

DRINKSTONE PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend an Ordinary Meeting of the Council on

Monday 4th May 2020

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 2020

Time: May 4, 2020 07:45 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/89783281549?pwd=RIEzR3VrWU5mcHZyTm9sUDhIRUpsZz09>

Meeting ID: 897 8328 1549

Password: 394723

You can also dial in direct from your mobile or landline on the numbers below:

[+44 203 481 5240](tel:+442034815240)

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MEMBERS OF THE PUBLIC

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

AGENDA

- 20.05.01 Apologies for absence to be noted or approved.
- 20.05.02 To receive any Members' Declarations of Local Non-Pecuniary Interests and/or Disclosable Pecuniary Interest in subsequent Agenda items and to note any additions and/or deletions to the Council's Register of Interests.
- 20.05.03 Proposal: Cllr Schofield
That the Minutes of the Parish Council Meeting held on 2nd March 2020, as tabled, be agreed as a true record.**
- 20.05.04 5.1 To discuss the co-option of up to 2 Councillors (Mrs Janet Elnaugh) to the Parish Council (1 Member to the Council) and to take action as appropriate
- 5.2 Proposal: Cllr Schofield
That Mrs Janet Elnaugh be co-opted on to Drinkstone Parish Council to serve forthwith.**
- 20.05.05 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report.
- 5.1 SALC Newsletter (*previously circulated*)
- 5.2 Suffolk County Council
- 5.2.1 Briefing re supporting care homes (*previously circulated*)
- 5.2.2 Grass Cutting Programme 2020 (*previously circulated*)
- 5.2.3 Briefing on Cyber Cons capitalising on Coronavirus (*previously circulated*)
- 5.3 BMSDC
- 5.3.1 Chief Planning Officer (*previously circulated*)
- 5.3.2 Amendments to CIL Expenditure Framework
- 5.4 Power for People – Local Electricity Bill (*previously circulated*)
- 5.5 Suffolk Accident Rescue Service (*previously circulated*)
- 5.6 VE 75
- 20.05.06 Public comment or question invited on any Agenda item.

Hilary Workman: Clerk to Drinkstone Parish Council

123 York Road, Bury St Edmunds, IP33 3EG

Telephone; 07988 643772 **Email;** drinkstoneclerk@gmail.com

- 20.05.07 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.
- 7.1 Cllr Penny Otton - Suffolk County & Mid Suffolk District Councils
 - 7.2 Cllr Richard Edmondson - Allotments (*circulated*)
 - 7.3 Cllr Gary Hembra - Playing field and play equipment (*circulated*)
 - 7.4 Cllr Peter Holborn - Tree Warden (*circulated*)
 - 7.5 Cllr Tim Moss - Phone Box & Village Hall Ctte Rep
 - 7.5 Cllr Haslett Schofield - Footpaths & Byeways
 - 7.6 Cllr P Selvey - Highways

- 20.05.08 To receive any report from the Parish Clerk and to take action as appropriate.
- 8.1 To note the VAT126 claim for Quarter 4 in the sum of £130.15 has been submitted.
 - 8.2 To confirm that all but one allotment rents have been received for 2020-2021.
 - 8.3 To note that the Clerk is seeking suggestions from Councillors and Residents of items to consider in the development of a 4 year programme of work for the Parish Council.
 - 8.4 To note correspondence circulated for PKF Littlejohn (external auditor) regarding extensions to deadlines arising from COVID-19 (previously circulated) and summary of new arrangements tabled and circulated as **DPC.20.04.01**
 - 8.5 To note a summary of decisions to date made remotely arising from the restrictions on meetings as a result of the COVID-19 Pandemic (report DPC.20.04.01), tabled and circulated as **DPC.20.04.02**
 - 8.6 To note a summary of the SI 2020/392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 report **DPC.20.04.03** refers, and take action as appropriate.

- 20.5.09** To receive an update on progress towards moving to internet banking (circulated and tabled as **DPC 20.05.04**) and take action as appropriate.

- 10.1** To note the following income:

| | Description | £ |
|--------|---|----------|
| 10.1.1 | Santander – Bank Interest | £1.29 |
| 10.1.2 | Lloyds – Drinkstone Green Allotment – Rents | £231.00 |
| 10.1.3 | BMSDC – 1 st Installment Precept | £4460.00 |

- 10.2 To consider the following payments for authorisation:

| | Description | £ |
|--------|---|----------|
| 10.2.1 | Clerk Salary period 12 2019-20 | £293.26 |
| 10.2.2 | HMRC Tax/NI Liability Q4 2019-20 | £204.99 |
| 10.2.3 | Clerk Expenses Q4 2019-20 | £47.54 |
| 10.2.4 | Hawkins Forestry #SI-215 – Work to Parish Trees | £360.00 |
| 10.2.5 | Drinkstone War Memorial Institute – Hire of Hall Feb & March 2020 | £40.00 |
| 10.2.6 | Suffolk Assn. of Local Councils #23381 – Membership Subscription | £260.70 |
| 10.2.7 | MSDC #2000096724 – Litter & Dog waste collection | £383.16 |
| 10.2.8 | Refund to Clerk – Zoom Pro Subscription for remote meetings | £143.88 |
| 10.2.9 | Clerk Salary period 1 2020-21 | £238.33 |

- 10.3 **Proposal:**
That the expenses listed above (10.1-10.3) be authorised for payment.

Hilary Workman: Clerk to Drinkstone Parish Council
 123 York Road, Bury St Edmunds, IP33 3EG
Telephone; 07988 643772 **Email;** drinkstoneclerk@gmail.com

10.4 To note payments previously authorised.

| | Description | £ |
|--------|--|---------|
| 10.2.1 | Gipping Valley Press – Drinkstone Walks (Min. Ref 20.01.08.2) | £250.00 |
| 10.2.2 | DD – Wave #6729529 Feb – Water Rattlesden Road | £10.66 |
| 10.2.3 | DD – Wave #6730001 Feb – Water Gedding Road | £13.49 |
| 10.2.4 | DD – Wave #7138755 April – Water Rattlesden Road | £4.33 |

10.5 To note the current account balances and reconciliation, as scheduled, and the Chairman’s confirmation that they are supported by relevant Bank Statements.

20.05.11

11.1 To note the year end accounts for the financial year 2019-20 and take action as appropriate.

11.2 Proposal: Cllr Schofield

To approve the year end accounts for financial year 2019-20.

11.3 To note the proposal to transfer any unspent balances from the budget lines indicated in report DPC.20.04.05 and take action as appropriate.

11.4 Proposal: Cllr Schofield

To transfer any unspent balances from the budget lines indicated in report DPC.20.04.05.

20.04.12

12.1 To note the attached Financial Risk Assessment for the financial year 2020-21 and take action as appropriate.

12.2 Proposal: Cllr Schofield

That this Council receives and approves the Risk Assessments (circulated & tabled as DPC20.04.06) as being a proper assessment of the risks facing the Council and that they demonstrate that appropriate management of those risks is in place and that the Chairman of this Meeting should sign the Financial Risk Assessment thereby tabled as properly reflecting the assessment of the Council’s financial risk.

20.05.13

To note any Planning results as notified by MSDC:

13.1 **DC/20/00383** - Application for Listed Building Consent
Demolition of outbuilding

Stotts Cottage, 2 Cross Street, Drinkstone, IP30 9TP

BMSDC: Granted DPC: No Comment 20.03.13.1

13.2 **DC/20/00438** - Planning Application

Erection of building forming B1 unit with yard and parking

Land To The North Side Of Cross Street To The East Of 1 Stotts Cottage, Cross Street, Drinkstone, IP30 9TP

BMSDC: Refused DPC: Objection 20.03.13.2

13.3 **DC/20/00570** – Full Planning Application

Part change of use of garage (class C3) to (class B2) general industrial for use as nanobrewery (re-submission of withdrawn application DC/19/05187)

Foxhollies, Rattlesden Road, Drinkstone IP30 9TL

BMSDC: Granted DPC: No Comment 20.03.13.3

13.4i **DC/20/00577** - Application for Variation of Listed Building Consent

Condition Ref No: DC/18/01395 Condition 2 (Approved Plans and Documents)

Stotts Cottage, 2 Cross Street, Drinkstone, IP30 9TP

BMSDC: Refused DPC: No Comment 20.03.13.4i

13.4ii **DC/20/00578** - Application under Section 73 of The Town and Country Planning Act

Ref No:DC/18/01394. Variation of Condition 2 (Approved Plans and Documents)

Stotts Cottage, 2 Cross Street, Drinkstone, IP30 9TP

BMSDC: Refused DPC: No Comment 20.03.13.4ii

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- 20.05.14** To note the following Planning applications notified by MSDC for comment.
- 14.1 **DC/20/01519** – Planning Application
Erection of 2. No. new buildings for B1 & B2 Use & re-alignment of existing access.
Land at Rookery Meade Farm, Beyton Road, Drinkstone, IP30 9SS
- 14.5 **Proposal: Cllr Schofield**
That the Clerk makes known the Council’s comments on Planning Applications on this agenda to the Corporate Manager, Growth & Sustainable Planning at Mid Suffolk District Council.
- 20.05.15 To note the following Planning matters for information, to be noted or for inclusion on a future agenda.
- 20.05.16 To receive an update on progress towards Drinkstone Neighbourhood Plan and take action as appropriate.
- 20.05.17 Public comment or questions on any matter of Council business.
- 20.05.18 Any other Council business for information, to be noted or for inclusion on a future agenda.
- 20.05.19 To confirm that the scheduled date for the next meeting is Monday 1st June 2020 beginning at 8.00pm remotely via a Zoom Scheduled meeting – see below for meeting invitation:
- Topic: Drinkstone Parish Council - Ordinary Meeting @ 8:00pm
Time: Jun 1, 2020 07:45 PM London
Join Zoom Meeting
<https://us02web.zoom.us/j/82125260108?pwd=SBBIUUxZNGRCbTZnMXBqMXhUVGJVZz09>
Meeting ID: 821 2526 0108 Password: 444925
You can also dial in direct from your mobile or landline on the numbers below:
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- 20.05.20 Close of meeting.

Published & posted 29 April 2020



Hilary Workman
Clerk & RFO to the Council