

DRINKSTONE PARISH COUNCIL

Minutes of the ordinary meeting held on Monday 20th June 2022 at 8.00pm in the

Present: Richard Edmondson (Chair), Peter Holborn (Vice Chair), Janet Elnaugh, Tim Moss, Paul Selvey, Christine Emery, Penny Otton. Clerk: Michael Walton

1. There were no apologies for absence to be noted or approved.
2. Declarations and interests:
 - a. It was noted that Christine Emery is the beneficiary of a payment under UT5 in respect of the village fete and Richard Edmondson under UT3.
 - b. There were no receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25.
 - c. There were no requests for dispensations.
 - d. There were no additions and/or deletions to the Council's Register of Interests.
3. Reports were received and noted 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. Christine Emery Community engagement
 7. Clerk report
4. The council agreed to Mr Michael Lambert as a new Councillor and that Mr Lambert to act as Footpath Warden.
5. The Council agree that the Minutes of the ordinary Parish Council Meeting held on Monday 22nd June 2022 be agreed as a true record.

6. The Council reviewed and signed the documents required to finalise the internal audit, gain exemption from external audit, and confirm internal control and risk assessments are place.
- A.** The Council acknowledged 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.
 - B.** The Council received and approved 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. The document was signed by Chairman.
 - C.** As required by the Annual Governance and Accountability Return under the Accounts and Audit Regulations 2015, the Council approved the accounts for the 12 months ended 31.03.22 and the Chairman and the RFO signed them as approved.
 - D.** 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 was agreed and signed by the Council Chairman and RFO.
 - E.** The Council approved the Annual Governance Statement as demonstrating a sound system of internal control. The Council Chairman and the Parish Clerk were authorised and signed a Statement of Confirmation of such approval.
 - F.** The Council approved the Accounting Statement as being a fair presentation of the Council’s financial position year ended 31.03.22. The Council Chairman signed a Statement of Confirmation of such approval.
 - G. I** It was noted 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. The council accepted the financial report for the Jubilee Village Fete held on 5th June 2022 and agreed a payment of £390.67 to Christine Emery and £395 to Nick Hill
8. There was no public comment or questions after being 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
UT4.	Top Garden Services	126.00
UT5.	Christine Emery	390.67
UT6.	Nick Hill - village fete	395.00

The Council agreed 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. There were no public comments or questions on any matter of Council business.

11. The Council considered the new planning application detailed below:

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

The Council reviewed the contents of Cllr J Elnaugh's report and it was agreed 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. It was agreed that the Clerk should examine the process of getting a mapped overlay of the Drinkstone Neighbourhood Plan and the Mid Suffolk settlement boundary plan to identify any potential discrepancies.
13. No additional matters of Council business for information were noted or for inclusion on a future agenda.
14. It was confirmed that the scheduled date for the next meeting is agreed by Council as Monday 1st August 2022.
15. The meeting closed at 21.20.

Signed: Richard Edmondson

1st August 2022