

DRINKSTONE PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend an Annual Meeting of the Council on
Tuesday 3rd May 2022
at 8.00pm in the

Village Hall, Gedding Road, IP30 9SZ for the transaction of the business on the agenda
below.

MEMBERS OF THE PUBLIC

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

AGENDA

1. To elect the Chairman of the Council for the coming year.
2. To receive the Chairman's Declaration of Acceptance of Office or to decide when to receive the same.
3. To elect the Vice Chairman of the Council for the coming year.
4. To receive the Vice Chairman's Declaration of Acceptance of Office or to decide when to receive the same.
5. To receive the accounts for 12 months ending 31st March 2022.
6. To appoint the company Heelis and Lodge to conduct the internal audit.

Proposal: Cllr Edmondson - Heelis and Lodge be appointed as internal audit

7. To confirm the Council agree that Jane Hill will continue to act as RFO until recruitment for new Clerk finalised; at this time the RFO responsibility will be given to the new Clerk and authorised at the next Parish Council meeting.
8. To confirm that the Clerk will complete the small Council external audit exemption documentation as the Council revenue is below £25K.
9. To confirm the schedule of Council Ordinary Meetings for financial year 2022 - 23 are:
Monday 4th July 2022, Monday 1st August 2022, Monday 3rd October 2022, Monday 5th December 2022, Monday 9th January 2023 and Monday 6th March 2023. All meetings will start at 8pm and take place at the village hall.
10. To confirm the Annual Parish meeting will be Monday 6th June 22.

11. To appoint or to confirm the following officers of the Council or to take action as appropriate (current post holder in brackets):

1. Footpath officer (Cllr E Elnaugh)
2. Parish tree warden (Cllr Holborn)
3. Parish Assets (inc. playing field) officer (Cllr Moss)
4. Community engagement Officer (Cllr Emery)
5. Planning Officer (Cllr J Elnaugh)
6. Highways Officer (Cllr Selvey)

Proposal: Cllr Edmondson – Council agree to appoint the officers of the Council

12. To appoint or to confirm representatives of Council on the following bodies, or to take action as appropriate, current post holders in brackets):

1. Allotment Trustee (Cllr Edmondson)
2. Representative on the Educational Charity (Cllr Emery)
3. Representative on the PCC (Cllr Emery)
4. Representative on the Village Hall Committee (Cllr Emery)

13. To confirm continuing membership of the following organisations, current subscriptions indicated in brackets:

- a. Community Action Suffolk (free of charge)
- b. Suffolk association of Local Councils (£270)

14. To confirm the signatories of the council bank account with Unity Trust are Councillors; Richard Edmondson, Peter Holborn, Paul Selvey, Janet Elnaugh, Emily Elnaugh, Tim Moss, and Christine Emery.

15. To confirm the Council internal financial control policy is in place

Proposal: Cllr Edmondson - To adopt the Internal Financial control policy

16. To confirm that the Council will adhere to the internal financial controls. In particular, the Council commit to the following:

- i. For payments outside the list of due payments the Council must consider the spend and authorise at a Council meeting.
- ii. Any two Councillors are required to sign any payments.

17. To confirm signatories for the Drinkstone Green Allotments Accounts are: Cllr Edmondson, Cllr J Elnaugh and Cllr Selvey. As authorised in the March 22 meeting the Council confirm that the Clerk has the authority to make payments which have been authorised at a Parish Council meeting without the need for two Councillor signatures.

18. Review of inventory of land and other assets including buildings and office equipment listed in the Asset Register.
19. Confirmation of insurance cover in respect of all insurable risks.
20. Review of the following items:
 - i. Review of Council's complaints procedure.
 - ii. Review of Council's policies, procedures and practices under freedom of information and data protection legislation.
 - iii. Review Council's policy for dealing with press/media.
 - iv. Review Council's employment policies and procedures.

Proposal: Cllr Edmondson - To re-adopt these policies as set in 20

21. Chairman to note this concludes the Annual General Meeting and the start of the May Ordinary Parish Council meeting.
22. Apologies for absence to be noted or approved.
23. 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.
24. **Proposal: Cllr Edmondson** The Council agree that the Minutes of the ordinary Parish Council Meeting held on Monday 7th March 2022 be agreed as a true record.
25. To discuss and agree the Parish Council initiatives for 2022/23.
26. To receive any report from District and County Council Ward Member and Portfolio Holders to take action as appropriate.
 - i) Cllr Penny Otton District and Council Ward Member
 - ii) Cllr Peter Holborn Neighbourhood Plan Officer and Tree Warden
 - iii) Cllr Tim Moss Parish Assets Officer
 - iv) Cllr C Emery Community engagement
 - v) Cllr Emily Elnaugh Footpaths
 - vi) Cllr Paul Selvey Highways officer
 - vii) Cllr Edmondson Allotments
27. Public comment or question invited by the Chair.

28. To receive the Parish Clerk report and to take action as appropriate. The progress on tasks versus plan shown in Clerk report.

- a. End of year accounts for Parish Council and allotments finalised and circulated. Balance sheet and cash book reconciled to bank statements and circulated to the Council for review.
- b. Internal audit preparation started and collation of document planned for completion by mid May.
- c. Exemption from external audit started and will need to be finalised on submission of the Council's AGAR form by end of June 22.
- d. Request made to Unity Trust bank for Cllr Holborn access – no response yet
- e. Request made to Lloyds bank to change administration rights to allotment account made – no response from bank yet.
- f. Update on Clerk recruitment and handover plans

29. To review and confirm the month bank transactions and receive the latest bank reconciliation.

- a. Income to Parish Council since last meeting.

	Description	£
UT1	Interest on Instant Access Account	£0.15
UT2	Donation	£774.60
Lloyds 1	Allotment rent income (Feb-Mar 22)*	£277.00

*There was a late payment of £15 rent for the allotments which will fall into the 22-23 accounts

- b. Payments for authorisation by the Council:

	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

Proposal: Cllr Edmondson The Council agreed that the expenses listed above (29.b) be authorised for payment.

c. Payments previously authorised or in list of due payments from Parish Council account:

	Description	£
UT1	Payment for bench materials to T Moss	208.30
UT2	David Willis	£120.00
UT3	Hall Hire	£20.00
UT4	SALC Clerk Audit training	£30.00
UT5	Clerk Salary	£774.60
UT6	Clerk Tax – new tax code applied	£65.60
UT7	Unity Trust service charge	£18.00
Lloyds1	Allotment: Payment to R Edmondson for hinges	£39.90
Lloyds2	Allotment: Village Hall hire	£15.00

d. To note the current account balances and reconciliation to 31st March and the Chairman's confirmation that they are supported by relevant Bank Statements.

e. Note that at end March 22 there was £39.72 of unclaimed VAT.

30. The following planning decisions were published since the last meeting:

- i. Application. No: DC/22/00374 – Yew Tree Farm Cottage, Cross Street, Drinkstone, IP30 9TP.

Application under Section 73a of The Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of planning permission DC/17/03975 dated: 25/10/17 - Erection of replacement dwelling (following demolition of existing dwelling); Alterations to existing property to include erection of pitched roof, front facing gable and two storey rear and side extensions; Erection of 1 no. garage with store, and 1 no. garage with living accommodation over first floor. To allow repositioning of dwelling and garages.

Status: Granted

- ii. Application. No: DC/22/00124 Bellrod Chapel Lane Drinkstone Suffolk IP30 9TA

Householder Application - Erection of single storey front extension

Status: Granted

- iii. Application. No: DC/22/00038 Drinkstone Hall Gedding Road Drinkstone Suffolk IP30 9TG

Full Planning Application - Creation of a new vehicular access to the highway for livestock

Status: Granted

- iv. No: DC/21/06053 Land At Chapel Lane Drinkstone Suffolk

Application for Outline Planning Permission (some matters reserved, access to be considered) Town and Country Planning Act 1990 - Erection of 1No dwelling, garage and new vehicular access.

Status: Refused

31. There are no new planning applications for the Parish Council to consider.
32. Public comment or questions on any matter of Council business.
33. Any other Council business for information, to be noted or for inclusion on a future agenda.
34. To confirm that the scheduled date for the next meeting is Monday 4th July 2022 at the village hall.
35. Close the meeting

Jane Hill

Drinkstone Parish Clerk