

DRINKSTONE PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend an Ordinary Meeting of the Parish Council on
Monday 3rd June 2019
at 9.00pm 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

- 19.06.01 Apologies for absence to be noted or approved – Haslett Schofield.
- 19.06.02 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.
- 19.06.03 To receive the Chairman's Declaration of Acceptance of Office.
- 19.06.04 4.1 Proposal: Cllr Schofield;
That the Minutes of the Annual Parish Council Meeting held on 13th May 2019, as tabled, be agreed as a true record.**
- 19.06.05 5.1 To discuss the co-option of up to 2 Councillors (Mr Peter Holborn and Mr Paul Selvey) to the Parish Council (2 Members to the Council) and to take action as appropriate
- 5.2 Proposal: Cllr Schofield
That Mr Peter Holborn and Mr Paul Selvey be co-opted on to Drinkstone Parish Council to serve forthwith.**
- 19.06.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 5.1 SALC – NALC request for survey on Traffic Commissioner consultation
- 5.2 The Pensions Regulator – enrolment into workplace pension scheme.
- 19.06.07 To receive any 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.
- 5.1 Cllr Penny Otton
- 5.2 Cllr Richard Edmondson
- 5.3 Cllr Gary Hembra
- 5.4 Cllr Tim Moss
- 5.5 Cllr Haslet Schofield
- 19.06.08 Public comment or question invited on any Agenda item.
- 19.06.09 To consider any report from the Parish Clerk and take action as appropriate.
- 9.1 Reminder re completion of Register of Interests and Candidate expenses forms.
- 9.2 SafeCouncil – Health and Safety resource for local councils

19.06.10 10.1 To note the following receipts:

	Description	£
10.1	Allotments receipts	£138.00

10.2 To consider the following schedule of payments for authorisation:

	Description	£	Santander Chq No.
10.2.1	Top Garden Services #7 01.05.19	£75.00	
10.2.2	Dr Andrew McNair ref Neighbourhood Plan – Digital Image of the Drinkstone Area	£20.00	
10.2.3	Liz Schmitt ref Neighbourhood Plan – Printing expenses	£8.40	

10.3 Proposal: Cllr Schofield

To authorise the schedule of payments listed at 9.2 above for payment.

10.4 To note payments previously authorised

	Description	£	Santander Chq No.
10.4.1	Suffolk Assn. of Local Councils (Minute No 19.05.08.2)	£253.50	
10.4.2	John Casson Survey Services (Minute No 19.02.17.2)	£660.00	
10.4.3	Clerk Salary: Period 1	£190.73	
10.4.4	Clerk Salary: Period 2	£190.73	

10.4 To note the current account balances and reconciliation, as scheduled, and the Chairman's confirmation that they are supported by relevant Bank Statements.

19.06.11 Proposal: Cllr Schofield;

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 31.03.19, tabled as Appendix A and authorises the Chairman and the Responsible Finance Officer to sign them as approved.

19.06.12 Proposal: Cllr Schofield;

That this Council receives and approves the Risk Assessments scheduled at Appendix B as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council's financial risk.

- 19.06.13 Proposal: Cllr Schofield;**
That Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.19, as commissioned from Heelis & Lodge, as authorised under 19.11.17 and tabled as Appendix C, noting that Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls and the following comments or recommendations made which require action on the part of either the Council or the Council's Responsible Finance Officer:
- 13.1 Notice period for the exercise of public rights should be published in accordance with the Transparency Code Guidance.**
- 13.2 Copy of P60 to be maintained in Audit File as part of year-end process.**
- 19.06.14 Proposal: Cllr Schofield;**
That this Council approves the Annual Governance Statement, tabled as section 1 of the Annual Return to the External Auditor, at Appendix D 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 31.03.19 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 19.06.15 Proposal: Cllr Schofield;**
That this Council approves the Accounting Statement, tabled as Section 2 of the Annual Return to the External Auditor, at Appendix E as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.19 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval
- 19.06.16 16.1** To receive a report on planting schemes for the Cricket (parish land) and take action as appropriate.
- 16.2 Proposal: Cllr Schofield**
To authorise the cost of planting in accordance with the report and plan submitted to the sum of £250 plus VAT
- 19.06.17 To note Planning results as notified by MSDC:
DC/19/01715 - Planning application
 Erection of 1 No. dwelling
 Land adjacent Greyfriars, Rattlesden Road, Drinkstone, Suffolk
 MSDC: **Application withdrawn** DPC: **Objected.**
- 19.06.18 To note the Planning applications below as notified by MSDC for comment:
 19.1 **DC19/02491** Outline Planning Application (all matters reserved)
 Erection of a 1.5 storey detached dwelling
 The Cottage, Rattlesden Road, Drinkstone, Bury St Edmunds Suffolk IP30 9TL
- 19.06.20 **Proposal: Cllr Schofield**
That the Clerk makes known the Council's comments on Planning Applications on this agenda to the Corporate Manager, Growth & Sustainable Planning at Mid Suffolk District Council.

- 19.06.21 To note that there were no other Planning matters for information, to be noted or for inclusion on a future agenda.
- 19.06.22 To note any updates available on progress towards producing a Neighbourhood Plan for Drinkstone and take action as appropriate.
- 19.06.23 To receive a report on progress toward registering Parish Lands for Drinkstone and take action as appropriate.
- 19.06.24 To receive a report on progress towards the GDPR and take action as appropriate.
- 19.06.25 Public comment or questions on any matter of Council business.
- 19.06.26 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 19.06.27 To confirm that the scheduled date for the next meeting is Monday 1st July 2019 beginning at 8.00pm in the Village Hall.
- 19.06.28 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council