

DRINKSTONE PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend an Ordinary Meeting of the Council on
Monday 12th April 2021 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/81558528335?pwd=dUIEU1lXaHN2N3k5ayt0UGRxRUJpdz09>

Meeting ID: 815 5852 8335

Passcode: 042261

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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

- 21.04.01 Apologies for absence to be noted or approved.
- 21.04.02
 - 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.
- 21.04.03 Proposal: Cllr Edmondson**
That the Minutes of the Parish Council Meeting held on 1st March, 2021, and the Extraordinary Parish Council meeting on 8th March 2021, be agreed as a true record.
- 21.04.04** To consider the co-option of two Councillors to the Parish Council and to take action as appropriate
 - 4.1 Proposal: Cllr Edmondson**
That Miss Emily Elnaugh be co-opted on to Drinkstone Parish Council to serve forthwith.
- 21.04.05 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
 - 5.1 SALC Updates
 - 5.2 Suffolk County Council – Automatic Number Plate Recognition
 - 5.3 BMSDC
 - Sport & Physical Activity Survey
 - Local Plan Update
 - Patient & Public Survey – West Suffolk Hospital
 - 5.4 Drinkstone Educational Charity
 - 5.5 Suffolk Constabulary – Constables Country
- 21.04.06 Public comment or question invited on any Agenda item.

Hilary Workman: Clerk to Drinkstone Parish Council

123 York Road, Bury St Edmunds, IP33 3EG

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

- 21.04.07 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.
- 7.1 Cllr Penny Otton - Suffolk County & Mid Suffolk District Councils
 - 7.2 Cllr Richard Edmondson - Allotments (*circulated*)
 - 7.3 Cllr Janet Elnaugh - Planning & Community Engagement (*circulated*)
 - 7.4 Vacancy - Playing field and play equipment
 - 7.5 Cllr Peter Holborn - Tree Warden & DNP Environment Grp (*circulated*)
 - 7.6 Cllr Tim Moss - Village Assets & Hall Ctte Rep (*circulated*)
 - 7.7 Vacancy - Footpaths & Byeways
 - 7.8 Cllr P Selvey - Highways (*circulated*)
- 21.04.08 To note the clerks report
- 8.1 The VAT126 claim for Quarter 4 has been submitted (£2465.55).
 - 8.2 **Proposal: Cllr Edmondson**
That Jane Hill be appointed as Clerk to Drinkstone Parish Council with effect from 13th April 2021 and Responsible Financial Officer (RFO) for the financial year (2021-2022), with effect from 17th May 2021.
 - 8.3 To note that SALC advice that as a sole Trustee of the allotments, VAT on items purchased for the allotments should not be reclaimed.
 - 8.4 To note that the Charity Commission have contacted the parish council with respect to a charity registration for the recreation ground (tabled and circulated as **DPC.21.04.01**).
Proposal: Cllr Edmondson
That the parish council apply to the charity commission to close the registration.
 - 8.5 To note that preparation of documents for the Annual Audit is underway, and that in accordance with recent guidance from SALC and 2020 Practitioners Guidelines, draft Reserves and Internal Control policies have been tabled and circulated as **DPC.21.04.02**.
Proposal: Cllr Edmondson
To adopt the draft reserves & internal control policies attached at Appendices A & B to DPC.21.04.02 and make provision for any necessary actions arising from adoption of those policies.
 - 8.6 To confirm the schedule of meeting dates has been booked with the Village Hall.
- 21.04.09 9.1** To note the following income:
- | | DESCRIPTION | £ |
|--------------|------------------|--------|
| 9.1.1 | Allotments Rents | £69.00 |
- 9.2 To consider the following payments for authorisation:
- | | DESCRIPTION | £ |
|--------------|---|---------|
| 9.2.1 | Suffolk Association of Local Councils – Annual Subscription | £268.76 |
| 9.2.2 | Clerk - Expenses Q4 2020.21 | £29.05 |
| 9.2.3 | Refund to Haslett Schofield – Plaque for Defibrillator | £37.99 |
| 9.2.4 | Refund Shell Energy allotment electricity overpayment of refund | £452.24 |
- 9.3 **Proposal:**
That the expenses listed above (9.1-9.4) be authorised for payment.

9.4 To note the following payments previously authorised:

	DESCRIPTION	£
9.4.1	Clerk Salary Period 11 (Feb '21) (Min. Ref. 20.06.7.2)	£279.19
9.4.2	Playdale Playground (Aerial Runway) # (Min. Ref 20.12.6.3.2)	£6091.34
9.4.3	Playdale Playground (Nest Swing) # (Min.Ref 21.01.6.3.2)	£1997.84
9.4.4	Unity Trust Bank – Service Charge	£18.00
9.4.5	Clerk Salary Period 12 (March '21) Min Ref. 20.06.7.2	£251.69
9.4.6	Elancity UK – SID Evolis Radar Speed Sign (Min. Ref. 20.12.6.8.2)	£2272.74

9.5 To note the current account balances and reconciliation to 31st March 2021, as scheduled, together with the Cash Book summary, and the Chairman's confirmation that they are supported by relevant Bank Statements.

9.6 To note and approve a summary of direct debits on the following accounts for the 2021-2022 financial year, as set out below:

Lloyds Bank – Allotments Account

PAYEE	PURPOSE	AMOUNT	DUE DATE
WAVE	Water: Gedding Road	Variable	Quarterly
WAVE	Water: Rattlesden Road	Variable	Quarterly

Unity Trust – Current Account

PAYEE	PURPOSE	AMOUNT	DUE DATE
UNITY TRUST BANK	Service Charge	£18.00	Quarterly

9.7 To consider a schedule of due payments on a regular basis for the financial year 2021.22 (tabled and circulated as **DPC.21.04.03**) and take action as appropriate.

Proposal: Cllr Selvey

To authorise the schedule of due payments arising on a regular basis, as identified in report DPC.21.04.03 for the financial year 2021-22.

9.8 **Proposal: Cllr Selvey**

To update the banking mandates for Unity Trust Bank and Lloyds Bank accounts to add Jane Hill as administrator.

9.9 **Proposal: Cllr Selvey**

To add Emily Elnaugh as an authorised signatory to the Unity Trust Bank.

21.04.10

12.1 To consider the Financial Risk Assessment tabled and circulated in report **DPC.21.04.04** for approval and take action as appropriate.

Proposal: Cllr Selvey

That this Council receives and approves the Risk Assessments (circulated & tabled as DPC.21.04.04) 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.

- 21.04.11 To note the following Planning results as notified by MSDC:
- 11.1 **DC/21/00043** – Discharge of Conditions Application for DC/20/05201
 Condition 3 (Eaves and Verges)
 Condition 4 (Materials)
 Condition 5 (Fenestration) and
 Condition 6 (Manufacturer's Details)
Rookery Farm, Gedding Road, Drinkstone, Bury St Edmunds IP30 9SZ
BMSDC: Accepted
- 11.2 **DC/21/00323** - Householder Planning Application
 Erection of a single storey lean to extension to front and side, insertion of first floor window and alteration to driveway.
High Gables, School Meadow, Drinkstone, Bury St Edmunds IP30 9SW
BMSDC: Granted DPC: No Objections
- 11.3 **DC/21/00491** – Discharge of Conditions Application for DC/20/03413
 Condition 3 (Brickwork Details), Condition 4 (Details of Lime Mortar),
 Condition 5 (Fenestration Details), Condition 6 (Glazed Link Details),
 Condition 7 (Eave Details) and Condition 8 (Rainwater Goods).
Tanwood, The Street, Drinkstone, Bury St Edmunds IP30 9SR
BMSDC: Accepted
- 11.4 **DC/20/00466** – Discharge of Conditions Application for DC/20/03889-
 Condition 3 (Eaves and Verges),
 Condition 4 (Materials), Condition 5 (Fenestration) and
 Condition 6 (Rooflight)
Rookery Farm, Gedding Road, Drinkstone, Bury St Edmunds IP30 9SZ
BMSDC: Accepted
- 21.04.12 To note the following Planning applications notified by MSDC for comment.
- 12.1 **DC/21/01259** - Householder Planning Application
 Erection of two-storey extension;
 Erection of garage and improved main entrance access including covered structures for bin storage and delivery shelter.
Drinkstone Hall, Gedding Road, Drinkstone, Bury St Edmunds IP30 9TG
Report DPC.21.04.05 refers
- 12.2 **DC/21/01339** - Full Planning Application
 Erection of detached dwelling and creation of new vehicular access;
 Erection of cart lodge serving Abbots Lodge (re-submission of withdrawn application DC/20/02952)
Abbots Lodge, The Street, Drinkstone, Bury St Edmunds IP30 9SX
Report DPC.21.04.06 refers
- 12.3 **DC/21/01345** Application for Planning Permission without Compliance of Conditions
 Application under S73a for Removal or Variation of a Condition following grant of planning permission DC/19/02836 dated 23/08/2019 Town and Country Planning Act 1990 for the Erection of 1No dwelling - Vary Condition 2 (approved plans and documents) To include extension to garage.
 Block Plan - Proposed 579.19.01.C
 Proposed Plans and Elevations 579.19.02.C to replacement drawings
 Block Plan - Proposed 579.19.01.D
 Proposed Plans and Elevations 579.19.02.D
 which show a garage extension & replacement of garage door with window
Land Adjacent Greyfriars (Plot 2) Rattlesden Road, Drinkstone, Bury St Edmunds IP30 9TL
Report DPC.21.04.07 refers.

- 12.4 DC/21/01524 -** Planning Application
Erection of domestic cartlodge/garage with new resin bound gravel finish to hardstanding area
Land North Of, Cross Street, Drinkstone, Suffolk
Report DPC.21.04.08 refers
- 12.5 Proposal: Cllr Elnaugh**
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.
- 12.6 To Note the recent Consultation on Draft Neighbourhood Plan for Beyton Parish Council, and the draft response set out at Appendix B to report **DPC.21.04.09**.
12.6.1 Proposal: Cllr Holborn
That the Clerk makes known the Council's responses to the Beyton Parish Council, as set out in Appendix B to report DPC.21.04.09
- 21.04.13 To note the following Planning matters for information, to be noted or for inclusion on a future agenda.
- 21.04.14 To note the proposed Strategy Document for Drinkstone Parish Council (tabled and circulated as **DPC.21.04.10**).
14.1 Proposal: Cllr Edmondson
To adopt the Strategy Document for Drinkstone Parish Council set out in DPC.21.04.10
- 21.04.15 To note an update on the progress of the Drinkstone Neighbourhood Plan and take action as appropriate.
- 21.04.16 Public comment or questions on any matter of Council business.
- 21.04.15 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 21.04.16 To confirm that the scheduled date for the next meeting is **Tuesday** 4th May 2021 by remote zoom meeting
Drinkstoneclerk@gmail.com Hilary Workman is inviting you to a scheduled Zoom meeting.

Annual Meeting of Drinkstone Parish Council
<https://us02web.zoom.us/j/82244185136?pwd=OER5emx0c2ZVZzdDMjlgRTJTdUE4Zz09>

Meeting ID: 822 4418 5136
Passcode: 093815

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- 21.04.17 Close of meeting.

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Hilary Workman
Clerk & RFO to the Council