

DRINKSTONE PARISH COUNCIL

MINUTES

of an Ordinary Meeting of the Council held on
Monday 7th October 2019

Present: Cllrs Edmondson, Hembra, Holborn, Moss, Schofield, Selvey, Youngs

Attending: Parish Clerk Mrs Hilary Workman
SC Cllr Penny Otton, Mr J Barton (Chair of Wickhambrook PC, by invitation)
11 members of the public

19.10.01 **Noted:**
There were no apologies for absence.

19.10.02 **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.

19.10.03 Resolved:
That the Minutes of the Parish Council Meeting held on 2nd September 2019, as tabled, were agreed as a true record.

19.10.04 **Noted:** Open Session

That when public comment or question on any agenda item was invited, the following:

- 4.1 8An enquiry with respect to news on the bus service which the meeting agreed would be dealt with under 5.2.1; and
- 4.2 By invitation: Cllr John Barton of Wickhambrook was welcomed to the meeting. Cllr Barton gave a brief introduction to his experience of managing Vehicle Activated Signs (VAS) in Wickhambrook, which initially shared a machine with a neighbouring parish (Lidgate, funded by Suffolk County Councillor through their locality budget), and operated 3 sites, but subsequently purchased a machine for the parish and expanded the number of sites that the machine(s) can be operated from to 7, mainly on B and C roads in the Parish where speeding has been a cause for concern. The later model battery powered machine which combines a sign indicating the speed together with a message to "slow down" when over the speed limit has been found to be more effective. Suffolk County Council pay for the installation of the poles, which need to be sited meter off the highway. Lead time on approval and installation can sometimes be as much as 14 weeks.

Cllr Barton has developed a good working relationship with Suffolk Police, to whom the stats downloaded from the Westcotech signs are forwarded. He had found that time spent in formatting the stats downloaded before forwarding on has helped the police and consequently where resources are available more monitoring is undertaken as a result. By collecting data from a machine which is able to record the GPS of the machine, this further helps the police in knowing exactly where to station their monitoring vehicles. This has resulted in 36 prosecutions from two sites in Wickhambrook in the past six months.

Cllr Barton extended a very kind offer of practical assistance should Drinkstone decide to invest in a machine in the future.

In response to a question Cllr Barton confirmed that Wickhambrook does not use the machines in stealth mode, the signs always display the speed when triggered and collecting data. There has been occasional vandalism (two occasions in three years) and the machines are covered by the parish insurance.

Signed: Daphne Youngs

Date: 7th October '19

The recorded speed of vehicles tends to fluctuate, but complaints about speeding have reduced.

Councillors thanked Cllr Barton for his time.

19.10.05

Noted:

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

- 5.1 SALC:
 - 5.1.1 Independent review into Local Government Audit – submitted by the Clerk
 - 5.1.2 A new County-wide campaign to encourage volunteering
 - 5.1.3 Suffolk Local Authorities: Parish Engagement
 - 5.1.4 Mid Suffolk Area Forum: [September Notes](#)
- 5.2 Suffolk County Council
 - 5.2.1 Response to representation by Drinkstone Parish Council to proposed withdrawal of funding and impact on bus service provision to the village. The meeting asked the Clerk to publish this to the Website and include in the Parish Magazine.
- 5.3 BMSDC
 - 5.3.1 [MSDC 5 Year Housing Land Supply Position Statement](#)
 - 5.3.2 Housing - Decision to dispose of Stotts Cottage
 - 5.3.3 Assistant Director of Environment and Commercial Partnerships – Response to correspondence re TPO's. The meeting asked the Clerk to reply further clarifying the position of the Oak and the need for a TPO.
- 5.4 Local Government Boundary Commission – Division arrangements
- 5.5 Suffolk Community Awards – Press release
- 5.6 Suffolk Preservation Society – Landscape Training
- 5.7 Great Barton Parish Council – Crown Estates

19.10.06

Noted:

- 6.1 A written report (*previously circulated*) from District and County Council Ward Member Cllr Penny Otton, who further confirmed that she would support Drinkstone's request that BMSDC be more pro-active in supporting requests from Parish Councils for TPO's.
- 6.2 A written report from Cllr Edmondson (**Report DPC.19.10.01** *previously circulated*), who further confirmed that the responsibility for works to trees on allotments land lies with the Parish Council.
- 6.3 A written report from Cllr Hembra (*previously circulated*), who further reported that there were no reported issues with dog excrement, and all fencing and gates were now in place on the new boundary.
- 6.4 An oral report from Cllr Holborn, the Parish Tree warden who confirmed that he anticipated the work to the two trees identified on the boundary of the Rattlesden Road allotments (7.1 DPC19.10.03 refers) would be likely to be £650 plus VAT.
- 6.5 An Oral report from Cllr Moss who confirmed that phone box had been cleaned out, scrubbed and rubbed down in preparation for painting over the next month. Cllr Youngs kindly volunteered to assist with the painting of the phone box.
- 6.6 An oral report from Cllr Schofield on the parish footpaths and bye-ways noting that Suffolk County Council had now completed the final cut of the year, and asking the Parish Council to extend their thanks to Phillip Graves, Pete Smith, Dan and Luke Jarman who had formed the work party to complete the work on footpath 13 (Chapel Lane to Gedding Road). Thanks also went to Cllr Edmondson for arranging the delivery of woodchip to mulch the paths.
- 6.7 Written report from Cllr Selvey (**DPC19.10.03**, *previously circulated*).

Signed: Daphne Youngs

Date: 7th October '19

19.10.07 Noted: The Clerk's report, items detailed below:

- 7.1 A report on proposed works to Parish Trees (**DPC.19.10.03** *previously circulated*). Cllr Holborn further reported that the Tree Surgeon would talk to UK Power Networks and establish what work they would be prepared to undertake (as the trees are adjacent to power lines, and provide a further quote once this information was available. Cllr Holborn reported that it would be sufficient to remove the ivy from the smaller ash on the highway side of the gate. The meeting

Resolved:

The Parish Council authorise up to £1000 plus VAT to cover the cost of an inspection by a qualified tree surgeon/arboriculturalist and any works identified in the inspection report as necessary.

- 7.2 VAT126 Claim to 2018/19 year end re-submitted as not processed and further VAT126 claim for Q1&2 2019/20 submitted.
- 7.3 To note receipt of invoice (paid) from SLCC for CILCA Registration, for which DPC approved contribution of £125 in budget).
- 7.4 Confirmation of renewal of CAS Membership
- 7.5 To confirm renewal of Parish Online Subscription (**Min 19.09.7.5** refers)
- 7.6 Upcoming training courses
- | | | |
|--|----------------------------|--------------|
| Financial Procedures and Risk Management | - 14 th October | £35 plus VAT |
| Budgeting Workshop | - 22 nd October | £35 plus VAT |
- 7.7 To confirm renewal of Parish Council Insurance (**Min 19.09.7.2** refers).

19.10.08 Noted:

- 8.1 The following receipts:

	Description	£
8.1	BMSDC – 2 nd Part Precept	£4395.00
8.2	Interest	£1.38
8.3	Refund from Hudson Energy Supply payments	£452.24
8.4	Allotment Rent	£15.00

- 8.2 The following schedule of payments for authorisation:

	Description	£	Santander Chq No.
8.2.1	Top Garden Services # 11 (8 th & 22 nd August)	£75.00	222048
8.2.2	BMSDC Dog & Litter Bins (awaiting invoice)	£45.00	Authorised not paid
8.2.3	Clerk Expenses Quarter 2	£127.29	222049
8.2.4	SALC #22461	£144.00	022047
8.2.5	Cllr P Holborn (refund of payment to Mr A McNair	£20.00	022048

8.3 Resolved

To authorise the schedule of payments listed at 8.2 above for payment.

Signed: Daphne Youngs

Date: 7th October '19

8.4 Payments previously authorised:

	Description	£	Santander Chq No.
8.4.1	Clerk Salary: Period 6	£346.26	022049
8.4.2	Contribution to Clerk's CILCA Registration	£125.00	022050
8.4.3	HMRC	£2.00	022051

8.5 Resolved

To confirm the following direct debits for the financial year 2019.20 from Lloyds Bank (Allotments Account).

8.61	Anglian Business Water (Gedding Road Allotments) variable Quarterly
8.6.2	Anglian Business Water (Rattlesden Road Allotments) variable Quarterly

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

19.10.09

9.1 **Noted:**

that NALC had revised and re-issued the Model Financial Regulations (**DPC19.10.04** *previously circulated*) and the Clerks recommendation that these be adopted incorporating the proposed limits and deletions where appropriate; and.

9.2 **Resolved:**

That the NALC Model Financial Regulations (July 2019) be adopted, incorporating all local limits and noting deletions where not applicable to Drinkstone Parish Council as circulated at 9.1 above.

19.10.10

Noted:

An update on progress towards internet banking (**DPC 19.10.05** *previously circulated*).

19.10.11

Noted:11.1 **DC/19/03710** – Planning Application

Change of use of an agricultural barn to a dwelling, including conversion of a Nissen hut to a garage and a greenhouse, vehicular access and curtilage.
Joli Farm, Hill Farm Lane, Drinkstone

BMSDC: Granted

DPC: No Obj. (Min. Ref.19.09.11.1)

11.2 **DC/19/03926** - Notification of works to trees protected by TPO

TPO357 - Ash (T1) Fell Woodend, Rattlesden Road, Drinkstone, IP30 9TL

BMSDC: [Granted subj.to conds](#)

DPC: No Objections (Min.Ref

19.09.11.2)

11.3 **DC/19/03621** - Discharge of Conditions

application for DC/19/02131 (LBC) - Condition 3 (Details of Lime Mortar Mix).
Church Cottage, The Street, Drinkstone, Bury St Edmunds Suffolk IP30 9SX

BMSDC: [Approved Conditions](#)

Signed: Daphne Youngs

Date: 7th October '19

- 19.10.12 12.1 **DC/19/04376** – Application for Planning Permission
Erection of 1no. dwelling and detached carport including creation of vehicular accesses
Land At, Chapel Lane, Drinkstone, Suffolk
The meeting considered:
- **the application documentation published to Mid Suffolk District Council’s planning portal**
 - **Drinkstone Parish Council’s (DPC) draft Neighbourhood Plan and, determined to object to the application, giving the following reasons:**

Policy DRN1 - Spatial Strategy

“The focus for new development will be within the Settlement Boundaries of Drinkstone and Drinkstone Green, as defined on the policies map”

The application falls within the settlement boundary.

DRN2 - Housing Development

“...growth will be met through...

ii) small brownfield windfall sites and infill plots within the settlement boundaries that come forward during the plan period and are not identified in the Plan”

The application met this condition.

DRN9 - Biodiversity

Proposals should avoid the loss of, or substantial harm to important trees, hedgerows and other natural features such as ponds and watercourses. Where some uses or harm are unavoidable:

i) the benefits of the development must be demonstrated clearly to outweigh any impacts”

Where new access is created, or an existing access is widened, through an existing hedgerow, a new hedgerow of native species shall be planted on the splay returns into the site to maintain the appearance and continuity of hedgerows in the vicinity

The site and location of the proposed dwelling is immediately adjacent to an identified breeding ground for the Great Crested Newt and provides habitat for this endangered species. The applicants have not supplied any sort of mitigation strategy. The meeting was concerned that the applicants had not given sufficient information to allow MSDC to determine the likely impact of the development. It should be noted that the applicant cleared the land, including the area closest to the newt breeding ground before any ecological survey was carried out. The meeting took the view that until a mitigation strategy had been prepared and assessed it was not possible for the Parish Council or MSDC to determine whether the impact of the development upon a protected species could be satisfactorily mitigated.

Application form Q10. Trees or hedges on the development site that could influence the development or might be important as part of the local landscape character?

The Applicant had indicated no. The group of mature trees which bound the site have been identified as being an important part of the landscape character, as Drinkstone is a settlement large girdled by trees. (Landscape Character Assessment , Feb 2019)

The Arboricultural report also recommended that the hedge on the E boundary, abutting Elm Tree Cottage should be “reduced back towards the boundary to allow construction space”. The meeting was concerned as to the likely negative effect the cutting back of a deciduous hedge would have on the setting of a listed building, the existence of a wildlife corridor, the habitat of an endangered species and the privacy of neighbours.

DRN11 - Heritage Assets

...proposals must

- a) preserve or enhance the significance of the heritage assets of the village, they setting and the wider built environment...
- d) demonstrate a clear understanding of the significance of the asset and of the wider context in which the heritage asset sits, alongside an assessment of the potential impact of the development on the heritage asset and its context

Signed: Daphne Youngs

Date: 7th October '19

Where a planning proposal affects a heritage asset it must be accompanied by a heritage statement identifying as a minimum the significance of the asset, and an assessment of the impact of the proposal on heritage assets. The level of detail of the Heritage Statement should be proportionate to the importance of the asset...and sufficient to understand the potential impact of the proposal on its significance and/or setting”

There is no heritage statement, as pointed out by the Heritage Officer. The English Heritage listing of one building stated that one of the four reasons given for its historical and architectural interest was its “considerable group value” with the nearby listed buildings. To what extent does what is proposed development impact the setting of this groups of listed buildings.

DRN12 - Design considerations

To what extent does it satisfy the requirements of the Development Design Checklist in Appendix D of the NP

- D) taking mitigation measures into account, do not affect adversely:
- i) any historic character of the site and its surroundings....
 - ii) important landscape characteristics including trees and ancient hedgerows and other topographical features as set out in the Landscape Appraisal
 - iii) sites, habitats, species and features of ecological interest

The meeting found there was insufficient information in the application to reach a conclusion on the above.

DRN13 - Sustainable Construction Practices

maximize solar gain in layout and orientation of buildings; best practice energy conservation measures avoid fossil-fuel based heating systems...where feasible ground/air source heat pumps, solar panels and grey/rainwater harvesting

The meeting found there was insufficient information in the application to reach a conclusion on the above.

Other matters

Chapel Lane is a single lane unadopted road with no passing places, and bounded by ditches on both sides. It is unsuitable for HGVs. The meeting asked what measures were the applicants proposing to mitigate the effect of large vehicles bringing materials onto the site? There was no construction plan proposed, nor an indication of howl construction traffic would be managed without interfering with the normal traffic on Chapel Lane.

Cllrs noted that Access had not changed since the previous application (which Suffolk County Council highways had objected to) and could not be improved at this time.

12.2 Resolved

That the Clerk make known the Council’s comments on Planning Applications on this agenda to the Corporate Manager, Growth & Sustainable Planning at Mid Suffolk District Council.

N.b.The Parish Council received advice that the application had been withdrawn.

19.10.13

Noted:

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

19.10.14

Noted:

- 14.1 An oral update from Cllr Youngs advising that the Draft Neighbourhood Plan had completed its Public Consultation (closed 4th October 2019). The Neighbourhood Plan group would now respond to individual comments submitted. Suffolk County Councillor Penny Otton advised that at another parish in Mid Suffolk local residents had misunderstood the purpose of the referendum and highlighted the importance of advance publicity prior to the referendum.

Signed: Daphne Youngs

Date: 7th October '19

- 19.10.15 **Noted:**
 15.1 A report on progress toward registering Parish Lands for Drinkstone (**DPC19.10.05** *previously circulated*). Councillors further noted the Solicitors' advice with respect to the likely complexity and cost of establishing the Parish's Title over the track and determined that the right of access track leading across Parish Lands at Rattlesden Road should be re-established at the 8' width. Cllrs Moss and Holborn to report back with measurements of the existing width of the track to the Clerk. The meeting agreed therefore, that the substantive proposal below:
To instruct the John Casson Chartered Surveyor undertake a valuation of land at Rattlesden Road and authorise the cost of this work up to £400 plus VAT.
 be withdrawn until accurate measurements were available.
- 19.10.16 **Noted:**
 An oral report on progress towards the GDPR, confirming that all Parish Councillors had migrated to a new Parish e-mail address and work was underway to make shared documents such as agenda and minutes available in the future.
- 19.10.17 **Approved:**
 meeting dates for 2020 as set out below:
Ordinary Meetings:
 13th January; 3rd February; 2nd March; 6th April; 11th May (**Annual Meeting of Parish Council**); 1st June; 6th July; 7th September; 5th October; 2nd November; 7th December; and 11th January 2021.
Annual Parish Meeting:
 11th May
- 19.10.18 **Noted:**
 When public comment or questions on any matter of Council business were invited, the following:
- To note that Suffolk's Police and Crime Commissioner Tim Passmore had invited people living and around Stowmarket to his next Question and Answer Session on Tuesday 8th October.
 - The editor of the Parish Magazine, Graham Todd requested a precis of the minutes in advance of the 15th of each month and asked if the Parish Council could advise in advance how much space would be required.
- 19.10.19 **Noted:**
 There was no other Council business for information, to be noted or for inclusion on a future agenda.
- 19.10.20 **Noted:**
 That the scheduled date for the next ordinary meeting of the Parish Council was Monday 7th October 2019 beginning at 8.00pm in the Village Hall.
- 19.10.21 **Noted:**
 The meeting closed at 9:32pm.

Signed: Daphne Youngs

Date: 7th October '19