

## **DRINKSTONE PARISH COUNCIL**

### **Minutes of Parish Council meeting held on Monday 7<sup>th</sup> June 2021**

Drinkstone Village Hall

Present: Chair Richard Edmondson, Vice Chair Peter Holborn and Councillors: Janet Elnaugh, Emily Elnaugh, Tim Moss, and Paul Selvey, new Councillor pending election: Sonia Slattery, Clerk Jane Hill, Councillor Otton (part), and 3 members of the public.

#### Meeting started at 8pm

1. The Chair provided an overview of COVID safety measures in place for the meeting.
2. There were no apologies for absence to be noted or approved.
3. There were no declarations of interest.
4. Resolved: The Councillors agreed that the minutes of the Parish Council meeting held on Tuesday 4<sup>th</sup> May 2021 were a true record and signed by the Chair on behalf of the Council.
5. Resolved: The Council agreed that Mrs Sonia Slattery be co-opted onto Drinkstone Parish Council to serve forthwith as a Councillor and to act as Community Engagement Officer. In addition, the Council agreed for Mrs Sonia Slattery to become an authorised signatory to the Unity Trust Bank.
6. Planning and progress update for implementation of Drinkstone Parish Council 5 year plan.
  - a. Painting the Parish Railings Project – Cllr Selvey
    - Fifteen volunteers have come forward and there has been an offer to access a discount on the paint required.
    - Cllr Selvey contacted Suffolk County Council and they have confirmed that the Parish Council are allowed to paint the railings. They highlighted that care should be taken not to contaminate the river Black Bourn.
    - It was agreed to split the project into two phases; firstly, paint the railings at Chapel Road and then paint the railings at Blacksmith's Corner. It was noted the works at Blacksmith's corner would be scheduled to coincide with a pre-existing planned road closure.
    - The next steps are to purchase materials, plan safety (including signage, cones, and potentially using the SID device with a changed message) and start painting.
  - b. Queen's Canopy project – Cllr Holborn
 

The aim of this project is to plant or preserve a tree for every resident in Suffolk for the Queen's Platinum Jubilee in June 2022. Cllr Holborn is leading this project in Drinkstone and is working to identify areas where trees could be planted, he is planning to contact and hopefully work with three groups of landowners:

    - i) Parish Council
 

There is a piece of land owned by the Parish Council which would be suitable for 70 trees (one for each year of the Queen's reign). This land is currently tenanted; hence it was agreed that Cllr Edmondson and Cllr Holborn would meet the tenant to discuss the feasibility of the project.
    - ii) Major land owners
 

The Parish Council agreed with Cllr Holborn's plan to write to the major local landowners to explain the project and assess interest in being included in the project.
    - iii) Parishioners
 

The Parish Council agreed with Cllr Holborn's plan to put an article in the Parish magazine and for Cllr E Elnaugh and Cllr Holborn to approach local people to gain interest.
  - c. The Council discussed and agreed that they wanted to prioritise and start to implement six key initiatives in order to start delivering the Parish Council's 5 year strategic plan. The six projects were briefly discussed and assigned project owners as outlined in the table below.

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	<b>Project Name</b>	<b>Project Owner</b>
1	Painting the Parish railings	Cllr P Selvey
2	Queens Canopy	Cllr P Holborn
3	Plant Bulbs and Bee Corridor	Cllr Edmondson and Cllr J Elnaugh
4	Redesign Website	Cllr S Slattery
5	Benches on footpaths	Cllr T Moss
6	Operational Efficiency	Clerk/Chair

It is hoped that members of the Parish will support/join-in/ volunteer for these initiatives; if so, civic events will be incorporated into the projects. The progress of each initiative will be discussed and agreed at future Parish Council meetings.

7. On opening the meeting to the public for comment, D Hannant highlighted that benches/seats could be sponsored by members of the Parish.
8. There was one item of correspondence, which due to timing, was not included as an agenda item or in the Clerk's report.
  - The Clerk was contacted by David Ford who is a trustee of the John Wrenn's charity. This charity owns 13.52 acres of land in the Parish which is currently unregistered; the charity are hoping to formally register the land soon.
  - The Parish Council discussed and agreed with the plan to register the land.
  - The Council agreed the Clerk could send David Ford, in his capacity as Trustee of the Charity, an e-mail stating this support for the plan and that it would be documented in the minutes of the meeting.
9. Reports from District and County Council Ward Member and Parish Council Portfolio Holders.
  - a. Cllr Penny Otton
    - Cllr Otton has been successfully re-elected. Following the election there are significant changes in the Council, the 15 Green, Liberal, and Independent Councillors (GLI Group) now form the opposition.
    - The Council are reviewing the boundaries and have launched a developers guide. Mid Suffolk are conducting a review of food waste and the Local Plan has been submitted to the Secretary of State for examination.
  - b. Cllr Emily Elnaugh: Footpath Officer
    - Cllr Elnaugh highlighted that the footpaths are becoming overgrown and it is becoming difficult to walk some routes. Cllr Elnaugh strimmed one route following a request from a member of the Parish, however she also highlighted it was not possible for her to manage the cutting of all the footpaths in the long term.
    - Following a discussion, the Council agreed they should try and encourage members of the Parish to adopt and look after a footpath. This approach is already working well on some footpaths in the village. As a consequence Cllr E Elnaugh is going to write a JD post requesting volunteers and the Chair is going to include the call for volunteers in the regular update article in the Drinkstone Parish magazine.
  - c. Cllr Peter Holborn: Neighbourhood Plan Officer and Tree Warden.
    - The Drinkstone Neighbourhood Plan (NHP) has been Made and completed, which is great news!
    - It was agreed that that the Parish Council should continue to review all planning applications through the lens of the NHP.
    - Cllr Edmondson kindly agreed to print hard copies free of charge; one of which will be kept in the hall.
  - d. Cllr Tim Moss: Parish Assets Officer.

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- Cllr Moss agreed he will ensure the Drinkstone defibrillator is registered on this newly created national register of defibrillators.
  - The play equipment may require an annual safety check this summer. Cllr Moss will ask Gary Hembra how this safety check has been achieved in previous years.
- e. Cllr Janet Elnaugh: Planning Officer.
- The planning permission decision for Yew Tree Cottage, Cross Street, was received after the agenda for the Parish Council meeting was sent out hence not included. An e-mail from Mid Suffolk stated the planning application was refused and the policies in the Neighbourhood plan were referenced in the planner's response.
- f. Cllr Paul Selvey: Highways officer
- It was agreed that the SID rota will be changed to every 2 weeks and that the height the SID will be reduced as makes changing location and checking batteries easier and safer.
10. The Clerk report. The Clerk has compiled a calendar of tasks/ work that the Council must achieve to be compliant with regulations and statutory requirements. The Clerk will use this table to plan workload and inform Councillors of their statutory obligations. The calendar will also be used as a check-list of progress at future Parish Council meetings.
11. No public comment or questions when invited by Chair.
12. The documents required to finalise the internal audit, gain exemption from external audit, and confirm internal control and risk assessments are in place, were considered, and agreed.
- a. Resolved: The Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.21.
  - b. Resolved: 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 risk management strategies are in place.
  - c. Resolved: As required by the Annual Governance and Accountability Return, the Council approves the accounts for the 12 months ended 31.03.21.
  - d. Resolved: The Certificate of Exemption – AGAR 2020/21 Part 2 for smaller authorities was reviewed by the Council. The document certifies that the Drinkstone Parish Council is exempt from the requirement to have a limited assurance review or to submit an the external auditor.
  - e. Resolved: The Council approves the Annual Governance Statement as demonstrating a sound system of internal control.
  - f. Resolved: The Council approves the Accounting Statement as being a fair presentation of the Council's financial position year ended 31.03.21.
  - g. Noted: 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. Resolved: The following bank payments were authorised

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

It was agreed that a ranking of Councillors who authorise payments from the Unity Trust Bank would be put in place. Cllr R Edmondson to be first signatory and Cllr P Holborn to be second signatory. If either of these Councillors are on holiday or unavailable then Cllr J Elnaugh and Cllr T Moss would be requested to authorise payments.

14. There was no public comment when invited by the Chair.
15. No other Council business to be noted or for inclusion on a future agenda.
16. The next meeting was confirmed as Monday 2<sup>nd</sup> August 2021 at the village hall.
17. Meeting closed at 9.07pm

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