

# **DRINKSTONE PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

You are hereby summoned to attend an Ordinary Meeting of the Council on  
**Monday 7<sup>th</sup> June 2021**  
at 8.00pm in the Village Hall, Gedding Road, IP30 9SZ for the transaction of the business on the  
agenda below.

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## **MEMBERS OF THE PUBLIC**

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

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## **AGENDA**

1. Open meeting. Chair to remind attendees of the COVID 19 safety measures outlined in the meeting's risk assessment.
2. Apologies for absence to be noted or approved.
3. Declarations and interests:
  - a. To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items.
  - b. To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25.
  - c. To receive requests for dispensations.
  - d. To note any additions and/or deletions to the Council's Register of Interests.
4. Proposal: Cllr Edmondson  
That the Minutes of the Parish Council Meeting held on Tuesday 4<sup>th</sup> May 2021 be agreed as a true record.
5. To consider co-option of new Councillor, and if successful, welcome the new Councillor, appoint the new Councillor a portfolio, and gain Council's authorisation for the Unity Trust bank mandate to be changed to give the new Councillor signatory authority.
  - a. Proposal: Cllr Edmondson  
Mrs Sonia Slattery be co-opted on to Drinkstone Parish Council to serve forthwith.  
If adopted then appoint Mrs Slattery to act as Community Engagement Officer.
  - b. Proposal: Cllr Selvey  
To add Sonia Slattery as an authorised signatory to the Unity Trust Bank.
6. Discussion and progress update regarding 5 year plan
  - a. Painting the railings project – Cllr Selvey
  - b. Queens Canopy project – Cllr Holborn
  - c. Discuss, prioritise, and appoint project managers to key initiatives in 5 year plan
  - d. Discuss potential civic event the Parish would like to hold.

Jane Hill: Drinkstone Parish Council Clerk  
The Old Rectory, The Street, Drinkstone, IP30 9SR  
Telephone; 07903 050930 Email; drinkstoneclerk@gmail.com

7. Public comment or question invited on any Agenda item.
8. To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
9. 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.
  - a. Cllr Emily Elnaugh                      Footpath Officer
  - b. Cllr Peter Holborn                      Neighbourhood Plan Officer and Tree Warden.
  - c. Cllr Tim Moss                              Parish Assets Officer.
  - d. Cllr Janet Elnaugh                      Planning Officer.
  - e. Cllr Paul Selvey                          Highways officer
  - f. Cllr Richard Edmondson              Allotment Trustee
10. To receive any report from the Parish Clerk and to take action as appropriate.
11. Public comment or question invited on any Agenda item.
12. To review and sign the documents required to finalise the internal audit, gain exemption from external audit, and confirm internal control and risk assessments are place.
  - a. Proposal: Cllr Edmondson  
The Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.21. The audit found that the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls.
  - b. Proposal: Cllr Edmondson  
The Council receives and approves that the Drinkstone Parish Risk Assessment Document is a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks. Document to be signed by Chairman.
  - c. Proposal: Cllr Edmondson  
As required by the Annual Governance and Accountability Return under the Accounts and Audit Regulations 2015, the Council approves the accounts for the 12 months ended 31.03.21 and authorises the Chairman and the RFO to sign them as approved.
  - d. Proposal: Cllr Edmondson  
Review the Certificate of Exemption – AGAR 2020/21 Part 2 for smaller authorities, certifying that the Drinkstone Parish Council is exempt from the requirement to have a limited assurance review or to submit an the external auditor. The Council Chairman and RFO be authorised to sign this certificate.
  - e. Proposal: Cllr Edmondson  
That the Council approves the Annual Governance Statement as demonstrating a sound system of internal control. The Council Chairman and the Parish Clerk be authorised to sign a Statement of Confirmation of such approval.
  - f. Proposal: Cllr Edmondson  
That the Council approves the Accounting Statement as being a fair presentation of the Council's financial position year ended 31.03.21. The Council Chairman be authorised to sign a Statement of Confirmation of such approval.
  - g. To note that the period for public inspection of the Annual Accounts will be between Monday 14<sup>th</sup> June 2021 and Friday 23<sup>rd</sup> July 2021 and a notice will be published and posted to that effect.
13. To review and confirm the month bank transactions and receive the latest bank reconciliation
  - a. Income to the Parish Council

	Description	£
Income 1	VAT return	1,734.67

b. Payments for authorisation:

	Description	£
UT 1	Hilary Workman pay – Period 2021-22	278.56
UT 2	Hilary workman – Overtime payment	449.67

c. Proposal: Cllr Edmondson

That the expenses listed above (10.b) be authorised for payment.

d. Payments previously authorised and waiting for payment:

	Description	£
UT 3	Tops Garden Services	75.00
UT 4	Heelis and Lodge (Internal audit)	155.00
UT 5	Babergh and Mid Suffolk council (dog litter bins emptying)	342.42
Lloyds 1	Shell Energy refund	452.24

e. To note the current account balances and reconciliation to 31 May 2021 and the Chairman's confirmation that they are supported by relevant Bank Statements.

14. Public comment or question invited on any Agenda item.

15. To note the following Planning results as notified by MSDC:

a. DC/21/01524 – Planning Application

Erection of domestic cart lodge/garage with new resin bound gravel finish to hard standing area  
Land North of Cross Street, Drinkstone, Suffolk  
MSDC: Granted                      DPC: Objected

b. DC/21/01339 – Full Planning Application

Erection of a 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, IP30 9SX  
MSDC: Refused                      DPC: Objected

16. Note, there are no new planning application to consider this month in Drinkstone Parish.

17. To discuss the planning officers report regarding Cross Street planning approval.

18. Public comment or questions on any matter of Council business.

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

20. To confirm that the scheduled date for the next meeting is Monday 2<sup>nd</sup> August 2021 at the village hall.

21. Close the meeting

Jane Hill: Drinkstone Parish Council Clerk  
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