, mass and design of the new dwelling that it does not have an adverse effect on the setting of a listed building.

[The Design Guidelines](#) produced by AECOM as part of the emerging Neighbourhood Plan should be consulted when choosing the materials, layout and design of the proposed dwelling. The outline design reflects the existing pattern of individual dwellings set back from

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the road behind hedges. Any landscaping should include the planting of native trees as mentioned above.

When choosing materials, the dwelling should harmonize with or complement the prevailing style of neighbouring properties, which are predominantly rendered with plain or pan tiled roofs. See the AECOM report page 33 for examples of typical materials used in Drinkstone.

In its height, mass and general proportions, the new dwelling should harmonize with adjacent properties, in particular the neighbouring listed building.

In section 11 of the application form, the applicant states that foul sewerage will be disposed of via a mains sewer. This is not possible in this part of the village where all sewerage is disposed of in septic tanks.

Special care should be taken to minimise or prevent rainwater run off from the proposed driveway on the site onto the highway. Such runoff is a perennial problem in this part of the village.

Otters are regularly recorded in the immediate locality. The applicants should assess any possible impacts on otters arising from the proposed development and put forward mitigation measures on this land adjacent to the river.

Consideration should be given to including a high level of energy efficiency measures within the design of the building, including low carbon heating systems such as ground/air source heat pumps and solar. This would conform with the Chancellor's spring statement, which stated that *"to ensure consumer energy bills are low and homes are better for the environment, the government will introduce a Future Homes Standard by 2025, so that new build homes are future proofed with low carbon heating and world leading levels of energy efficiency"*.

20.2 Cllr Youngs left the meeting for the duration of this item having declared a non-pecuniary interest.

DC/19/02120 Householder Planning Application
Erection of a single storey extension following demolition of existing conservatory.
White House Rattlesden Road Drinkstone Bury St Edmunds Suffolk IP30 9TL

The Council determined to support the application subject to the comments below:

Cllr Youngs returned to the meeting.

- 19.05.21 Resolved:**
That the Clerk make know the Council's comments on the planning applications above to the Corporate Manager, Growth & Sustainable Planning at Mid Suffolk District Council.
- 19.05.22 **Noted:**
That there were no other planning matters for information, to be noted or for inclusion on a future agenda.
- 19.05.23 **Noted:**
A verbal report from Cllr Youngs on progress towards the Neighbourhood Plan for Drinkstone. The working group was still awaiting the formal technical report from AECOM. Upon receipt of the report, the next step would be a drop-in session for members of the public in June.
- 19.05.24 **Noted:**

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That the sale of land adjacent to the playing field completed on 1st May and the Parish Council has received funds of £3501.00.

- 19.05.25 **Noted:**
A written report from the Chartered Surveyor (circulated) on the valuation of the parish lands and a verbal report from the Clerk advising that the next step was to submit revised plans (incorporating all the legend detail required by HM Land Registry) to the Solicitors for them to proceed.
- 19.05.26 **Noted:**
A verbal report from the Clerk on progress towards the GDPR, advising that generic e-mail address options for Councillors were being investigated.
- 19.05.27 **Noted:**
That when any public comment or questions on any matter of Council business were invited, there were none.
- 19.05.28 **Noted:**
That when any other Council business for information, to be noted or for inclusion on a future agenda was invited there was none.
- 19.05.29 **Noted:**
That the scheduled date for the next meeting was Monday 3rd June 2019 beginning at 8.00pm in the Village Hall.
- 19.05.30 **Noted:**
The meeting closed at 7.31 pm.

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