

# **DRINKSTONE PARISH COUNCIL**

## **MINUTES**

of an Ordinary Meeting of the Council held on

**Monday 3<sup>rd</sup> August 2020 via Zoom**

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**Present:** Cllrs Edmondson, Elnaugh, Hembra, Holborn, Moss, Schofield, Selvey  
Clerk & RFO Hilary Workman  
SC Cllr Penny Otton (part)

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

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

- Cllr Janet Elnaugh 20.08.17.1 & 20.08.17.2

**20.06.03 Resolved.**  
**That the Minutes of the Parish Council Meeting held on 1<sup>st</sup> June & 7<sup>th</sup> July 2020, as tabled, be agreed as a true record.**

20.06.04 **Noted:**  
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* – The meetings agreed that residents might be keen in identifying roads that could be used but felt that it was not immediately clear what the tangible outcomes of designating roads as such might be, other than a further reduction in the speed limit. Cross Street & Hill Farm Lane were discussed as possible candidates. The clerk was asked to present a report to the next meeting.
- 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 at Home Farm – *previously circulated*
- 4.6 Age UK – Suffolk Closure - *previously circulated*
- 4.7 Headway Suffolk Summer Newsletter – *previously circulated*

20.06.05 **Noted:** That when public comment or question on any agenda items was invited, there were none.

20.06.06 **Noted:**  
Reports to this meeting from District and County Council Ward Member Cllr Penny Otton, from Portfolio Holders or other agencies and any actions identified.

6.1 **Suffolk County & Mid Suffolk District Councils:** A written report (*previously circulated*) from Cllr Penny Otton, who further advised that

**Signed:** Haslett Schofield

**Dated:** 18/01/2021

she had tried to progress the application for SIDS with SCC Highways. At a full council at MSDC a motion to introduce more cycle routes with SCC was approved. There was some work to be done by an MSDC council property to improve access for resident by dropping the kerb.

- 6.2 **Allotments:** - A written report from Cllr Richard Edmondson (*previously circulated*)
- 6.3 **Planning & Community Engagement:** A written report by Cllr Elnaugh (*previously circulated*) who further reported that a quote has been received in respect of the cost of installing a zip-wire.
- 6.4 **Playing field and play equipment:** A written report by Cllr Hembra (*previously circulated*), who further requested that the clerk forward signage for the re-opening of the play area.
- 6.5 **Tree Warden** – An oral report from Cllr Holborn who advised that
1. Birch House had now been substantially completed. The terms of the planning consent required environmental enhancement works and a commitment to biodiversity and hedge planting. The meeting asked Cllr Holborn provide a draft letter for the clerk to send to MSDC to establish whether these proposals had been submitted to the planning authority and approved by them.
  2. No proposals for landscaping in respect of Rookery Meade had yet been received and Cllr Holborn kindly offered to Peter to contact the agent to follow up on this.
  3. An Ash Tree on The Cricket was showing signs of ash die back, and required cutting back. Cllr Holborn to forward a quote for the cost of removal of one limb to the clerk.
  4. Peter has previously undertaken a base line tree survey and condition survey and flag up any work required for the parochial church council an would be willing to undertake this for the parish trees. He cautioned that the parish would need to be particularly aware of any boundary issues relating to trees on verges of parish land and that the work would take several months to complete. The meeting agreed that Cllr Holborn would liaise with the Clerk on base line mapping and progress the work on completion of the parish land registration.
- 6.6 **Phone Box & Village Hall Ctte:** An oral report from Cllr Moss who advised that
1. the Phone Box was finished and looked very smart. Maps of walks on Drinkstone Footpaths had been printed and were available in the phone box. Cllr Moss to forward an image to the clerk for the website.
  2. It was further reported that the village hall committee hoped soon to be able to re-open the village hall. Cllrs expressed a desire to return to meetings at the village hall when it was possible within the national guidance.
- 6.7 **Footpaths & Byeways:** An oral report from Cllr Schofield who advised that
1. Volunteers had been out cutting some of the footpaths, most of which were in good condition, though one or two required further cutting
  2. Maps available in the phone box had resulted in increasing use and most footpaths were now in good condition.
  3. A signpost on FP16 that had rotted and disappeared had been replaced
  4. SCC had advised that there was no progress with replacement of the style due to an outstanding matter with the landowner. Cllr Schofield would chase SCC again.
- 6.8 **Highways:** A written report from Cllr Selvey (*previously circulated*) who further advised that
1. The application for installation for posts to facilitate the SIDs had been submitted to Suffolk CC Highways, who had advised that 40 other parishes have also applied and we're in the queue

2. The proposed post at Woolpit Road/Beyton Road junction had not been included in the application due to a delay in consent from one of the properties in that location.

20.06.07

**Noted:** Clerk's report

- 7.1 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 That quotes have been sought for renewal of the Parish Council's insurance on 1<sup>st</sup> October 2020 (*previously circulated DPC.20.08.01*). The meeting asked the clerk to arrange for renewal based on the long term 3 year agreement.
- 7.3 The consultation from National Association of Local Councils on a new model code of conduct for councillors (*previously circulated DPC.20.08.02*) and asked the clerk to respond.
- 7.4 4.1 The consultation from National Association of Local Councils on a updates to the Standing Orders and Financial Regulations and (*previously circulated DPC.20.08.03*) and  
 4.2 **Resolved.**  
**The Standing Orders and Financial Regulations as amended at Appendices A and B of report DPC.20.08.03 be adopted.**
- 7.5 That the clerk had confirmed with Unity Trust Bank that the parish council accounts were eligible for Financial Services Compensation Scheme (FSCS).

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20.06.08

**Noted:**

The meeting considered proposals for a four-year workplan for Drinkstone Parish Council (**DPC.20.07.04** *previously circulated*) and

1. asked the clerk to post the action points identified through the Drinkstone Neighbourhood Plan on the website and invite any further suggestions, for further consideration at the next meeting; and
2. considered whether in future there might be any other beneficial uses for parcels of parish land within the remit of the original inclosure award, and the need for regular reviews of allotments and other rents.

20.06.09

**Noted:****9.1** the following income:

	Description	£
9.1.1	Santander – Bank Interest	£1.25
9.1.2	Lloyds – Allotments	£8.00
9.1.3	Unity Trust Savings Account	£1.75

**Signed:** Haslett Schofield**Dated:** 18/01/2021

9.2 the following payments for authorisation:

	Description	£
9.2.1	Refund to Clerk of H&S supplies for play inspections	£22.98
9.2.2	Clerk Expenses Q1 2020-21	£101.64
9.2.3	Mid Suffolk District Council #2000096724 T786951261	£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
9.2.8	Gipping Press #INV-64659	£25.90

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9.3 **Resolved:**

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

9.4 the following payments previously authorised:

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

9.5 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**

**Resolved;**

**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**

**Signed:** Haslett Schofield

**Dated:** 18/01/2021

- 20.08.11**      **Resolved;**  
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**      **Resolved;**  
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**      **Resolved**  
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    Resolved;**  
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    Resolved;**  
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**      **Noted:**  
That the period for public inspection of the Annual Accounts will be between Monday 10<sup>d</sup> August 2020 and Monday 21<sup>st</sup> 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**  
The Parish Council considered the application and its supporting documents and the report provided by the Council's portfolio holder for planning, and resolved to object to the application for the following reasons.
1. The original approval was specifically conditioned to be for a single storey structure, to minimise any adverse impact on the listed building in whose curtilage it is located.
  2. The proposal does not comply with the following Drinkstone Neighbourhood Plan policies, which, following approval by MSDC, are now deemed to carry significant weight in determining planning applications.
  3. Due to its size, mass and design, the structure will have a detrimental effect on the setting of a listed building and so does not comply with DRN11 - Heritage assets
  4. While the Council is not opposed to contemporary architectural design, it take the view that the proposed design will not blend harmoniously with the existing buildings and landscape. The design does not respect the character, scale, height and density of the locality. Whilst the area is characterized by larger detached dwellings, they are constructed from traditional materials and to a design typical of their period, all with pitched rooflines. The streetscape will also be impacted, as the increased mass of the building brings it closer to the boundary and therefore more visible from the highway. Thus it does not comply with DRN12 - Design Considerations.
  5. It will result in increased water run off onto the highway. This does not comply with DRN12i
  6. The proposal does not address the requirements of DRN13 - Sustainable Building Practices
  7. The application shows excavation of the site in order to lower the final height of the building. The excavation of such a large mass will result in the removal of trees and hedgerows and could have an impact upon the health of the remaining trees and hedgerows. The loss of trees and hedgerow screening would impact significantly upon the streetscape, the visibility of the building, and its bearing on neighbouring properties. Thus it does not comply with DRN9 - Biodiversity
- 17.2 Cllr Elnaugh having declared a pecuniary interest in this item and 17.3, left the meeting at this point  
**DC/20/02959** - Householder Application  
Erection of a single storey rear extension  
**Rookery Farm, Gedding Road, Drinkstone, IP30 9SZ**  
**The meeting agreed that it had no objections to this application**

- 17.3 **DC/20/02960** – Application for Listed Building Consent  
Erection of a single storey rear extension  
**Rookery Farm, Gedding Road, Drinkstone, IP30 9SZ**  
**The meeting agreed that it had no objections to this application**  
Cllr Elnaugh re-joined the meeting.
- 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**  
The meeting considered
1. the appeal application
  2. Mid Suffolk District Council's reasons for refusing the original application DC/19/04298; and
  3. Concerns reported by local residents,
- and for the reasons listed below did not support the applicant's appeal, and continued with its objection to the planning application.
- Drinkstone Neighbourhood Plan:**  
The plan has gone through the inspector and was submitted to Mid Suffolk District Council. At a Council meeting Mid Suffolk District Council agreed on 8<sup>th</sup> June 2020 that this plan should proceed to referendum and it has therefore now been given significant weight in planning matters. The referendum has been postponed to May 2021 due to Covid 19.  
Comments on the appeal document as submitted by the appellant
- a. **Para 2.8.** It is claimed that the site is within the settlement boundary. There is only a small part of the appeal site within the settlement boundary. Development on this site therefore contravenes Policy DRN 1 (Spatial Strategy) in the Drinkstone Neighbourhood Plan. The proposed development does not meet any of the criteria for development outside the settlement boundary.
  - b. **Para 3.11.** This is incorrect. There is no regular bus service to neighbouring towns as stated in the appeal to support a claim that this is sustainable development. The bus service through the village was withdrawn in September 2019.
  - c. **Para 3.14.** This is incorrect. The current Drinkstone Neighbourhood Plan has already identified and allocated more sites than it was required to do. This site is not included in the list of allocated sites and development on it will contravene policy DRN3 in the Drinkstone Neighbourhood Plan.

- d. **Para 4.12.** This is incorrect. It is claimed that the Highway Authority "*recommended approval*" subject to conditions, the Highway Authority commented that it "*had no objections to the principle of development at this location*" but imposed conditions relating to the access way that would have to be confirmed prior to the grant of permission.
- e. The site that is highlighted is disingenuous, the red outline makes the site appear larger than it actually is; the plan has encompassed the footpath and the 9ft roadway which affords a right of access to properties in the lane. The roadway also has to provide vehicular access to agricultural land at the far end of the plot.

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**Resolved**

**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 (PO may have been withdrawn)**
- 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 An update on progress towards Neighbourhood Plan (**DPC.20.08.06** *previously circulated*) was noted and the parish council's intention to link the community action points identified through the Neighbourhood Plan Process into its development of a four year work plan for the parish. In this way, the Neighbourhood Plan and the actions identified remains a live document.
- 20.08.20 An update on GDPR and ICT connectivity (**DPC.20.08.07** *previously circulated*) was noted, particularly the impact of the new regulations relating to accessibility of council websites come into force in September 2020. The clerk has contacted the website administrator with a view to what actions are required to ensure that the website and its supporting documents (particularly those relating to the parish council) are compliant. This was likely to be an extensive project in terms of resource time and additional costs.

Signed: Haslett Schofield

Dated: 18/01/2021



The meeting considered the relative benefits of upgrading the existing laptop for the clerk or purchasing a new laptop for the clerk's use and re-designating the existing laptop for the SIDs project. The meeting asked the clerk to liaise with Cllrs Edmondson and Selvey as to the performance of the current laptop and review.

20.08.21 The meeting noted an update on Registration of Parish Lands **DPC.20.08.08** *previously circulated*). Cllr Schofield further advised that the statutory declarations had been witnessed and returned to the Solicitors for submission to HM Land Registry.

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20.08.22 **Noted:**  
That when public comment or questions on any matter of Council business were invited, there were none.

20.08.23 **Noted:**  
That when any other Council business for information, to be noted or for inclusion on a future agenda was invited, the following  
  
Cllr Elnaugh asked the meeting whether the parish council should consider at a future meeting adopting a buddy system similar to that operating in Woolpit throughout the lockdown as part of an emergency plan. Although it is recognised that the parish has the website, jungle drums and that residents had volunteered and assisted more frail residents through the lockdown, there may longer term be a case for a more formalised system of support. The meeting thanked Cllr Elnaugh for her offer to discuss with Liz and Lynne how the links between the website and Jungle drums have worked and identify any possible gaps in the support available to residents and look at how to coordinate in the future.

20.08.24 **Noted:**  
Confirmation that the scheduled date for the next meeting was Monday 5<sup>th</sup> 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

Dial In

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20.08.24 **Noted:** Close of meeting. 21:58pm

**Signed:** Haslett Schofield

**Dated:** 18/01/2021