

## **DRINKSTONE PARISH COUNCIL**

### **SUMMONS TO COUNCILLORS**

You are hereby summoned to attend an Ordinary Meeting of the Council on  
**Monday 5<sup>th</sup> October 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/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:

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

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

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

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

### **MEMBERS OF THE PUBLIC**

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

---

### **AGENDA**

- 20.10.01 Apologies for absence to be noted or approved.
- 20.10.02
  - 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.
- 20.10.03 Proposal: Cllr Schofield**  
**That the Minutes of the Parish Council Meeting held on 3<sup>rd</sup> August 2020, be agreed as a true record.**
- 20.10.04 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
  - 4.1 SALC Updates & Diversity & Equality Statement
  - 4.2 Suffolk County Council: electric charging points & testing for critical key workers (circulated)
  - 4.3 Babergh Mid Suffolk district Council:
    - Trees & Hedgerows
    - Thank you letter to volunteers
    - Public realm – respecting the outdoors
    - Woolpit Neighbourhood Plan
  - 4.4 Healthwatch Suffolk – digital services survey
  - 4.5 Rookery Meade Farm – Planting & Travel Plan
  - 4.6 Local Government Boundary Commission – Proposed changes to County Divisions

Hilary Workman: Clerk to Drinkstone Parish Council

123 York Road, Bury St Edmunds, IP33 3EG

**Telephone:** 07988 643772 **Email:** [drinkstoneclerk@gmail.com](mailto:drinkstoneclerk@gmail.com)

- 20.10.05 Public comment or question invited on any Agenda item.
- 20.10.06 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 (*circulated*)
- 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
- 6.8.1 To consider arrangements for SID/VAS project and take action as appropriate (tabled and circulated as **DPC.20.10.01**); and
- 6.8.2 Proposal: Cllr Selvey**  
**To authorise the cost of funding the installation two posts for SID/VAS technology, as approved by Suffolk County Council, at a cost of £380 plus VAT under s.137 LGA1972.**
- 20.10.07 To note the clerks report
- 7.1 To note that the 2<sup>nd</sup> installment of the Parish Precept has now been received.
- 7.2 To note that the Parish Council's Insurance has been renewed (Min. 20.08.7.3 refers)
- 7.3 The VAT126 claim for quarters 1 & 2 of this financial year has been submitted.
- 7.4 To note the NALC advice of the 2020 pay award for clerks (previously circulated) which includes an additional day leave (pro-rata) per annum and confirm the revision to annual leave in the clerk's contract.
- 7.5 To note the clerk has received confirmation that DPC's response to the planning appeal (reference app/w3520/w/20/3253883- Land North of Greyfriars) has been received.
- 7.6 To note that work to remove debris from the ditch at the Cricket has been commenced, with heavier items to be removed by a contractor.
- 20.10.08 8.1 To receive a report on review of the Parish Council's policies (tabled and circulated as **DPC.20.10.02**) and take action as appropriate.
- 8.2 Proposal: Cllr Schofield**  
**That this Council approves its policies as tabled below,**
- **Complaints policy**
  - **Document Retention**
  - **Equality and Diversity**
  - **Freedom of Information**
  - **Health & Safety**
  - **Media Policy**
- 20.10.09 9.1** To note the following income:

	Description	£
9.1.1	Mid Suffolk District Council – Parish Precept	£4460.00

9.2 To consider the following payments for authorisation:

	Description	£
9.2.1	Parish Online	£90.00
9.2.2	Rewts Trees & Gardens	£150.00
9.2.3	Suffolk Assn. of Local Councils #23650 – Birketts Planning 10/09/20	£30.00
9.2.4	Suffolk Assn. of Local Councils # 23593 – Birketts Planning 26/08/20	£30.00
9.2.5	Clerk Expenses Quarter 2	£62.15

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	£
9.4.1	Clerk Salary Period 5	£247.63
9.4.2	Top Garden Services #17 (9 <sup>th</sup> & 23 <sup>rd</sup> July)	£75.00
9.4.3	Top Garden Services #18 (6 <sup>th</sup> & 20 <sup>th</sup> August)	£75.00
9.4.4	Clerk Salary Period 6	£280.74
9.4.5	HMRC Tax/NI Period 6	£5.80

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

**9.5 To consider an update to the move to internet banking (tabled and circulated as DPC.20.10.03) and take actions as appropriate.**

**9.5.1 Proposal: Cllr Schofield**

**To authorise the addition of Cllr Elnaugh to the Parish Council's authorised signatories for Unity Trust bank (View & Authorise).**

**9.5.2 Proposal: Cllr Schofield**

**The parish council apply for a Unity Corporate Multi-pay Card from Unity Trust Bank and set a single transaction maximum value of £500 (unless authorized by the council in writing before any order is placed).**

**20.10.10** To note the clerks Quarter 1&2 Budget Report (tabled and circulated as **DPC.20.09.04**).

20.10.11 To note the following Planning results as notified by MSDC:

- 11.1 DC/20/02308 – Full Planning Application  
Erection single storey, timber framed out-building for use as cattery.  
**Parkfield, Beyton Road, Drinkstone, Bury St Edmunds Suffolk IP30 9SS**  
**BMSDC**; Granted **DPC**:
- 11.2 **DC/20/02225** - Planning Application  
Construction of new track and hardstanding area for current pig breeding/rearing.  
New track and hardstanding area to serve relocation of firewood.  
**Land Adj Ticehurst Farm (in The Parish Of Drinkstone) Road Near Ticehurst Farm Tostock Suffolk**  
**BMSDC**: Application Withdrawn
- 11.3 DC/20/02085 – Discharge of Conditions Application for DC/18/00747  
Condition 3 (Historic Environment Record) and Condition 4 (Materials)  
Drinkstone Mills, Woolpit Road, Drinkstone, Bury St Edmunds IP30 9SP  
**BMSDC**: Approved Do not consult with parish on this type of application
- 11.4 **DC/20/02552** – Application for works to trees subject to TPO  
T1 Willow – Pollard back to pruning points  
4 School Meadow, Drinkstone, Bury St Edmunds  
**BMSDC**: Granted **DPC**: no comment

Hilary Workman: Clerk to Drinkstone Parish Council

123 York Road, Bury St Edmunds, IP33 3EG

**Telephone**; 07988 643772 **Email**; [drinkstoneclerk@gmail.com](mailto:drinkstoneclerk@gmail.com)

- 11.5 **DC/20/02959** – Householder Application  
Erection of a single storey rear extension  
**Rookery Farm, Gedding Road, Drinkstone, Bury St Edmunds, IP30 9SZ**  
**BMSDC:** Refused **DPC:** Supported (Min.20.07. refers)  
**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**  
**BMSDC:** Refused **DPC:** Supported (Min.20.07. refers)
- 20.10.12 To note the following Planning applications notified by MSDC for comment.
- 12.1 **DC/20/03413** - Application for Listed Building Consent  
Application for Listed Building Consent - Erection of glazed link between the main house and studio to create additional living space and replacement of 2no rear first floor windows on dormas from sash to casement as per Schedule of Works  
**Tanwood, The Street, Drinkstone, Bury St Edmunds Suffolk IP30 9SR**
- 12.2 **DC/20/03665** - Application for Outline Planning Permission. (Access to be considered) Erection of 1no detached single-storey dwelling and garage. Construction of new vehicular access.  
**Ivy Cottage, Rattlesden Road, Drinkstone, Bury St Edmunds IP30 9TN**  
**Report DPC.20.10.05 (circulated)**
- 12.3 **DC/20/03754** - Application for Approval of Reserved Matters following Outline Planning Permission DC/19/01959 - Appearance, Landscaping, Layout and Scale for Erection of a single storey dwelling and garage  
**Land West Of, The Street, Drinkstone, Suffolk**
- 12.4 **DC/20/03889** Application under S73 for removal or variation of condition relating to DC/19/05778 and DC/19/05779 - Condition 2(approved plans and documents) Alterations as drawing 4027-13C received 04/09/2020.  
**Rookery Farm, Gedding Road, Drinkstone, Bury St Edmunds IP30 9SZ**
- 12.5 **DC/20/03981** - Full Application - Erection of 1No two storey dwelling (following demolition of existing bungalow) amended scheme to approved DC/19/05714.  
**Hammond Lodge, Rattlesden Road, Drinkstone, Bury St Edmunds IP30 9TL**
- 12.6 **DC/20/04101** - Householder application  
Erection of glazed link between the main house and studio to create additional living space and replacement of 2no rear first floor windows on dormas from sash to casement as per Schedule of Works  
**Tanwood, The Street, Drinkstone, Bury St Edmunds Suffolk IP30 9S**
- 12.7 **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.**
- 20.10.13 To note the following Planning matters for information, to be noted or for inclusion on a future agenda.
- 13.1 No Extraordinary Meeting deemed necessary
- 13.1.1 **DC/20/03474** – Application for Listed Building Consent - Replacement of the chimney stack at ground floor level. replacing flue and lining.  
**Parkfield, Beyton Road, Drinkstone, Bury St Edmunds IP30 9S**
- 13.1.2 **DC/20/03495** – Full Planning Application  
Creation of conservation lake.  
**The Old Rectory, The Street, Drinkstone, Bury St Edmunds IP30 9SR**
- 13.2 To consider the Council's proposed responses to the consultation on the planning white paper and (tabled and circulated as **DPC.20.10.06**) and take action as appropriate.
- 13.3 To consider a parish council approach when its attention is brought to breaches of planning consents or conditions.

- 20.10.14 To note an update on Registration of Parish Lands (tabled and circulated as **DPC.20.10.07**) and take action as appropriate.
- 20.10.15 To note an update on the Neighbourhood Plan (tabled and circulated as DPC.20.10.08) and take action as appropriate.
- 20.10.15 **15.1** Update on GDPR and ICT connectivity (tabled and circulated as **DPC.20.10.09**) and take action as appropriate.
- 15.2 Proposal: Cllr Schofield**  
**To authorise the cost of a Microsoft Business Standard 365 licence for the Clerk, 7 Microsoft Business Essential 365 Licences, and the purchase of a domain name for Drinkstone Parish Council at a total cost of £500.40 (paid monthly).**
- 15.3 Proposal: Cllr Schofield**  
**To migrate the Parish Council web pages to Suffolk Cloud, at a cost of £110 for the financial year 2021-22 to ensure the parish council, and an upfront cost of £95 for the provision of a domain name, personalised e-mail addresses and training.**
- 20.10.16 Public comment or questions on any matter of Council business.
- 20.10.17 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 20.10.18 To confirm that the scheduled date for the next meeting is Monday 7<sup>th</sup> December 2020 either at the village hall, or by remote zoom meeting

<https://us02web.zoom.us/j/84872671655?pwd=cnhpUXNVSmVZcjNhME9COXBtMmQrZz09>

Meeting ID: 848 7267 1655

Passcode: 931387

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)

- 20.10.19 Close of meeting.

Published & posted 30<sup>th</sup> September 2020



**Hilary Workman**  
**Clerk & RFO to the Council**