

DRINKSTONE PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend the meeting of the Council on
Monday 19th June 2023
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. Apologies for absence to be noted or approved.
2. Declarations of interest:
 - 2.1. To receive any Members' Declarations of and/or Disclosable Pecuniary Interest in subsequent Agenda items.
 - 2.2. To receive requests for dispensations.
3. Election of the vice chair
4. To receive any report from District and County Council Ward Members & Clerk.
Complete with agenda items requested by the Council – strategic initiatives
 1. Cllr Penny Otton District Member
 2. Nicky Willshere Ward Member
 3. Janet Elnaugh Planning
 4. Paul Selvey Highways
 5. Alice Robinson Village assets and allotments
 6. Malcolm Turner Footpaths
 7. Christine Emery Community engagement
 8. Clerk report
5. Approval of minutes of meeting held 15th May 2023.
6. Public comment or question invited by the Chair.
7. **Proposal: Cllr Selvey** That Cllrs Turner and Robinson be granted administration and online access to the two Parish Council accounts held with Unity Trust Bank. In this capacity they will be able to view the account and authorise payments.

8. **Proposal: Cllr Selvey** That Tim Moss, Emily Elnaugh, Hilary Workman, Richard Edmondson and Peter Holborn be removed from the Unity bank mandate.
9. **Proposal: Cllr Selvey** The Council agree to adopt and comply with the latest standing orders and financial regulations.
10. **Proposal: Cllr Selvey** The Parish council agree to adopt the new Local Government Association - Model Councillor Code of Conduct 2020.
11. **Proposal: Cllr Selvey** The Parish council agree to adopt the Procurement Policy as recommended The Public Contracts (Amendment) Regulations 2022.
12. 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.
13. **Proposal: Cllr Selvey**

The Council acknowledges receipt of the Internal Audit Report on the year ending 31.03.23. The audit found that the Council continued to maintain effective governance arrangements including a robust framework of financial administration and internal controls.
14. **Proposal: Cllr Selvey**

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.
15. **Proposal: Cllr Selvey**

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 31.03.23 and authorises the Chairman and the RFO to sign them as approved.
16. **Proposal: Cllr Selvey**

Review the Certificate of Exemption – AGAR 2022/23 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 the external auditor. The Council Chairman and RFO be authorised to sign this certificate.
17. **Proposal: Cllr Selvey**

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.
18. **Proposal: Cllr Selvey**

That the Council approves the Accounting Statement as being a fair presentation of the Council's financial position year ended 31.03.23. The Council Chairman be authorised to sign a Statement of Confirmation of such approval.

19. Proposal: Cllr Selvey

That the council formally accepts the precept decision of £10,042 to be awarded in the financial year 2023/24.

20. To note that the period for public inspection of the Annual Accounts will be between 20th June 2023 and 7th August 2023 and a notice will be published and posted to that effect.

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

a. Income to Parish Council since last meeting.

	Description	£
UT1.	Precept for 1H of year	£5021.00
UT2.	VAT recovery	907.47

b. To review proposed payments

Payments for authorisation by the Council:

	Description	£
UT1	Village hall 5 th June 2023	20.00
UT2	Clerk's salary	250.00
UT3	Richard Edmondson expenses	8.99
UT4	Richard Edmondson expenses	27.50
UT5	Direct debit for bank charges to Unity trust bank (£18 per quarter) - £72 annually	72.00

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

22. Planning consultation request letter relating to planning application - DC/23/02725 - The Meade, Beyton Road, Drinkstone, Bury St Edmunds Suffolk IP30 9SS

23. Discussion ref the establishment of a 20mph speed limit in Drinkstone village

24. Approval of SALC Payroll Service Agreement

25. To confirm that the scheduled date for the next meeting is agreed by Council as Monday, July 3rd, 2023 at 8pm.

26. Close the meeting

Drinkstone Parish Clerk