

# **DRINKSTONE PARISH COUNCIL**

## **MINUTES**

of an Ordinary Meeting of the Council held on  
**Monday 13<sup>th</sup> January 2020**

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

**Attending:** Parish Clerk Mrs Hilary Workman, & 4 members of the public

20.01.01 **Noted:**

Election of Chair: Cllr Haslett Schofield

Appointment of Vice-Chair: Cllr Richard Edmondson.

20.01.02 **Noted:**

When apologies for absence were invited: SC Councillor Penny Otton

20.01.03 **Noted:**

When Member's Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items were invited, there were none.

**20.01.04 Noted:**

A query from Cllr Holborn with respect to Min. Ref. 19.12.16. The meeting confirmed that Cllr Selvey and the Clerk had been asked to finalise a brief on which to instruct the appointed Chartered Surveyor, for which funding had been approved.

**Resolved:**

**That the Minutes of the Parish Council Meeting held on 2<sup>nd</sup> December 2019, as tabled, were agreed as a true record.**

20.01.05 **Noted:** Open Session

That when public comment or questions on any agenda item were invited, the following:

- 5.1 A member of the public asked whether the Parish Council had received any funding from CIL and how it worked. The Clerk explained that to date the parish had not received any CIL funding as the developments were either self-build or below the size threshold. Where CIL is levied, the Parish would be paid 15% of the levy (which would increase to 20% on adoption of the Neighbourhood Plan). Further infrastructure funds were available through a bidding process (usually twice a year).

20.01.06 **Noted:**

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

5.1 Community Action Suffolk update

5.2 MSDC

5.2.1 Planning Enforcement – consider under 13.2

5.2.2 Town & Parish Council Liaison Meeting – The meeting agreed that Cllr Schofield would attend this meeting.

5.3 SALC Bulletin

5.4 Powerforpeople – Request to support Local Electricity Bill

5.5 Suffolk Neighbourhood Watch Association – the meeting agreed that this would be considered at the next ordinary meeting.

5.6 Primary Care Supplies – the meeting asked the Clerk to investigate signs to be ordered for the Drinkstone defibrillator.

**Signed:** Haslett Schofield

**Date:** 03/02/2020

**Noted:**

- 7.1 A written report (*previously circulated*) from District and County Council Ward Member Cllr Penny Otton.
- 7.2 A written report from Cllr Edmondson (*previously circulated*) who further reported that the allotments had now drained of water.
- 7.3 A written report from Cllr Hembra (*previously circulated*). Cllr Hembra further reported that the water in the boundary ditch had now drained away but may be an issue in the future. The meeting asked Cllr Hembra to cost the installation of a pipe to aid draining of this ditch.
- 7.4 An Oral report from Cllr Holborn who advised:
1. That the hedge on the playing field had now been planted, with thanks to all volunteers;
  2. That he had chased the tree surgeon appointed to complete the work on the trees at Rattlesden Road allotments for a completion date;
- 7.5 An Oral report from Cllr Moss who advised that a second coat of paint would be applied to the phone box when better weather set in.
- 7.6 An oral report from Cllr Schofield on the parish footpaths and bye-ways noting that the paths were very muddy but well used. The meeting agreed that a further distribution of chippings would make the paths more accessible, and asked the Clerk to contact SCC with respect to sourcing more yellow footpath points for waymarking. The meeting agreed that additional signs discouraging dog fouling would be useful and Cllr Schofield kindly offered to source these. It was further noted that the work required to the style at Rattlesden Road had been reported again to SCC.
- 7.7 A written report from Cllr Selvey (*previously circulated*) who further confirmed that:
- Pot holes at Hill Farm Lane had been filled
  - Consultation of 13 residents in the vicinity of the proposed sites for the posts fixing the proposed speed information display (SID) signs had been undertaken. Six had been returned with only one query raised. He explained that SCC expected the Parish Council to determine whether responses favourable for all sites. The meeting agreed that the consultation period be extended and the report to SCC be finalised at the next meeting.

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

- 8.1 A Locality Grant submitted by the Parish Council on behalf of the NP Environment Sub-Group looking at footpath access had been awarded in sum of £250.00. (**Min Ref 20.01.9.2.2**). Cllr Holborn confirmed that the map which would appear in the leaflet was the one prepared as part of the Neighbourhood Plan, and for which the Parish Council had Crown Copyright.

**8.2 Resolved**

**That Drinkstone Parish Council donate the sum of £250.00 awarded under a Locality Grant to support the publication of printed maps of village footpaths (under the power of S.144 LGA 1972 (Power to promote tourism)).**

**Signed:** Haslett Schofield**Date:** 03/02/2020

8.3 That a VAT126 Claim for the first 3 quarters of 2019 had been submitted to HMRC in the sum of £399.76.

8.4 That the annual payment of the Information Commissioner's Data Protection fee, currently £40, had been paid by the Clerk (**Min. Ref. 9.2.6**). A saving of £5 per annum could be made in future years by switching to a direct debit payment.

**8.5 Resolved:**

**That the Clerk be authorised to set up a direct debit mandate for annual payment of the Information Commissioner's Data Protection Fee (£35, non VATable).**

8.6 That following the resignation of Daphne Youngs from the Parish Council, a Notice of Vacancy was posted on 19<sup>th</sup> December 2019. If no request for an election had been received by 10 electors in the Parish by 14<sup>th</sup> January, the Parish Council could then proceed to co-opt a councillor.

**20.01.09**

**Noted:**

9.1 The following receipts:

	Description	£
9.1.1	Santander - Interest	£1.34
9.1.2	Mid Suffolk District Council – Locality Award	£250.00
9.1.3	HMRC VAT Refund XDV126000102432	£1212.52

9.2 The following schedule of payments for authorisation:

	Description	£	Santander Chq No.
9.2.1	Clerk Salary period 9	£238.83	022060
9.2.2	Gipping Press (reference 20.01.8.2 – publication of printed matter) <b>N.B.</b> Cheque not issued as invoice not received in time.	£250.00	- <b>Cheque not issued</b>
9.2.3	Top Garden Services 28 Nov' 19 #14	£37.50	022061
9.2.4	Clerk expenses Q3 2019-20	55.49	022062
9.2.5	Places4People Ltd: Neighbourhood Plan Support #275	£431.52	022063
9.2.6	Refund to Clerk – ICO GDPR Data Protection fee	£40.00	022064

**9.3 Resolved**

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

9.4 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.

9.5 The meeting confirmed (further to **Min. Ref 19.12.10**) an update of the banking mandate for Drinkstone Green Allotment to:

Remove Signatories Lorna Thurlow, Sue Cousins & Peter Dow

Add as new Signatories Cllr Haslett Schofield and Cllr Richard Edmondson

Add as a non signatory, the Clerk, Hilary Workman

**Signed:** Haslett Schofield

**Date:** 03/02/2020

- 20.01.10 Noted:**
- 10.1 A report (**DPC 20.01.01** *previously circulated*) on the proposed draft budget for the financial year 2020/2021.
- 10.2 Resolved:**  
**That Drinkstone Parish Council approve the proposed budget (DPC 20.01.01), and**
- 10.3 Resolved:**  
**That Drinkstone Parish Council directs Mid Suffolk District Council to pay the sum of £8,920.00, being the Parish Council's total precept requirement for the financial year commencing 1<sup>st</sup> April 2020**
- And that the Precept form was signed by Cllrs Schofield, Edmondson and Hembra and witnessed by the Clerk, for submission to MSDC.
- 20.01.11 Resolved:**  
**That Council appoint Messrs Heelis and Lodge as Internal Auditors for the financial year 2019/2020.**
- 20.01.12** The following planning results as notified by Babergh Mid Suffolk District Councils:
- 12.1 **DC/19/04298** - Outline Planning Application  
Erection of 1 No Dwelling and Garage  
Land North of Greyfriars, Rattlesden Road, Drinkstone, IP30 9TL  
MSDC: **Refusal** DPC: **Objection (Min.19.11.12.2 refers)**
- 12.2 **DC/19/05083** – Outline Planning Application (All matters reserved)  
Erection of 1 No Dwelling and Garage  
Land East of the Drift, Rattlesden Road, Drinkstone, IP30 9TL  
MSDC: **Refusal** DPC: **Objection (Min. 19.11.12.3 refers)**
- 12.3 **DC/19/05515** – Larger Householder Extension  
Notification for Prior Approval for a proposed larger home extension  
Erection of a single storey rear extension  
Park Road, Drinkstone IP30 9TF  
MSDC: **Notice that prior approval to the development is not required**
- 20.01.13 Noted:**
- 13.1 **DC/19/05187** - Full Planning Application  
Partial change of use of garage (class C3) Residential use to (class B2) General Industrial use as a nanobrewery.  
Foxhollies, Rattlesden Road, Drinkstone, Bury St Edmunds IP30 9TL –  
**The meeting noted that this application had been withdrawn.**
- 13.2 **DC/19/05652** – Planning Application  
Change of use of an agricultural barn (Sui Generis) to Use Classes B1 (business) and B2 (general industrial)  
Buildings at Rookery Meade, Beyton Road, Drinkstone IP30 9SS  
**The meeting considered:**
- the application documentation published to Mid Suffolk District Council's planning portal
  - A letter submitted to the Parish Council objecting to the application
  - The applicant's comments and his responses to questions asked by the Parish Council; and
  - Drinkstone Parish Council's (DPC) draft Neighbourhood Plan and, determined not to object to the application, subject to the following conditions:
1. That any use would not result in additional traffic over and above that currently accessing the site

**Signed:** Haslett Schofield

**Date:** 03/02/2020

2. That any use would not result in an increase in noise levels
3. That working hours would be restricted to:
  - a. Monday – Saturday 08:30 – 18:00
  - b. No use on Sundays or Bank Holidays
4. Lighting levels generated by the site would not exceed those generated by laboratory use
5. That Suffolk County Council were satisfied with access and egress to the site; and
6. Where possible, the hedging which had been removed contrary to the 1997 Hedgerow regulations would be re-instated.

13.3 **DC/19/05714** - Full Planning Application

Erection of 1No dwelling (following demolition of existing dwelling)

**Hammond Lodge, Rattlesden Road, Drinkstone, Bury St Edmunds IP30 9TL**

The meeting considered:

- the application documentation published to Mid Suffolk District Council's planning portal
- A letter submitted to the District Council from a near neighbor supporting the application
- Drinkstone Parish Council's (DPC) draft Neighbourhood Plan, notably, design, street scene and sustainability

and, determined to support the application, subject to the protection of existing trees on the development site in accordance with the relevant British Standards.

13.4 **DC/19/05778** - Householder Planning Application

**DC/19/05779** - Application for Listed Building Consent

Erection of extension and alterations to outbuilding to form annexed accommodation;

Erection of walled garden and green house (following removal of tennis courts)

**Rookery Farm, Gedding Road, Drinkstone, Bury St Edmunds IP30 9SZ**

The meeting considered:

- the application documentation published to Mid Suffolk District Council's planning portal
- The response from English Heritage to the LB application, which anticipated that any issues could be mitigated and did not object
- Drinkstone Parish Council's (DPC) draft Neighbourhood Plan, notably, design, and sustainability. The parish Council considered the proposal to replace the tennis courts with the erection of a walled garden and green house would enhance the property

and, determined to support the applications, subject to listed building aspects being managed by English Heritage and a condition that the annexed accommodation could not in future be sold as a separate dwelling.

13.5 **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.

**Signed:** Haslett Schofield

**Date:** 03/02/2020

- 20.01.14      **Noted:**  
The following planning matters for information, to be noted or for inclusion on a future agenda.
- 14.1      Previously circulated to Cllrs – no Extraordinary Meeting deemed necessary  
**DC/19/05494 & 05495** – Householder Planning & Listed Building Application  
Erection of single storey rear extension; infill existing porch, replacement roof tiles and rainwater goods. Conversion of outbuilding to provide guest accommodation.  
**Parkfield, Beyton Road, Drinkstone, Bury St Edmunds, IP30 9SS**
- 14.2      Consultation under Regulation 16: Neighbourhood Planning (General) Regulations 2012 (as amended) – Woolpit Neighbourhood Development Plan.  
Cllr Holborn noted that the Parish Council had commented on the draft plan when circulated by Woolpit Parish Council. The meeting asked Cllr Holborn to advise on any appropriate response to MSDC for consideration at the February meeting.
- 20.01.15      **Noted:**  
An Oral report from Cllr Holborn that the plan had been submitted to MSDC on 14<sup>th</sup> November, but that due to the General Election the formal consultation had commenced on 15<sup>th</sup> December, to run until 7<sup>th</sup> February, after which it would be submitted to an independent examiner. Following the independent examination a referendum on the draft plan would be undertaken by MSDC (costs borne by MSDC)
- 20.01.16      **Noted:**  
A report on progress toward registering Parish Lands for Drinkstone (*previously circulated as DPC20.01.02*). The meeting asked Cllr Selvey and the Clerk to finalise a brief on which to instruct a Chartered Surveyor, and that the Clerk draft a letter to Lucy Blake (incorporating any advice from the Parish Council's Solicitors, setting out the current position.
- 20.01.17      **Noted:**  
A report (**DPC 20.01.03**, *previously circulated*) presented by Cllr Schofield on a proposed change to the schedule of meetings in the financial year 2020/2021. Cllr Schofield further reported that the proposal offered an opportunity to maximise value for money for the Parish, whilst increasing project work and maintaining quality. The Clerk is contracted for 21 hours per month, and work to support the ordinary meetings took an average of 16 hours per month. This left little time for project work, which was where the meeting considered the parishioners would see most benefit. Cllr Schofield reported that over the past year the Clerk had worked extra hours over her contracted hours in order to complete the project work. Cllrs raised concerns over responses to planning consultations and the Clerk confirmed that in many cases, an extension could be arranged. If that were not possible, Cllrs could request an extra-ordinary meeting to consider a particular application, and that because Extra-ordinary meetings dealt with only one item, the work required to support such meetings would be less than an ordinary meeting. Cllr Schofield proposed that Cllrs move to reporting on projects by exception. The meeting agreed to consider the item at the February meeting.
- 20.01.18      **Noted:**  
When public comment or questions on any matter of Council business were invited, the following:
- 18.1      A request that information on dates of meetings was made more widely available.  
The Clerk reported that the website had been updated with the scheduled dates of meetings.

20.01.19      **Noted:**

**Signed:** Haslett Schofield

**Date:** 03/02/2020

There was no other Council business for information, to be noted or for inclusion on a future agenda, the following:

19.1 Correspondence from BMSDC – Spring Clean Suffolk 2020.

20.01.20

**Noted:**

That the scheduled date for the next ordinary meeting of the Parish Council was Monday 3<sup>rd</sup> February beginning at 8.00pm in the Village Hall.

20.01.21

**Noted:**

The meeting closed at 9:39pm

**Signed:** Haslett Schofield

**Date:** 03/02/2020