

# **DRINKSTONE PARISH COUNCIL**

## **SUMMONS TO COUNCILLORS**

You are hereby summoned to attend an Ordinary Meeting of the Council on  
**Monday 20th June 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.

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## **AGENDA**

1. Apologies for absence to be noted or approved.
2. 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.
3. To receive any report from District and County Council Ward Member and Portfolio Holders or other agencies and to take action as appropriate.
  1. Cllr Penny Otton                      District and Council Ward Member
  2. Cllr Peter Holborn                  Neighbourhood Plan Officer and Tree Warden
  3. Cllr Tim Moss                         Parish Assets Officer
  4. Cllr Paul Selvey                      Highways officer
  5. Cllr Edmondson                      Allotment Trustee
  6. Clerk report
4. 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:** Mr Lambert be co-opted on to Drinkstone Parish Council to serve forthwith.
- b. **Proposal: Cllr Edmondson :** Appoint Mr Lambert to act as Footpath Warden.
5. **Proposal: Cllr Edmondson:** The Council agree that the Minutes of the ordinary Parish Council Meeting held on Monday 6<sup>th</sup> June 2022 be agreed as a true record.
6. 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.
- 1. Proposal: Cllr Edmondson**  
The Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.22. The audit found that the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls.
- 2. 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.
- 3. 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 31.03.22 and authorises the Chairman and the RFO to sign them as approved.
- 4. 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.
- 5. 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.
- 6. Proposal: Cllr Edmondson**  
That the Council approves the Accounting Statement as being a fair presentation of the Council's financial position year ended 31.03.22. The Council Chairman be authorised to sign a Statement of Confirmation of such approval.
7. To note that the period for public inspection of the Annual Accounts will be between 27th June and 5th August and a notice will be published and posted to that effect.

7. **Proposal: Christine Emery:** To accept the financial report for the Jubilee Village Fete held on 5<sup>th</sup> June 2022

8. Public comment or question invited by the Chair.

9. To review proposed payments

a. Payments for authorisation by the Council:

	Description	£
UT1.	Annual compliance audit fee	140.00
UT2.	Mid Suffolk – Litter & dog bin emptying	394.61
UT3.	Sawn timber – Richard Edmondson	83.27

**Proposal: Cllr Edmondson** The Council to agree that the expenses listed above be authorised for payment.

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

	Description	£
UT1	440 Jazz band – Village fete	360.00

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

11. There is one new planning application for the Council to consider:

1. DC/22/02696

Proposal: Full Application - Change of use of land to residential to facilitate erection of extension to existing studio/office outbuilding. Erection of extension to cartlodge, and conversion of part of ground floor and removal of external staircase.

Location: Holm House, Garden House Lane, Drinkstone, Bury St Edmunds Suffolk IP30 9FJ

**Proposal: Cllr J Elnaugh** That the Clerk makes known the Council's comments on Planning Applications on Planning Applications on this agenda to the Corporate Manager, Growth & Sustainable Planning at Mid Suffolk District Council

12. Any other Council business for information, to be noted or for inclusion on a future agenda.
13. To confirm that the scheduled date for the next meeting is agreed by Council as Monday 1st August 2022.
14. Close the meeting

Drinkstone Parish Clerk