

DRINKSTONE PARISH COUNCIL

MINUTES

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of an Ordinary Meeting of the Council held on
Monday 4th May 2020 via Zoom

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

Attending: Parish Clerk Mrs Hilary Workman, SCC & MSDC Cllr Penny Otton (part)
Mrs Janet Elnaugh, 1 member of the public & Planning Applicant & Agent

20.05.01 **Noted:**
When apologies for absence were invited there were none.

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

20.05.03 Resolved:
That the Minutes of the Parish Council Meeting held on 2nd March, 2020, as tabled, were agreed as a true record.

20.05.04 Resolved:
That Mrs Janet Elnaugh be co-opted on to Drinkstone Parish Council to serve forthwith.

Mrs Elnaugh and the Clerk both having signed the Declaration of Acceptance of Office, Mrs Elnaugh was welcomed to the meeting as a Councillor.

20.05.05 Cllr Schofield exercised his discretion under Standing Order 1.a to consider item **20.05.14.1** on the agenda at this point, as the applicant and planning agent for application DC/20/0519 had joined the Zoom meeting.

5.1 Agenda item: 14.1 **DC/20/01519** – Planning Application
Erection of 2. No. new buildings for B1 & B2 Use & re-alignment of existing access.
Land at Rookery Meade Farm, Beyton Road, Drinkstone, IP30 9SS

Cllr Schofield confirmed that all Councillors had received the planning application papers and introduced the planning agent, Mr James Bailey, who was acting on behalf of the applicant, Mr Craig Smith. The applicant was invited to comment on the application.

Mr Bailey advised the following:

- The applicant had previously put in for change of use.
- Late last year the applicant indicated to the planning authority that he would like to increase buildings, having received interest from different businesses and new business who would like to extend and develop.
- Two new buildings, one in keeping with existing lab and one in keeping with more agricultural type building were proposed. In addition, the applicant planned to re-align the access following consultation comments from SCC Highways which he had taken on board, and generally tidy up the site.

Signed: Haslett Schofield

Date: 6 July '20

In response to questions from the Councillors, the applicant and his agent advised:

- That the intention was to plant around existing buildings and if permission for this application granted, the new buildings too. He aimed to achieve a look similar to that of Woolpit Business Park .
- The hedge adjacent to the road had been removed as a result of a misunderstanding following a meeting with planning officers, in an attempt to improve existing visibility. It would be landscaped to cater for the new entrance, so the applicant had delayed re-planting the hedge in the interim.
- That there was not an intention to follow with a further planning application for business development on site. The initial application late last year had been to resolve a planning enforcement issue arising from his aim to help a business on site to develop.
- The current application was to address the development aspects that they had identified to support the growth of existing and new business on site, and had been supported by neighbours. (the applicant later advised that he would like to put in a cart lodge garage in his back garden at a later point in time, and that this had already been included on the plans)
- That in addressing landscaping and biodiversity net gain (ref DRN9) the intention was to retain an element of flexibility and practicality. For example, developing a tree canopy behind the barn might be likely to result in an adverse impact on the agricultural land behind it, but a hedgerow might be appropriate in that site and context. They were concerned that adding a condition that they must have a landscaping plan could limit their flexibility to evolve the landscaping with the buildings. He wanted to make it look right for the area, but didn't want to be restricted as to where to plant specific plants.
- They acknowledged the parish council wanted more certainty as to how the impact of the development could be mitigated and considered that there were certain areas that they could work up. They re-affirmed that the applicant was very much in favour of planting and would be more than happy to do something in terms of planting on boundaries of the site. He wanted to achieve what pc appears to want, but did not want to be constrained in exact details. The agent stated that the applicant could agree some structural planting in certain locations (e.g. at front, at entrance and at back) to provide more certainty for the parish council.
- That they did not anticipate much traffic re-location from one place to another, and had been alerted to any concerns raised by SCC Highways. In their view they couldn't direct where traffic comes from, and considered it to be fairly safe in terms of visibility. There was a mix of traffic, and that on Beyton Road was not within the applicant's control, however, they would be happy to agree to drawing up a travel plan as a condition of any planning consent.

There being no questions from members of the public, in response to Cllr Schofield's invitation to sum up, the applicant and his agent advised that they were grateful to have had the opportunity to present the application. The noted the concerns raised as to landscaping and could work with PC at a strategic level in future to mitigate these concerns.

In reaching its determination on this application, the parish council considered:

- the application documents on the Mid Suffolk planning portal
 - Correspondence from a nearby resident in support of the application
 - Applicant and his agent's comments in the meeting
 - Drinkstone neighbourhood plan as submitted to and approved by the examiner
- and determined to support the application with the following conditions:

1. That Suffolk County Council are satisfied with the proposed access and egress to the site
2. That a travel plan is considered for these premises.
3. That the Highways department look at the amount of traffic now using the narrow single-track lane and consider the use of official passing places. If the hedgerows are removed to make any passing places then they should be reinstated.

Signed: *Haslett Schofield*

Date: *6 July '20*

4. That the new use does not increase the noise levels on the site
5. Working hours are limited to 08:30 -18:00 Monday to Saturday. No use on Sunday or Bank Holidays.
6. Lighting levels generated by the site would not exceed the current restrictions that have been agreed and not be of any detriment to nearby residential amenity.
7. Where possible any hedges that were removed contrary to the 1997 hedgerow regulations be reinstated to fit in with the completed splays.
8. That there is a biodiversity net gain to the project.
9. That further consideration is given by the applicant to structural planting on the whole site, detailing proposed species planting.

5.2 **Resolved:**

That the Clerk makes known the Council's comments on Planning Applications on this agenda to the Corporate Manager,

20.05.06

Noted:

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

- 6.1 SALC Newsletter (*previously circulated*)
- 6.2 Suffolk County Council
 - 6.2.1 Briefing re supporting care homes (*previously circulated*)
 - 6.2.2 Grass Cutting Programme 2020 (*previously circulated*)
 - 6.2.3 Briefing on Cyber Cons capitalising on Coronavirus (*previously circulated*)
- 6.3 BMSDC
 - 6.3.1 Chief Planning Officer (*previously circulated*)
 - 6.3.2 Amendments to CIL Expenditure Framework
- 6.4 Power for People – Local Electricity Bill (*previously circulated*). The meeting asked the Clerk to table a Briefing Note on this at a future meeting.
- 6.5 Suffolk Accident Rescue Service (*previously circulated*)
- 6.6 VE 75 – no action.

20.05.07

Noted: Open Session: **8:50pm**

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

- 7.1 In response to a question Cllr Schofield advised that moving to an on-line format was in response to the COVID-19 situation and the intention was to continue with the agreed schedule of meetings throughout the year. A move back to meetings at the village hall would be determined by when restrictions on public gatherings were relaxed.

Session closed: **8:54pm**

20.05.08

Noted:

- 8.1 A written report (*previously circulated*) from District and County Council Ward Member Cllr Penny Otton who further advised:
 - Very impressed at how directors and staff have dealt with the situation.
 - There were still some issues around PPE, particularly delivery and communications.
 - A meeting with finance would look at the impact of the response to COVID-19.
 - SCC were looking at closing roads in town centres to improve pedestrian and cycle access and mobility – suggestions were welcomed
 - The Boundary commission would not now be consulting on its scheduled review of County Boundaries.
 - Mid Suffolk had money to support small businesses – make sure that VH get access to the support grant – have to be exempt from business rates.
 - Brown bin collections would be re-introduced from 11 May.
 - BMSDC were considering how re-cycling sites could be re-opened safely, and the increase of fly-tipping was a consideration.

Signed: Haslett Schofield

Date: 6 July '20

- 8.2 A written report from Cllr Edmondson (*previously circulated*), who further advised that there was one resident on the waiting list for an allotment on the Rattlesden Road site.
- 8.3 A written report from Cllr Hembra (*previously circulated*), who further reported that
- there appeared to be some tipping of garden waste from a property on Cherry Tree Rise. The meeting asked the Clerk to write to the occupiers asking that the waste be disposed of
 - he had received a number of phone calls regarding families being seen using the Cricket and not maintaining social distancing. The meeting asked the Clerk to post a further reminder on Jungle Drums with respect to the importance of social distancing on the Cricket.
 - He was looking at the budget for play equipment on the Cricket. The equipment installed in 2013 had not been purchased by the council, it had been put in by group of volunteers. The meeting thanked Cllr Elnaugh for her kind offer to draft a paragraph encouraging design ideas from children in the village.
- 8.4 A written report Cllr Holborn (*previously circulated*).
- 8.5 An oral report from Cllr Moss who reported that NP Environment Sub-group members were keen to put the Parish Footpaths leaflets in the phone box.
- 8.6 An oral report from Cllr Schofield on the parish footpaths and bye-ways noting that they were well used, hardly need cutting. The bridge down past Cllr Edmondson had been repaired.
- 8.7 A written report from Cllr Selvey (*previously circulated*) who further advised that:
- Blocked drains at Chapel lane and the church had now been added to SCC's routine inspection programme SCC's.
 - He had met with Matthew Fox from Highways about the regular flooding on Park Road. The drains had been jet washed and this had cleared the flooding. It was noted that there used to be a guard to stop the debris going down. Cllr Selvey to ask SCC Highways to make a preventative maintenance visit to clear debris from Park Road flood site later in the year. SC Cllr Otton kindly offered to look at highways budget if it was agreed a guard was needed.
 - Peter would like to say thank you to Paul Bryant at MSDC, the NP officer at Mid Suffolk who had been helpful in plan preparation process. Penny Otton further added that it is one of the most environmentally sustainable NP.

20.05.08 Noted: The Clerk's report that

- 8.1 the VAT126 claim for Quarter 4 in the sum of £130.15 had been submitted.
- 8.2 all but one allotment rents had been received for 2020-2021.
- 8.3 the Clerk was seeking suggestions from Councillors and Residents of items to consider in the development of a 4 year programme of work for the Parish Council.
- 8.4 correspondence received from PKF Littlejohn (external auditor) regarding extensions to deadlines arising from COVID-19 (*previously circulated*) and summary of new arrangements tabled and circulated as **DPC.20.04.01**
- 8.5 a summary of decisions to date made remotely arising from the restrictions on meetings as a result of the COVID-19 Pandemic (report **DPC.20.04.01**), had been circulated as **DPC.20.04.02**
- 8.6 a summary of the SI 2020/392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, report **DPC.20.04.03** had been circulated. The meeting noted that there would not be a Parish Meeting in 2020 due to the current restrictions on public meetings and that

Signed: Haslett Schofield

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regulations making provision for remote meetings did not apply to Parish Meetings. The meeting further noted that, there being no requirement to hold an annual meeting of the parish council under the COVID response regulations, the Parish Council would continue with ordinary meetings and the Chair and Vice-chair would continue in post until May 2021 unless they resigned at an earlier date.

20.05.09 Noted:

9.1 Members considered an update on progress towards moving to internet banking (*previously circulated as DPC 20.05.04*)

20.05.10 Noted:

10.1 The following receipts:

	Description	£
10.1.1	Santander – Bank Interest	£1.29
10.1.2	Lloyds – Drinkstone Green Allotment – Rents	£231.00
10.1.3	BMSDC – 1 st Installment Precept	£4460.00

10.2 The following schedule of payments for authorisation:

	Description	£
10.2.1	Clerk Salary period 12 2019-20	£293.26
10.2.2	HMRC Tax/NI Liability Q4 2019-20	£204.99
10.2.3	Clerk Expenses Q4 2019-20	£47.54
10.2.4	Hawkins Forestry #SI-215 – Work to Parish Trees	£360.00
10.2.5	Drinkstone War Memorial Institute – Hire of Hall Feb & March 2020	£40.00
10.2.6	Suffolk Assn. of Local Councils #23381 – Membership Subscription	£260.70
10.2.7	MSDC #2000096724 – Litter & Dog waste collection	£383.16
10.2.8	Refund to Clerk – Zoom Pro Subscription for remote meetings	£143.88
10.2.9	Clerk Salary period 1 2020-21	£238.33

10.3 Resolved

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

10.4 To note payments previously authorised.

	Description	£
10.2.1	Gipping Valley Press – Drinkstone Walks (Min. Ref 20.01.08.2)	£250.00
10.2.2	DD – Wave #6729529 Feb – Water Rattlesden Road	£10.66
10.2.3	DD – Wave #6730001 Feb – Water Gedding Road	£13.49
10.2.4	DD – Wave #7138755 April – Water Rattlesden Road	£4.33

10.5 The cash book report against budget, and the current account balances and reconciliation, as scheduled, and the Chairman's confirmation that they were supported by relevant Bank Statements. A variation of +50p was noted between the balance and the bank.

Signed: Haslett Schofield

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- 20.05.11 Noted:**
- 11.1 The meeting noted the year end accounts for the financial year 2019-20 and
- 11.2 Resolved**
To approve the year end accounts for financial year 2019-20.
- 11.3 The meeting considered the proposal to transfer any unspent balances from the budget lines indicated in report **DPC.20.04.05** and
- 11.4 Resolved**
To transfer any unspent balances from the budget lines indicated in report DPC.20.04.05.

- 20.05.12 Noted:**
- 12.1 The meeting considered the Financial Risk Assessment for the financial year 2020-21 and
- 12.2 Resolved**
That this Council receives and approves the Risk Assessments (circulated & tabled as DPC20.04.06) 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.

- 20.05.13 **Noted:**
 Planning results as notified by MSDC:
- 13.1 **DC/20/00383** - Application for Listed Building Consent
 Demolition of outbuilding
Stotts Cottage, 2 Cross Street, Drinkstone, IP30 9TP
BMSDC: Granted DPC: No Comment 20.03.13.1
- 13.2 DC/20/00438** - Planning Application
 Erection of building forming B1 unit with yard and parking
Land To The North Side Of Cross Street To The East Of 1 Stotts Cottage, Cross Street, Drinkstone, IP30 9TP
BMSDC: Refused DPC: Objection 20.03.13.2
- 13.3 DC/20/00570** – Full Planning Application
 Part change of use of garage (class C3) to (class B2) general industrial for use as nanobrewery (re-submission of withdrawn application DC/19/05187)
Foxhollies, Rattlesden Road, Drinkstone IP30 9TL
BMSDC: Granted DPC: No Comment 20.03.13.3
- 13.4i **DC/20/00577** - Application for Variation of Listed Building Consent
 Condition Ref No: DC/18/01395 Condition 2 (Approved Plans and Documents)
Stotts Cottage, 2 Cross Street, Drinkstone, IP30 9TP
BMSDC: Refused DPC: No Comment 20.03.13.4i
- 13.4ii **DC/20/00578** - Application under Section 73 of The Town and Country Planning Act
 Ref No:DC/18/01394. Variation of Condition 2 (Approved Plans and Documents)
Stotts Cottage, 2 Cross Street, Drinkstone, IP30 9TP
BMSDC: Refused DPC: No Comment 20.03.13.4ii

Agenda items 14.1 & 2 considered immediately following 20.05.04

- 20.05.15 **Noted:**
 That there were no other Planning matters for information, to be noted or for inclusion on a future agenda.
- 20.05.16 **Noted:**

Signed: Haslett Schofield

Date: 6 July '20

An update on progress towards Drinkstone Neighbourhood Plan from Cllr Holborn who advised that:

- The Examiners report had been lodged with MSDC – The Examiner’s had noted that
 - the plan met requirements and that they agreed with aspirational aspects of the plan.
 - There were no significant or substantial alterations. The few minor changes had the effect of strengthening the plan, particularly in respect of heritage.
 - Rightly produced and kept in sync with BMSDC commended on being produced to very high standard.
- The plan can now go forward to a referendum, but that this would now be unlikely to take place before May 2021. MSDC would bear the cost of this and it would require 5 weeks notice.
- The plan had effectively been approved by the Examiner and Mid Suffolk DC. It bears weight and so should be used when considering planning applications and drafting responses.
- The next actions would be to incorporate community actions into the work plan. Some of this work was already underway, e.g. Cllr Selvey’s lead on Highways, and Cllr Holborn was happy to take a lead on biodiversity.
- The process of developing the Neighbourhood Plan had uncovered huge talent and expertise which the Parish Council hoped to continue to draw on in the future.
- Final accounts for the plan needed to be produced.
- Adoption of the Woolpit Neighbourhood Plan had been significantly set back due to divergences with the BMSDC plan.

20.05.17 **Noted:**
That there were no Public comments or questions on any matter of Council business.

20.05.18 **Noted:**
That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, Cllr Schofield welcomed Cllr Elnaugh to her first meeting and thanked her for her interest in the planning portfolio and community engagement activities.

20.05.19 **Noted:**
That the scheduled date for the next meeting was Monday 1st June 2020 beginning at 8.00pm remotely via a Zoom Scheduled meeting: – see below

Topic: Drinkstone Parish Council - Ordinary Meeting @ 8:00pm

Time: Jun 1, 2020 07:45 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/82125260108?pwd=SBXBIUUxZNGRCbTZnMXBqMXhUVGJVZz09>

Meeting ID: 821 2526 0108 Password: 444925

You can also dial in direct from your mobile or landline on the numbers below:

[+44 203 481 5240](tel:+442034815240)

[+44 131 460 1196](tel:+441314601196)

[+44 203 051 2874](tel:+442030512874)

[+44 203 481 5237](tel:+442034815237)

20.05.20 Close of meeting.21:36pm

Signed: Haslett Schofield

Date: 6 July '20