

DRINKSTONE PARISH COUNCIL

MINUTES

of an Ordinary Meeting of the Council held on

Monday 3rd June 2019

Page |
1924

Present: Cllrs Edmondson, Hembra, Moss, Schofield

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

4 members of the public & Mr Paul Selvey.

19.06.01 **Noted:**
Apologies for absence were received from Cllr Youngs.

19.06.02 **Noted:**
When Member's Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited, there were none.
There were no additions or deletions to the Council's Register of Interests.

19.06.03 Noted:
That the Chairman's Declaration of Acceptance of Office was received.

19.06.04 Resolved:
That the Minutes of the Annual Parish Council Meeting held on 13th May 2019, as tabled, were agreed as a true record.

19.06.05 5.1 **Resolved:**
That Mr Peter Holborn be co-opted onto Drinkstone Parish Council to serve forthwith.

5.2 **Resolved::**
That Mr Paul Selvey be co-opted onto Drinkstone Parish Council to serve forthwith.

5.3 **Noted:**
That a Declaration of Acceptance of Office was signed by Cllr Paul Selvey, who then took his place as a Councillor at the meeting.

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

6.1 SALC – NALC request for survey on Traffic Commissioner consultation

6.2 The Pensions Regulator – enrolment into workplace pension scheme. The Clerk confirmed that she would like to be enrolled into a workplace pension scheme.

6.3 Able Community Care "Do not knock" stickers – the meeting agreed the Clerk should ask for the link to be posted on the website so that interested residents could access the stickers.

19.06.07 **Noted:**
7.1 A written report (*circulated*) from District and County Council Ward Member Cllr Penny Otto, who further advised that a form to request assistance from the new PCSO Melanie Yolland based at Stowmarket could be obtained from her.
7.2 A written report from Cllr Hembra (*circulated*), who further reported that all was looking good with the boundary adjacent to the playing field. A report to be discussed later at the meeting with respect to re-stocking the hedgerows. It was noted that

Signed: Daphne Youngs

Date: 1st July 2019

children were not using the steps up on to the main slide and this was resulting in a slow erosion of the bank.

And Oral reports from:

- 7.3 Cllr Edmondson who reported that he had completed a handover of the Allotments Information with former Councillor Lambert and thanked her for her assistance.
- 7.4 Cllr Moss confirmed that the materials required for improving the fabric of the phone box would be ordered this month with a view to completed the work with the assistance of a working party in July.
- 7.5 Cllr Schofield confirmed that cutting on the footpaths had started as grass now growing, with thanks to Cllrs Edmondson and Hembra.

Page |
1925

19.06.08 **Noted:**

That when any public comment or questions were invited on any Agenda item, there were none.

19.06.09 **Noted:**

- 9.1 Reminder re completion of Register of Interests and Candidate expenses forms.
- 9.2 Safe-Council – Health and Safety resource for local councils
- 9.3 That former Councillors Sue Cousins and Lorna Thurlow should be removed from the list of authorised signatories named on the Parish Council Bank Accounts.

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	22024
10.2.2	Dr Andrew McNair ref Neighbourhood Plan – Digital Image of the Drinkstone Area	£20.00	22025
10.2.3	Liz Schmitt ref Neighbourhood Plan – Printing expenses	£8.40	22026

10.3 Resolved:

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	22027
10.4.2	John Casson Survey Services (Minute No 19.02.17.2)	£660.00	22028
10.4.3	Clerk Salary: Period 1	£190.73	22029
10.4.4	Clerk Salary: Period 2	£190.73	22030

Signed: Daphne Youngs

Date: 1st July 2019

- 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.

Signed: Daphne Youngs

Date: 1st July 2019

- 19.06.11 Resolved:**
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 Resolved:**
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 Resolved:**
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 Resolved:**
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 Resolved:**
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.

Noted:
The recorded dates of public access shall be between 17th June and 26th July 2019.
- 19.06.16 Resolved:**
To authorise the cost of planting in accordance with the report and plan submitted to the sum of £250 plus VAT.
- 19.06.17 Noted:**
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.**

Signed: Daphne Youngs

Date: 1st July 2019

Signed: Daphne Youngs

Date: 1st July 2019

19.06.18

Noted:

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.

Councillors considered the application and the meeting agreed the following statement outlining the Parish Council's objection to the application.

This application represents an unsustainable form of residential development in the countryside. The property is located in the countryside outside of a housing settlement boundary where new housing is restricted in accordance with the provision of policy H7 of the Local Plan and National Planning Policy Framework.

The proposed property does not constitute one of the exemptions to the restrictions on new housing in the countryside. The location is away from essential facilities which would involve reliance on the private motor car. This is not a sustainable development.

This proposed development will be located in a private residential garden and therefore we suggest that under NPPF para. 48 MSDC would not be able to count this development towards its housing site target as residential gardens are specifically excluded.

The site is extremely restricted, there would be no adequate turning room for private motor vehicles. The proposal places the new property forward of the existing building line of the neighbouring properties which will materially reduce the residential amenity of the adjacent properties.

The proposal to site the dwelling forward of existing properties and the construction of a wall on the boundary will have a detrimental effect to the current open and rural character of the entire road – a village amenity as identified under the draft Drinkstone Neighbourhood Plan consultation.

19.06.20

Resolved:

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

Noted:

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

19.06.22

Noted:

A verbal report from the Clerk on progress towards the Neighbourhood Plan, advising that a briefing for Councillors on the Draft Neighbourhood plan will take place on Monday 15th July at 7:30, to be followed by an Extraordinary Meeting of the Parish Council on Thursday 18th July at 7:30 to consider approving the Draft Neighbourhood Plan. If approved, a drop-in day at the village hall is planned for Saturday 27th July, between 10am and 3pm, prior to a full public consultation on the Draft Neighbourhood Plan.

19.06.23

Noted:

A verbal report from the Clerk in respect of progress toward registering Parish Lands for Drinkstone confirming some small amendments were required to the plans in accordance with HM Land Registry Guidelines (legends etc) prior to submission of the plans to the Council's appointed Solicitors.

Signed: Daphne Youngs

Date: 1st July 2019

Signed: Daphne Youngs

Date: 1st July 2019

- 19.06.24 **Noted:**
A verbal report from the Clerk on progress towards the GDPR confirming that the Clerk was in the process of setting up some new standard e-mail addresses for Councillors.
- 19.06.25 **Noted:**
That when Public comment or questions on any matter of Council business were invited:
- 25.1 A local resident was concerned that the proposed "Do not knock" stickers discussed at 19.06.06.3 might signal that a resident displaying the sticker was vulnerable. The meeting noted their concern, but considered that the stickers were not restricted to vulnerable residents and the decision on whether or not to request and display such a sticker was a matter of personal choice.
- 19.06.26 **Noted:**
That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, there was none.
- 19.06.27 **Noted:**
That the scheduled date for the next meeting is Monday 1st July 2019 beginning at 8.00pm in the Village Hall.
- 19.06.28 Meeting closed at 8:45pm.

Signed: Daphne Youngs

Date: 1st July 2019