

DRINKSTONE PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the Parish Council on
Tuesday 4th May 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.

Topic: Drinkstone Parish Council Meeting - May 4th 2021

Time: May 4, 2020 07:45 PM London

Join Zoom Meeting

Drinkstoneclerk@gmail.com Hilary Workman is inviting you to a scheduled Zoom meeting.

Topic: Annual Meeting of Drinkstone Parish Council

Time: May 4, 2021 08:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/82244185136?pwd=OER5emx0c2ZVZzdDMjlqRTJTdUE4Zz09>

Meeting ID: 822 4418 5136

Passcode: 093815

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

- 21.05.01 To elect the Chairman of the Council for the coming year.

- 21.05.02 To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive the same.

- 21.05.03 To elect the Vice Chairman of the Council for the coming year.

- 21.05.04 To receive the Vice Chairman's Declaration of Acceptance of Office or to decide when to receive the same.

- 21.05.05 To receive the accounts for 12 months ending 31st March 2021 and note the bank reconciliation, Cashbook, and final accounts sent to internal auditor with supporting documents (tabled and circulated as report DPC.21.05.01)

Jane Hill: Clerk to Drinkstone Parish Council
The Old Rectory, Drinkstone, IP30 9SR
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- 21.05.06 To confirm the schedule of Council Ordinary Meetings for financial year 2021 - 22 are: Monday 7th June, Monday 3rd August, Monday 5th October, Monday 7th December, Monday 10th January and Monday 7th March 2022. All meetings will start at 8pm.
- 21.05.07 To appoint or to confirm the following officers of the Council or to take action as appropriate (current post holder in brackets):
- 7.1 Footpath officer (Cllr Edmondson)
 - 7.2 Neighbourhood plan officer (Cllr Peter Holborn)
 - 7.3 Parish tree warden (Cllr Holborn)
 - 7.4 Parish Assets officer (Cllr Moss)
 - 7.5 Playing field and play equipment officer (Cllr Moss)
 - 7.6 Community engagement Officer (Cllr Elnaugh)
 - 7.7 Planning Officer (Cllr Elnaugh)
 - 7.8 Highways Officer (Cllr Selvey)
- 21.05.08 To appoint or to confirm representatives of Council on the following bodies, or to take action as appropriate, current post holders in brackets):
- 8.1 Allotment Trustee (Cllr Edmondson)
 - 8.2 Representative on the Educational Charity (Cllr Janet Elnaugh)
 - 8.3 Representative on the PCC (vacant)
 - 8.4 Representative on the Village Hall Committee (Cllr Tim Moss)
- 21.05.09 To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:
- 9.1 Community Action Suffolk (free of charge)
 - 9.2 Suffolk association of Local Councils (£236)
- 21.05.10 To confirm the signatories of the council bank account with Unity Trust are Councillors; Richard Edmondson, Peter Holborn, Paul Selvey, Janet Elnaugh, Emily Elnaugh, and Tim Moss. Any two Councillors are required to sign any payments.
- To confirm signatories for the Drinkstone Green Allotments Accounts are: Cllrs Edmondson, Elnaugh and Selvey.
- 21.05.11 Review of inventory of land and other assets including buildings and office equipment (tabled and attached as the Asset Register).
- 21.05.12 Confirmation of insurance cover in respect of all insurable risks, (copy tabled and attached).

- 21.05.13 13.1 Review of the following items:
13.1 Review of Council's complaints procedure.
13.2 Review of Council's policies, procedures and practices under freedom of information and data protection legislation.
13.3 Review Council's policy for dealing with press/media.
13.4 Review Council's employment policies and procedures.

13.2 Proposal: Cllr Edmondson

To re-adopt these policies as set in 13.1

13.5 To confirm Council's expenditure under s. 137 of local government act 1972 was £6.24. This cost was associated with the defibrillator.

21.05.14 Apologies for absence to be noted or approved.

- 21.05.15 15.1 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items.
15.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25.
15.3 To receive requests for dispensations.
15.4 To note any additions and/or deletions to the Council's Register of Interests.

21.05.16 Due to the period of public mourning following the death of HRH Prince Philip, and following advice from SALC, it was noted that the Saturday, which would normally have counted as part of the 3 clear days notice, had become "Dies non". As such, the Parish Council is asked to review the decisions reached at the meeting on 12th April, (copy of agenda tabled and circulated) and confirm for each resolution that there was no departure from that decision.

Proposal: Cllr Edmondson

That the Minutes of the Parish Council Meeting held on Monday 12th April 2021, as tabled, be agreed as a true record.

21.05.17 To consider an update on the Parish defibrillator. Tabled and circulated as report DPC 21.05.02.

Proposal: Cllr Edmondson

That the PC becomes custodian for the checking of the village defibrillator and referral to the East Anglian Ambulance Service as required, and the motion relinquishes any on-going commitments by individual or collective members of the Village Hall Committee other than the provision for a location and power supply. The PC will also accept full responsibility for insurance.

21.05.18 To consider and discuss actions around implementation of 5 year plan

- Discuss and agree plan for painting of railings for discussion.

Proposal: Cllr Edmondson

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To agree that a budget of up to £200 (ex. VAT) be allocated to the painting of the railings

- Include 5 year plan as standing agenda item.
- Discuss plan and timings for implementation.

Proposal: Cllr Edmondson

To include the Queen's canopy in the 5 year strategy plan and then adopt this plan for implementation.

21.05.19 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.

19.1 SALC Updates

- Proceedings for a court declaration that virtual meetings can proceed past 6th May 2021 was heard on 21 April in the High Court – awaiting a decision.
- The Government are conducting a 12 week call for evidence from 25 March 2021 on the experience of remote meetings and member councils are urged to take part in this.

19.2 Suffolk County Council

19.3 BMSDC - New grant launched to support business recovery

19.4 Drinkstone Educational Charity

19.5 Suffolk Constabulary – Constables Country

19.6 Community action Suffolk – There is updated guidance of how to open village halls for the next meeting

21.05.20 Public comment or question invited on any Agenda item.

21.05.21 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.

21.1 Cllr Penny Otton - Suffolk County & Mid Suffolk District Councils

21.2 Cllr Edmondson - Allotments (circulated)

21.3 Cllr J Elnaugh - Planning & Community Engagement (circulated)

21.4 Vacancy - Playing field and play equipment

21.5 Cllr Holborn - Tree Warden & DNP Environment Grp (circulated)

21.6 Cllr Moss - Village Assets & Hall Ctte Rep

21.7 Cllr E Ellnaugh - Footpaths & Byeways (circulated)

21.8 Cllr Selvey - Highways (circulated)

21.05.22 To receive any report from the Parish Clerk and to take action as appropriate.

22.1 Handover on-going and going well.

22.2 Audit submitted and expect to include in next meeting agenda.

21.05. 23.1 To note the following income:

	Description	£
23.1.1	HMRC VTR Q3 Payment	£130.08
23.1.2	HMRC VTR Q4 Payment	£2,465.55
23.1.3	Mid Suffolk DC – Precept (1 st installment of 2)	£4,460.00
23.1.4	Mid Suffolk DC – COVID 19 Grant	£140.00

23.2 To consider the following payments for authorisation:

	Description	£
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23.2.1	Refund to Hilary Workman (Clerk) – Zoom subscription	£14.39
23.2.2	Refund Hilary Workman (Clerk) – Microsoft subscription and mileage	£26.30

23.3 Proposal: Cllr Edmondson
That the expenses listed above (22.2) be authorised for payment.

23.4 To note payments previously authorised.

	Description	£
23.4.1	Clerk Salary for Hilary Workman Period 1 2021-22	249.73

21.05.27

To note any Planning results as notified by MSDC:

- 27.1 **DC/21/01259** – Erection of a two storey extension; Erection of a 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.
 BMSDC: Withdrawn
- 27.2 **DC/21/01086** - Discharge of conditions Application for 4632/16 – Condition 5 (Roof and Eaves).
 The Old Post Office, The street, Drinkstone, Bury St. Edmunds, IP30 9SR
 BMSDC: Granted
- 27.3 **DC/21/00735** – Submission of Details (Reserved Matters) for Outline Planning permission DC/18/01268 dated 20/06/18 – Access, Appearance, Landscaping, Layout and scale for erection of 2no. detached bungalows.
 Land west of Shortgate, Beyton Road, Drinkstone, Suffolk
 BMSDC: Granted
- 27.4 **DC/21/01345**. 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.
 Land adjacent to Greyfriars, Rattlesden Road, Drinkstone, Suffolk
 BMSDC: Granted

21.05.28

To note the following Planning applications notified by MSDC for comment.

- 28.1 **DC/21/02329** – Planning Application
 Erection of trellis to existing fencing.
 Tawny House, Gedding Road, Drinkstone, Suffolk, IP30 9TF

21.05.29

To note the following Planning matters for information, to be noted or for inclusion on a future agenda.

21.05.30

To receive an update on progress towards Drinkstone Neighbourhood Plan and take action as appropriate.

21.05.31

Public comment or questions on any matter of Council business.

21.05.32

Any other Council business for information, to be noted or for inclusion on a future agenda.

21.05.33

To confirm that the scheduled date for the next meeting is Monday 7th June 2021 beginning at 8.00pm at the village Hall.

21.05.34 Public Meeting to close of meeting.

21.05.35 To receive a report on the Clerk's overtime remuneration.

21.05.36 Meeting close.

Published & posted 28th April 2021

Jane Hill

Incoming Clerk