

# **DRINKSTONE PARISH COUNCIL**

## **MINUTES**

of an Ordinary Meeting of the Council held on

**Monday 2<sup>nd</sup> December 2019**

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

**Attending:** Parish Clerk Mrs Hilary Workman  
SC Cllr Penny Otton & 4 members of the public

19.11.01 **Noted:**

There were no apologies for absence.

19.11.02 **Noted:**

When Member's Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited, the following:

Cllr Moss – Local Non-Pecuniary Interest – 8.2.3

There were no additions or deletions to the Council's Register of Interests.

**19.11.03 Resolved:**

**That the Minutes of the Parish Council Meeting held on 4<sup>th</sup> November 2019, as tabled, were agreed as a true record.**

19.11.04 **Noted:** Open Session

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

19.11.05 **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 Mid Suffolk Area Forum – 3<sup>rd</sup> December

5.1.2 Local Councillor E-newsletter (circulated)

5.1.3 Annual Conference – Mon 18 Nov '19

5.2 BMSDC

5.2.1 Parish Precept and Tax Bases

5.2.2 Fly tipping campaign & Christmas Waste Information – the meeting asked the Clerk to publish this to the website

5.2.3 Tree for life - the meeting asked the Clerk to publish this to the website

5.3 East Suffolk & North Essex NHS Foundation Trust

5.4 Update from Headway Suffolk

5.5 Dementia Friends Session - the meeting asked the Clerk to publish this to the website

19.11.06 **Noted:**

6.1 A written report (*previously circulated*) from District and County Council Ward Member Cllr Penny Otton, who further confirmed that at the last cabinet a Rights of Way Improvement Plan, digital maps and new system to prioritise maintenance and green access were considered. Cllr Otton also advised that the High Sherriff's fund provides grants to young people's projects. Cllr Youngs thanked Cllr Otton for all her support through-out the year.

6.2 A written report from Cllr Edmondson (*previously circulated*).

6.3 A written report from Cllr Hembra (*previously circulated*).

6.4 A written report from Cllr Holborn (*previously circulated*).

1. The meeting agreed that an item should be added to the Annual Parish Meeting agenda (the NP group to give consideration to taking forward Drinkstone NP Community Action points 1, 2 & 3.

**Signed:** Haslett Schofield

**Date:** 13 Jan '20

2. Thanks to Giles Youngs and volunteers for assistance in preparing the ground for new hedging on the North side of the Cricket.
  3. Confirmed that Hawkins Forestry had been instructed to remove dead wood from a Parish tree on Rattlesden Road.
  4. Further reported that MSDC planning enforcement officer had acknowledged that the hedgerow removed from Rookery Meade Farm Barns had been taken out illegally.
  5. The meeting agreed to request that Cllr Otton broker a meeting between the Parish Council (Clerk & Tree Warden) and the Assistant Director of Environment and Commercial Partnerships, Cassandra Clements to pursue lack of progress on TPO's for at risk trees in the parish.
- 6.5 An Oral report from Cllr Moss who advised that one coat of paint had been applied to the phone box and a second coat would be applied when better weather set in.
- 6.6 An oral report from Cllr Schofield on the parish footpaths and bye-ways noting no changes since the November report.
- 6.7 An oral report from Cllr Selvey noting that:
- Re-painting of white lines at Beyton Road had been completed
  - Some of the reported pot holes had been filled by SCC, but a number deemed too small for work to be undertaken to them.

Cllr Selvey further presented proposals for siting posts for the proposed speed information display (SID). The posts need to be sited 100m inside the commencement of a 30mph zone, and require a 100m clear view. Six sites were identified, as indicated below:

1. Rattlesden Road opposite allotments TL962597
2. Jcn of Gedding Road and Rattlesden Road TL958603
3. Opposite Village Hall, Gedding Road TL960606
4. The Street between The Old Almshouses and Drinkstone Lodge TL959614
5. Opposite Rectory Cottage and Brook House Beyton Road TL959620
6. Beyton Road, opposite Dene Cottage TL958619

and the meeting agreed that Cllr Selvey and the Clerk would prepare the necessary consultation letter to be served on any neighbouring properties.

**19.11.07 Noted:** The Clerk's report, items detailed below:

- 7.1 Upcoming training courses
- 7.2 That a re-declaration to the Pensions Regulator had been submitted.
- 7.3 That a locality award application had been submitted by Drinkstone to support a publication about Parish Footpaths.
- 7.4 A report on proposed variation to schedule of meetings (**DPC19.12.01** *previously circulated*). The meeting agreed to consider this item at its January meeting.
- 7.5 A report on dealing with Wayleave payments from Parish Lands (**DPC19.12.02** *previously circulated*). Cllr Youngs further reported that in 1980 the Parish Council had decided to allocated wayleave paid on the Rattlesden Road parish lands used for grazing to the Drinkstone Green Allotments Trust. The meeting agreed that the Parish Council disburse funds generated from existing annual wayleave agreements relating to Parish Lands used for allotments to the Drinkstone Green Allotments Trust to support maintenance and upkeep of boundaries and the water supply.

Further, that a response had been received from Cassandra Clements, as discussed at **19.12.6.4.5**, and that a VAT refund claim had been submitted to HMRC to the value of £1212.52.

**Signed:** Haslett Schofield

**Date:** 13 Jan '20

**19.11.08 Noted:**

8.1 The following receipts:

	Description	£
8.1.1	Interest	£1.34
8.1.3	Wayleave from Parish Lands	£111.56

8.2 The following schedule of payments for authorisation:

	Description	£	Santander Chq No.
8.2.1	Top Garden Services # 13 (3 <sup>rd</sup> , 17 <sup>th</sup> & 31 October)	£112.50	
8.2.2	Clerk Salary Period 8	£238.33	
8.2.3	Refund to Cllr T Moss (materials for Phone Box)	£133.31	

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

8.4 Payments previously authorised:

	Description	£	Santander Chq No.
8.4.1	Wave (Rattlesden Road Allotments)	£29.06	DD
8.4.2	Wave (Gedding Road Allotments)	£36.14	DD

8.6 The cash book report against budget, and the current account balances and reconciliation, as scheduled, and the Chairman's confirmation that they are supported by relevant Bank Statements.

**19.11.09 Noted:**

The draft annual budget and proposed precept (**DPC19.12.03** *previously circulated*). The meeting agreed to send any proposed amendments for consideration to the Clerk by 20<sup>th</sup> December.

**19.11.10 Noted:**

Cllrs considered an oral update from the Clerk on progress towards internet banking and completed additional information required as part of the application process.

19.11.11 **Noted:**

That there were no planning results as notified by Babergh Mid Suffolk District Councils

19.11.12 **Noted:**

**That there were no Planning applications notified by Babergh Mid Suffolk District Councils for comment.**

**Signed:** Haslett Schofield**Date:** 13 Jan '20

- 19.11.13 **Noted:**  
The following planning matters for information, to be noted or for inclusion on a future agenda.  
13.1 **DC/18/03905** – Application for Listed Building Consent  
Construction of two conservation roof windows into rear elevation  
Stotts Cottage, 2 Cross Street, Drinkstone IP30 9TP  
**BMSDC:** Refused **Drinkstone PC:** No Comment (**Min 18.11.11.3**)  
Appeal Ref: APP/W3520/y/18/3218444 made against the decision of Mid Suffolk District Council allowed and Listed Building Consent granted.
- 19.11.14 **Noted:**  
An Oral report from Cllr Youngs on progress towards producing a Neighbourhood Plan for Drinkstone advising that the adopted draft plan had been submitted to Mid Suffolk District Council and then out to external examiners prior to a local referendum. MSDC had advised that its consultation would commence after the General Election, which meant that the Referendum would now be likely to take place in May 2020.
- 19.11.15 **Noted:**  
A report on progress toward registering Parish Lands for Drinkstone (*previously circulated as DPC19.12.04*). The meeting asked Cllr Selvey and the Clerk to finalise a brief on which to instruct a Chartered Surveyor, and  
**Resolved**  
**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.**
- 19.11.16 **Noted:**  
An oral report on progress towards the GDPR, confirming that the Clerk had noted new WC3 Accessibility Guidelines coming into effect in September 2020 relating to accessibility standards for websites, which Parish Councils will need to comply with.
- 19.11.17 **Noted:**  
When public comment or questions on any matter of Council business were invited, there were none.
- 19.11.18 **Noted:**  
There was no other Council business for information, to be noted or for inclusion on a future agenda, the following:  
18.1 Cllr Youngs reported that she was standing down from the Parish Council following the December meeting. The Parish Council thanked her for five years on the Parish Council and her leadership through this time.
- 19.11.19 **Noted:**  
That the scheduled date for the next ordinary meeting of the Parish Council was Monday 13<sup>th</sup> January 2019 beginning at 8.00pm in the Village Hall.

**Signed:** Haslett Schofield

**Date:** 13 Jan '20

- 19.11.20 20.1 **Resolved:**  
**That the press and public should be excluded from item 25, as it was considered that their presence would be prejudicial to the public interest, due to the confidential nature of the business.**
- 20.2 **Noted:**  
That members of the public were excluded from the meeting at 8.58pm.
- 20.3 **Resolved:**  
**Staffing matter – Cllrs considered a report on a staffing matter (DPC19.12.05 *previously circulated*) and resolved that in accordance with Clause 14.1 of the Clerk’s contract, the Parish Council would reimburse the Clerk pay for overtime accrued through 2019 to 30<sup>th</sup> November (70 hours), the balance of 3 hours 30 minutes to be taken as Time Off in Lieu. The meeting further agreed to formalise an overtime procedure at a future meeting.**
- 19.12.21 The meeting closed at 9:14pm.

**Signed:** Haslett Schofield

**Date:** 13 Jan '20