

## **DRINKSTONE PARISH COUNCIL**

### **Minutes of AGM and ordinary meeting held on Tuesday 3<sup>rd</sup> May 2022**

Present: Councillors: Richard Edmondson (Chair), Peter Holborn (Vice Chair), Janet Elnaugh, Emily Elnaugh, Tim Moss, Paul Selvey and Christine Emery. Three members of the public. Clerk: Jane Hill.

1. Cllr Edmondson was elected as Chairman of the Council for the coming year.
2. Cllr Edmondson signed the Chairman's Declaration of Acceptance of Office.
3. Cllr Holborn was elected as Vice Chairman of the Council for the coming year.
4. Cllr Holborn signed the Vice Chairman's Declaration of Acceptance of Office.
5. The Council received the accounts for 12 months ending 31<sup>st</sup> March 2022.
6. Resolved: The Council appointed Heelis and Lodge to conduct the internal audit.
7. The Council agree that Jane Hill will continue to act as RFO until recruitment for new Clerk is finalised.
8. The Council confirmed the schedule of Council Ordinary Meetings for financial year 2022 - 23 are: Monday 4<sup>th</sup> July 2022, Monday 1<sup>st</sup> August 2022, Monday 3<sup>rd</sup> October 2022, Monday 5<sup>th</sup> December 2022, Monday 9<sup>th</sup> January 2023 and Monday 6<sup>th</sup> March 2023. All meetings will start at 8pm and take place at the village hall.
9. The Council confirmed that the Annual Parish meeting will take place on Monday 6<sup>th</sup> June 22 at 8PM.
10. Resolved: All Councillors retained existing portfolio roles, as outlined in agenda.
11. The Council appointed Cllr Edmondson as Allotment Trustee and Cllr Emery as the Parish Council representative on the Educational Charity, the PCC, and the Village Hall Committee.
12. The Council confirmed continuing membership Community Action Suffolk (free of charge) and Suffolk Association of Local Councils (£270).
13. The Council confirmed the signatories of the council bank account with Unity Trust are Councillors: Richard Edmondson, Peter Holborn, Janet Elnaugh, Emily Elnaugh, Tim Moss, and Christine Emery.
14. Resolved: The Council voted to adhere to the Internal Financial Control Policy.
15. The Council confirmed the signatories for the Drinkstone Green Allotments Accounts are: Cllr Edmondson, Cllr J Elnaugh and Cllr Selvey.
16. The Council agreed to the accuracy of the Asset Register.
17. The Council confirmed that the correct level of insurance cover in respect of all insurable risks was in place.
18. Resolved: The Council voted to adopt the Complaints procedure, The Freedom of Information and Data Protection Policy, The Press/media Policy and The Employment Policies and Procedures.
19. Chairman noted the end of the Annual General Meeting and the start of the May Ordinary Parish Council meeting.
20. There were no apologies for absence to be noted or approved.
21. There were no declarations of interest.
22. Resolved: The Council agreed that the Minutes of the ordinary Parish Council Meeting held on Monday 7<sup>th</sup> March 2022 was a true record.
  - Cllr Holborn noted that he had found documentation which confirmed the appeal of the planning application on land near Greyfriars was negative.
  - Cllr Holborn noted that the work using Parish Online still needed to be complete.
23. The Parish Council discussed and agreed the initiatives for 2022/23 as follows:
  - Public Transport
  - Review the use of Rattlesden Rd Land including a schedule of works to tidy the site.
  - Plant additional daffodils
  - Install additional footpath seats
  - Footpath repair project
  - Village Christmas tree

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- Lest we forget statues
- Annual civic event
- Play equipment maintenance
- Young people engagement
- PC carbon footprint
- Website
- Highways projects
  - i. White welcome gates at the village entry/exit
  - ii. 30mph painted round signs on the road
  - iii. Reinstate white lines at the Blacksmith Corner junction

24. Reports from District and County Council Ward Member and Portfolio Holders were received

- i) Cllr Penny Otton      District and Council Ward Member
  - i. Drinkstone is now outside the Avian flu quarantine area.
  - ii. Funding for the welcome gates should be resubmitted for consideration in this year's budget.
  - iii. Following a problem with mail company not delivering information about Council house rent rises, the information will be sent again and any rise will now start from 2nd May.
  - iv. The £150 pound government energy grant will be given to all who pay council tax by direct debit.
  - v. Cllr Otton highlighted that she is putting together a motion to prevent sewerage leaking into rivers.
- ii) Cllr Peter Holborn      Neighbourhood Plan Officer and Tree Warden
  - i. It was highlighted that the tree and shrub removal to clear the ditch on Mr Crack's land is a breach of land clearance rules and has been conducted in the bird nesting season.
  - ii. The Council discussed whether they should send a letter to Mr Crack highlighting this issue. It was noted that the Parish Council had requested the ditches be cleared and the Culvert fixed in a letter to Mr Crack in Nov 21, in this letter there was no clear timelines communicated. The Clerk also stated that her recollection of the phone call she had with Mr Crack regarding the planned works was to bring in a contractor and complete the work in Spring. The Clerk noted this was a telephone conversation with Mr Crack but agreed to check the written minutes to see if it had been recorded. The vote on writing to Mr Crack was subject to the Clerk confirming the details and dates agreed with Mr Crack were noted and recorded. If this was the case then 4 councillors voted in favour.
- iii) Cllr Tim Moss      Parish Assets Officer
  - i. Cllr Moss noted the goal posts had been painted.
- iv) Cllr C Emery      Community engagement
  - i. Cllr Emery noted the Jubilee preparations were going well but more volunteers were needed.
- v) Cllr Emily Elnaugh      Footpaths
  - i. The Council discussed how and when repairs to the footpaths should be completed. It was agreed that Cllr E Elnaugh would put together a schedule of works to assess and plan the required work.
  - ii. A member of the public asked for confirmation that placing woodchips on the footpaths would not affect the cutting of the grass near the footpaths.
- vi) Cllr Paul Selvey      Highways officer
  - i. The welcome gates to the village would be a continuing project for 22/23
  - ii. Cllr Selvey noted that he is in the process of identifying the correct person in Mid Suffolk to talk to about extending the speed limit in some parts of the village.
- vii) Cllr Edmondson      Allotments
  - i. Cllr Edmondson noted that he will be submitting allotment accounts to the Charities Commission soon.

25. There was no public comment when requested by the Chair.

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26. The Clerk's report was received with no comment.
- The Clerk highlighted that she had received an invoice for £380 from Suffolk County Council for the installation of the SID posts. As this invoice was not on the list of invoices to approve at the meeting the Clerk asked the Chair to conduct a vote so the Council could authorise the payment. It was resolved that the Clerk was authorised to make this payment after the meeting.

27. The Council reviewed and confirmed the bank transactions and received the latest bank reconciliation.

- i) Resolved: The Council agreed to authorise the payments in the table below

	Description	£
UT1	Backdated mandated pay rise payment for H Workman	£8.66
UT2	SALC subscription	£270.90
UT3	March Village hall hire	£20.00
UT4	Previous underpayment of training	£6.00

- ii) The Chairman confirmed that the accounts were accurate and that they are supported by relevant Bank Statements.

28. It was noted that the planning application at Chapel Lane was rejected:

- It was highlighted that the boundary issue in the Chapel Lane planning application was not resolved by Highways.
- Clr Edmondson stated that he thought the boundaries were clearly defined for the allotments and Elm Tree Cottage in the property deeds held with the Land Registry.

29. There were no new planning applications for the Parish Council to consider.

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

- A member of the public thanked the village for all the community initiatives. In addition he asked if an allotment for young people could be reinstated and whether more use could be made of the Cricket.

31. There was no further Council business for information, to be noted or for inclusion on a future agenda.

32. To confirm that the scheduled date for the next meeting is Monday 4<sup>th</sup> July 2022 at the village hall.

33. The meeting was closed at 9.50pm

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