

DRINKSTONE PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend an Ordinary Meeting of the Council on
Monday 3rd August 2020 at 8:00pm
by remote scheduled Zoom meeting, the joining instructions for which are set out below,
for the transaction of the business on the agenda below.

Join Zoom Meeting

<https://us02web.zoom.us/j/81354187959?pwd=YzNyWGxET0xzOEF4ejJZMXk5U2R6Zz09>

Meeting ID: 813 5418 7959

Password: 436904

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

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

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MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to join and where public input will be invited.

AGENDA

- 20.08.01 Apologies for absence to be noted or approved.
- 20.08.02
 - 2.1 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items
 - 2.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
 - 2.3 To receive requests for dispensations
 - 2.4 To note any additions and/or deletions to the Council's Register of Interests.
- 20.08.03 Proposal: Cllr Schofield**
That the Minutes of the Parish Council Meeting held on 1st June 2020, and the extraordinary meeting of the Parish Council held on 7th July, as tabled, be agreed as a true record.
- 20.08.04 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
 - 4.1 SALC
 - 4.1.1 Various updates relating to COVID 19 – *previously circulated*
 - 4.1.2 Quiet Lanes – Invitation for expressions of interest – *previously circulated*
 - 4.2 Suffolk CC – Climate plans in response to climate emergency – *previously circulated*.
 - 4.3 Mid Suffolk District Council:
 - 4.3.1 Response to Cabinet Question on Neighbourhood Plan – *previously circulated*
 - 4.3.2 Confirmed receipt of response to Woolpit NP consultation
 - 4.3.3 Update on Leisure centres and swimming pools – *previously circulated*
 - 4.4 Office of Police & Crime Commissioner – Consultation for joint police & fire station in Stowmarket – *previously circulated*
 - 4.5 M.B. Trees (East Anglia) Ltd – works to trees @ Home Farm – *previously circulated*
 - 4.6 Age UK – Suffolk Closure - *previously circulated*
 - 4.7 Headway Suffolk Summer Newsletter – *previously circulated*

Hilary Workman: Clerk to Drinkstone Parish Council

123 York Road, Bury St Edmunds, IP33 3EG

Telephone: 07988 643772 **Email:** drinkstoneclerk@gmail.com

- 20.08.05 Public comment or question invited on any Agenda item.
- 20.08.06 To receive any report to this meeting from District and County Council Ward Member Cllr Penny Otton, from Portfolio Holders or other agencies and to take action as appropriate.
- 6.1 Cllr Penny Otton - Suffolk County & Mid Suffolk District Councils
 - 6.2 Cllr Richard Edmondson - Allotments (*circulated*)
 - 6.3 Cllr Janet Elnaugh - Planning & Community Engagement
 - 6.4 Gary Hembra - Playing field and play equipment (*circulated*)
 - 6.5 Cllr Peter Holborn - Tree Warden (*circulated*)
 - 6.6 Cllr Tim Moss - Phone Box & Village Hall Ctte Rep
 - 6.7 Cllr Haslett Schofield - Footpaths & Byeways
 - 6.8 Cllr P Selvey - Highways
- 20.08.07 To receive any report from the Parish Clerk and to take action as appropriate.
- 7.1 To note that the Parish Council has now completed its move to Unity Trust Bank and that the accounts with its former bank have now been closed.
 - 7.2 To note that quotes have been sought for renewal of the Parish Council's insurance on 1st October 2020 (tabled and circulated as **DPC.20.08.01**).
 - 7.3 3.1 To note the consultation from National Association of Local Councils on a new model code of conduct for councillors (tabled and circulated as **DPC.20.08.02**) and take action as appropriate
 - 7.4 4.1 To note the consultation from National Association of Local Councils on a updates to the Standing Orders and Financial Regulations and (tabled and circulated as **DPC.20.08.03**) and take action as appropriate.
 - 4.2 Proposal: Cllr Schofield**
The Standing Orders and Financial Regulations as amended at Appendices A and B of report DPC.20.08.03 be adopted.
 - 7.5 To note that the clerk has confirmed with Unity Trust Bank that it is eligible for Financial Services Compensation Scheme (FSCS).
- 20.08.08 To consider proposals for a four-year workplan for Drinkstone Parish Council (tabled and circulated as **DPC.20.07.04**) and take action as appropriate.

20.08.09 9.1 To note the following income:

	Description	£
9.1.1	Santander – Bank Interest	£1.29
9.1.2	Lloyds – Drinkstone Green Allotment – Rents	£15.00
9.2.3	HMRC VAT126 Refund	£130.15

9.2 To consider the following payments for authorisation:

	Description	£
9.2.1	Refund to Clerk of H&S supplies for play inspections	£78.60
9.2.2	Clerk Expenses Q1 2020-21	£101.64
9.2.3	Mid Suffolk District Council #2000096724	£383.16
9.2.4	Heelis & Lodge (Internal Auditors) #HLD1047	£158.00
9.2.5	Drinkstone War Memorial Institute (Defib & Cabinet Insurance	£6.24
9.2.6	Refund to Cllr Schofield – (Footpaths – fuel for Strimmer)	£24.18
9.2.7	Refund to Cllr Schofield – Statutory Declarations – Parish Lands	£33.00
9.8	Gipping Press #INV-64659	£25.90

9.3 Proposal:
That the expenses listed above (9.1-9.3) be authorised for payment.

9.4 To note the following payments previously authorised:

	Description	£
9.2.1	Drinkstone War Memorial Institute – Room Hire T649570517	£40.00
9.2.2	Clerk Salary Period 3 2020-21(June) T24331045	£339.13
9.2.3	HMRC Tax/Ni Liability Period 3 2020-21 T741322717	£20.20
9.2.4	Gipping Press #INV-65053 Neighbourhood Plan T637290273	£99.00
9.2.5	Transfer from Santander to Unity Trust Bank Chq No 222076	£91.81
9.2.6	Top Garden Services # 15 (May Cutting) T829808817	£75.00
9.2.7	Top Garden Services #16 (June Cutting) T33148246	£75.00
9.2.8	Clerk Salary period 4 2020-21 (July)	£241.68

9.4 To note the current account balances and reconciliation to 30 June 2020, as scheduled, and the Chairman's confirmation that they are supported by relevant Bank Statements.

- 20.08.10 Proposal: Cllr Schofield;**
That Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.20, as commissioned from Heelis & Lodge, as authorised under Min.20.01.11 and tabled as DPC.20.08.05 Appendix A, 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:
- 1. The council to review its operation of the Charity as it is not in compliance with the JPAG – Governance & Accountability for Smaller Authorities in England – March 2019. Sections 1.41, 1.42 and 2.30 of this explain how a Parish Council should manage the affairs of a Sole Trustee and "that the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of the AGAR**
 - 2. Adjustment to the bank reconciliation to show the £0.50p overpayment of Cheque #022071 to SALC to include in the payments for the year: Actioned**
- 20.08.11 Proposal: Cllr Schofield;**
That this Council receives and approves the Risk Assessments scheduled at DPC.20.08.05 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.
- 20.08.12 Proposal: Cllr Schofield;**
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 31.03.20, tabled as DPC.20.08.05 Appendix C and authorises the Chairman and the Responsible Finance Officer to sign them as approved.
- 20.08.13 Proposal: Cllr Schofield;**
That this Council complete the Certificate of Exemption – AGAR 2019/20 Part 2 for smaller authorities, certifying itself as exempt from the requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, at DPC.20.08.05 Appendix D and that the Council Chairman and the Responsible Financial Officer be authorised to sign this certificate.

- 20.08.14** **14.1 Proposal: Cllr Schofield;**
That this Council approves the Annual Governance Statement, tabled as section 1 of the Annual Return to the External Auditor, at DPC.20.08.05 Appendix E1 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 31.03.20 and that the Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
- 14.2 Proposal: Cllr Schofield;**
That this Council approves the Accounting Statement, tabled as Section 2 of the Annual Return to the External Auditor, at DPC.20.08.05 Appendix E2 as being a fair presentation of the Council's financial position and of its income and expenditure for the year ended 31.03.20 and that the Council Chairman be authorised to sign a Statement of Confirmation of such approval
- 20.08.15** To note that the period for public inspection of the Annual Accounts will be between Monday 10^d August 2020 and Friday 18th September 2020 and a notice will be published and posted to that effect.
- 20.08.16** To note the following Planning results as notified by MSDC:
- 16.1 **DC/20/02249 –** Householder Planning Application
Erection of single storey rear extension
The Paddocks, Gedding Road, Drinkstone, Bury St Edmunds IP30 9TF
MSDC: Granted DPC – No EGM deemed necessary – no comment
- 16.2 **DC/20/01111 -** Discharge of Conditions (n.b not notified to PC)
Discharge of Conditions Application for DC/18/01476
Condition 5 Landscaping Scheme
Briar Cottage, Gedding Road, Drinkstone, Suffolk
MSDC: Refused
- 20.08.17** To note the following Planning applications notified by MSDC for comment.
- 17.1 **DC/20/02952 -** Planning Application
Erection of detached dwelling with annexe and new vehicular access
Abbots Lodge, The Street, Drinkstone, Bury St Edmunds, IP30 9SX
- 17.2 **DC/20/02959 -** Householder Application
Erection of a single storey rear extension
Rookery Farm, Gedding Road, Drinkstone, Bury St Edmunds, IP30 9SZ
- 17.3 **DC/20/02960 –** Application for Listed Building Consent
Erection of a single storey rear extension
Rookery Farm, Gedding Road, Drinkstone, Bury St Edmunds IP30 9SZ
- 17.3 **AP/20/00071 -** Appeal reference APP/W35320/W/20/3253883
Appeal by ELBAC Ltd against Decision of MSDC DC/19/04298
MSDC: Refused DPC: Objection (Min. 19.11.12.2 refers)
Outline Planning Application (all matters reserved)
Erection of 1 No Dwelling and Garage
Land North of Greyfriars, Rattlesden Road, Drinkstone, Bury St Edmunds IP30 9TL
- 17.4 Proposal: Cllr Schofield**
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.

- 20.08.18 To note the following Planning matters for information, to be noted or for inclusion on a future agenda.
- 18.1 No Extraordinary Meeting deemed necessary
DC/20/02060 – Householder Application
 Formation of a glazed link between the main house and the studio to provide an extra bedroom
Tanwood, The Street, Bury St Edmunds, Suffolk IP30 9SR
- 18.2 **DC/20/02249** – Householder Planning Application
 Erection of single storey rear extension
The Paddocks, Gedding Road, Drinkstone, Bury St Edmunds IP30 9TF
- 18.3 **DC/20/02308** – Full Planning Application
Erection of single storey, timber framed out-building for use as cattery
Parkfield, Beyton Road, Drinkstone, Bury St Edmunds, IP30 9SS
- 18.4 **DC/20/02397** – Application for consent to carry out works to Trees protected by a TPO
 Reduce 1No Cedar (T1) and cut back limbs and crown reduce 1No Box Elder (T2)
Cedar Cottage, Rattlesden Road, Drinkstone, Bury St Edmunds IP30 9TL
- 18.5 **DC/20/02552** - Application for consent to carry out works to Trees protected by a TPO
 T1 Willow - Pollard back to Pruning points
4 School Meadow, Drinkstone, Bury St Edmunds, IP30 9SW
- 20.08.19 Update on progress towards Neighbourhood Plan (tabled & circulated as **DPC.20.08.06**)
- 20.08.20 Update on GDPR and ICT connectivity (tabled and circulated as **DPC.20.08.07**) and take action as appropriate.
- 20.08.21 Update on Registration of Parish Lands (tabled and circulated as **DPC.20.08.08**).
- 20.08.22 Public comment or questions on any matter of Council business.
- 20.08.23 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 20.08.24 To confirm that the scheduled date for the next meeting is Monday 5th October 2020 either at the village hall, or by remote zoom meeting at
<https://us02web.zoom.us/j/82333495229?pwd=dFd4SUhyRWRGM2pqZXBvcHRGakRaZz09>
 Meeting ID: 823 3349 5229
 Passcode: 874815
 You can also dial in direct from your mobile or landline on the numbers below:
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- 20.08.24 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council