

# **DRINKSTONE PARISH COUNCIL**

## **MINUTES**

of an Annual General Meeting of the Council held on

**Tuesday 4<sup>th</sup> May 2021 via Zoom**

**Present:** Cllrs R Edmondson, J Elnaugh, P Holborn, E Elnaugh, T Moss, & P Selvey  
Clerk & RFO Hilary Workman, Jane Hill, Cllr Otton (part), 2 Members of the Public

### **Meeting started at 8pm**

- 21.05.01 Cllr R Edmondson elected as Chairmen of the Council.
- 21.05.02 Declaration of Acceptance of Office to be signed and returned to Parish Clerk.
- 21.05.03 Cllr P Holborn elected as Vice Chairmen of the Council.
- 21.05.04 Declaration of Acceptance of Office to be signed and returned to Parish Clerk.
- 21.05.05 Bank reconciliation for the allotments to be edited to correct bank name. Otherwise no questions arising and accounts received pending correction.
- 21.05.06 To confirm the schedule of Council Ordinary Meetings for financial year 2021 - 22 are: Monday 7th June, Monday 2nd August, Monday 4th October, Monday 6th December, Monday 10th January and Monday 7th March 2022. All meetings will start at 8pm.
- 21.05.07 Councillors appointed and confirmed to hold posts as follows:
  - 7.1 Footpath Officer - Cllr Emily Elnaugh appointed.
  - 7.2 Neighbourhood Plan Officer and Tree Warden - Cllr Peter Holborn appointed.
  - 7.3 Parish Assets (inc. phone box and defibrillator) officer and playing field and play equipment officer – Cllr Tim Moss appointed.
  - 7.4 Community engagement Officer – this position remains open.
  - 7.5 Planning Officer - Cllr Janet Elnaugh appointed.
  - 7.6 Highways Officer - Cllr Paul Selvey appointed
- 21.05.08 It was confirmed that the Parish Council will be represented in local Committees by:
  - 8.1 Allotment Trustee – Cllr Edmondson.
  - 8.2 Representative on the Educational Charity, the PCC, and the Village Hall Committee to be included in the Community Engagement Officer's role.
- 21.05.09 It was confirmed that membership of Community Action Suffolk and Suffolk association of Local Councils should continue.
- 21.05.10 It was confirmed that 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.  
  
It was confirmed that the signatories for the Drinkstone Green Allotments Accounts are: Cllrs Richard Edmondson, Janet Elnaugh and Paul Selvey.

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- 21.05.11 The inventory of land and other assets including buildings and office equipment was reviewed: Two assets, a lawn mower and allotment compost bins to be added and then Asset Register re-circulated and received at next meeting.
- 21.05.12 The insurance cover was confirmed for all existing assets in respect of all insurable risks. Following resolution of agenda item 21.05.17 the defibrillator needs to be added to the Parish Council insurance, this will be actioned by Parish Clerk.
- 21.05.13 **Resolved: The following policies would be readopted on the understanding that the contact details of Parish Clerk be changed from Hilary Workman to Jane Hill:**
- 13.1 Review of Council's complaints procedure – readopted.
- 13.2 Review of Council's policies, procedures and practices under freedom of information and data protection legislation – readopted.
- 13.3 Review Council's policy for dealing with press/media – readopted.
- 13.4 Review Council's employment policies and procedures – readopted.
- 13.5 The Council's confirmed the expenditure under s. 137 of local government act 1972 was £6.24. This cost was associated with the defibrillator insurance.
- 21.05.14 There were no apologies for absence to be noted or approved.
- 21.05.15 15.1 There were no Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items.
- 15.2 There were no declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25.
- 15.3 There were no requests for dispensations.
- 15.4 There were no additions and/or deletions to the Council's Register of Interests.
- 21.05.16 **Resolved: The Minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> April 2021, as tabled, were agreed as a true record. This included reconfirming the resolutions, this follows advice from SALC as the meeting held during the period of mourning for HRH Prince Phillip.**
- 21.05.17 **Resolved: The PC to become the 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.**
- It was noted that Cllr Moss would take over checking the defibrillator and would arrange a handover with Merete Bland.
- 21.05.18 The following was discussed and agreed concerning the implementation of 5 year plan:
- Painting the railings by the Gedding Road allotments, the railings on The Street at Blacksmith Corner (inc. railings on the bridge opposite the Old Rectory) to be the first project to be implemented.
  - Cllr Selvey agreed to be project manager, this includes managing a working party and conducting a risk assessment.

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- Cllr Selvey agreed to write to highways to confirm who the railings belong to and request agreement for the work to go ahead.
- Cllr Otton highlighted that for a similar project in Rattlesden both highways and Anglia water consent required as work was undertaken near waterway.
- Cllr Selvey to contact the lead person the similar project in Rattlesden.

**Resolved: A budget of up to £200 (ex. VAT) was allocated to the painting of the railings project.**

**Resolved: The Queen's canopy project to be included in the 5 year strategy plan for implementation.**

- Cllr Holborn will take the lead on implementing the Queens Canopy project.
- Cllr Holborn is attending the Suffolk meeting via zoom on Weds 12 May in advance of the National Launch on 17th. Cllr Holborn and Cllr E Elnaugh will meet to develop ideas for implementation.
- Cllr Holborn will bring an update back to the Parish Council at the next meeting in June.

21.05.19 Correspondence considered.

It is noted the Zoom Parish Council meetings must cease and as such the next meeting on 7<sup>th</sup> June will be at village hall. Cllr Moss and Jane Hill to work with Village Hall Committee to ensure the June meeting can be conducted according to guidelines released by Community Action Suffolk.

21.05.20 No public comment or questions when invited by Chair.

21.05.21 Reports received and following items noted:

21.1 Playing field and play equipment – Cllr Moss noted that the steps to the slide were becoming worn.

21.5 Tree Warden & DNP Environment – Cllr Holborn highlighted that Giles Young was going to plant trees and shrubs at the North East corner of the site, the trees will be provided by the woodland trust arranged by Cllr Holborn.

21.7 Footpaths – Cllr E Elnaugh noted two issues with the footpaths

- Sign at footpath 6 – Cllr E Elnaugh to arrange a working party to mend broken sign.
- Stile on footpath 16: Cllr E Elnaugh and Jane Hill to write to the Public Rights of Way Officer and Claire Dickson to establish whose responsibility it is to mend the stile or replace with a more accessible solution.

21.8 Highways – Cllr Selvey reported that the minimum speed the SID captured has been raised from 9m/hr to 25m/hr. It was also suggested to ask village for a volunteers to move the SID on a regular basis, currently this is being achieved by members of the Parish Council.

21.05.22 Report from the Parish Clerk received with no comment.

21.05. 23 23.1 Income noted as laid out in agenda

23.2 To consider the following payments for authorisation:

	Description	£
23.2.1	Refund to Hilary Workman (Clerk) – Zoom subscription	£14.39

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23.2.2	Refund Hilary Workman (Clerk) – Microsoft subscription and mileage	£26.30
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**23.3 Resolved: The expenses listed above (23.2) were authorised for payment.**

- 21.05.27 The planning results as notified by MSDC were reviewed with no comment.
- 21.05.28 The Parish Council will make no comment on the following planning application.  
 28.1 **DC/21/02329** – Planning Application  
 Erection of trellis to existing fencing.  
 Tawny House, Gedding Road, Drinkstone, Suffolk, IP30 9TF
- 21.05.30 Noted that Drinkstone Neighbourhood Plan referendum to be on 6<sup>th</sup> May 2021. Cllr Holborn noted that Mid Suffolk planners have indicated they would like to meet in the future to review neighbourhood plan.
- 21.05.31 No questions from public.
- 21.05.32 There was no 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 closed at 8.56pm.

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