

RISBY PARISH COUNCIL
Minutes of the meeting held on Thursday 7th March 2024.

Councillors present: Derrick Abrey (Chairman), Ian Turner (Vice -Chairman), John Fairlie, Simon Gray, Chris Sutton and Ben Ramsay.

Also present: Joanne Kirk (Clerk), County Councillor Rebecca Hopfensperger and District Councillor Susan Glossop.

1. Acceptance of apologies for absence.

Parish Councillor Steve Smith sent his apologies and the reason for absence accepted.

2. Declaration of Interest in items on the agenda and dispensation requests.

No dispensation requests were received.

3. Approval of minutes of meeting held on Thursday 4th January 2024 and the planning meeting held on Thursday 18th January 2024.

It was resolved that the minutes were correct. The chairman then signed them.

4. Public session.

No issues were raised during the public session.

5. County Councillor's report.

A written report was sent prior to the meeting. The report is available on the Parish Council's website at <https://risby.suffolk.cloud/meetings/>

Cllr Hopfensperger spoke about the following:

- She has asked Highways Engineer Andy Moore to send details of the speed survey on Tut Hill to her and Risby Parish Council.
- Two 'Not suitable for HGV signs' have been ordered for Crematorium Road/New Road and South St. Risby Parish Council asked for 'Local Traffic only' to go with the signs.
- She has asked for Station Hill, Mildenhall Road and Newmarket Road to be resurfaced. She has also reported Crematorium/New Road and asked for a proper survey of the drainage along the road following the recent flooding. She will also ask Highways Engineer Andy Moore to look at the state of Hyde Road.
- Holiday club activities for children on free school meals.

6. District councillor's report.

Susan Glossop spoke about the following issues:

- Council tax letters have gone out to residents.
- The new Everyman cinema has now opened.
- The Town and Parish Forum is on 18th March in Mildenhall.
- West Suffolk Council is keen to provide more social housing.
- Developers will have to include more energy efficiency measures.

7. Police Issues

Risby Parish Council requested speed enforcement in Risby due to high speeds recorded by the Vehicle Activated signs. This was the response from Suffolk Police following a speed survey which they carried out in School Road:

Unfortunately the Safety Camera Team cannot carry out enforcement at every site that is complained about - we currently have over 400 sites County wide, so we have to set a criteria to meet the demand.

From the data, School Road (11.8%) and South Street (10.4%) combined percentages for prosecutable speeding vehicles travelling at or over the NPCC threshold (i.e. 35mph or above) are well under our criteria of 20% or more, at which we would set up an enforcement site.

Although our team cannot help any further, rest assured it is still being dealt with by another department. I have forwarded the original complaint, and data, onto the Bury Community Policing Team who have more flexibility than we do, and so will be able to assist with the speeding issue.

Risby Parish Council has been in contact with Risby's Community Policing Team to request enforcement. They are in the process of training some more officers in the use of speed guns and will be able to carry out more speed checks after that. The Community Policing Team members for Risby are PC Helen Reeve, PC Helen Slade, PCSO Amanda Dodd and PCSO Michelle Crompton. The email address for the team is cpt.burystedmunds@suffolk.police.uk

8. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

9. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- J P Kirk - expenses - LGA 1972, s111 – **£11.31**
- J P Kirk – ¼ of cost of replacement work phone – LGA 1972, s111 - **£12.50.**
- HMRC - PAYE - LGA 1972, s111 - **£329.20**

Chris Sutton and Ian Turner signed the Schedule of Payments. The Chairman countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Statement of receipts and payments made since the last meeting

It was resolved that the statement of receipts and payments would be approved.

Receipts

| Date | Description | Supplier | Total |
|------------|-----------------------------------|----------------------------|--------|
| 10/01/2024 | Refund of cost of print cartridge | Stradishall Parish Council | £13.52 |
| 10/01/2024 | Refund pension costs | J Kirk | £16.00 |
| 10/01/2024 | Refund pension costs | Moulton Parish Council | £25.00 |
| 10/01/2024 | Refund pension costs | Stradishall Parish Council | £16.00 |
| 10/01/2024 | Refund pension costs | Lackford Parish Council | £16.00 |
| 30/01/2024 | Refund of cost of print cartridge | Moulton Parish Council | £13.52 |
| 07/02/2024 | Allotment rent | Allotment holders | £25.00 |
| 07/02/2024 | Allotment rent | Allotment holders | £5.00 |
| 07/02/2024 | Allotment rent | Allotment holders | £25.00 |
| 08/02/2024 | Allotment rent | Allotment holders | £15.00 |
| 08/02/2024 | Allotment rent | Allotment holders | £25.00 |
| 09/02/2024 | Allotment rent | Allotment holders | £50.00 |
| 09/02/2024 | Allotment rent | Allotment holders | £25.00 |
| 12/02/2024 | Refund pension costs | Moulton Parish Council | £25.00 |
| 12/02/2024 | Refund phone costs | Stradishall Parish Council | £21.01 |
| 12/02/2024 | Refund pension costs | J Kirk | £16.00 |
| 12/02/2024 | Refund pension costs | Stradishall Parish Council | £16.00 |
| 12/02/2024 | Refund pension costs | Lackford Parish Council | £16.00 |

Payments

| Date | Minute | Description | Supplier | Total |
|--|--------|------------------|----------------------|--------|
| 09/01/2024 | 363/9a | Clerk's expenses | Joanne Kirk | £6.57 |
| 20/01/2024 | 354/9g | Phone costs | Vodafone | £15.10 |
| 12/02/2024 | 363/9f | Print cartridge | The Cartridge People | £60.90 |
| 20/02/2024 | 354/9g | Phone costs | Vodafone | £15.10 |
| Staff costs as per confidential cashbook | | | | |

Transfers

28/12/2023 – transfer to current account - £2,000

13/02/24 - transfer to current account - £500.00

d) Bank balances as of 29th February 2024 and confirmation of bank reconciliation.

| | |
|--------------------------|------------|
| Nat West Current Account | £783.09 |
| Nat West Reserve Account | £15,671.84 |

| |
|-------------------|
| £16,454.93 |
|-------------------|

Chris Sutton verified and signed the bank statements.

e) **Update on the financial checks carried out by a councillor.**

Steve Smith has checked the Parish Council's accounts and signed the Internal Control Report.

f) **To review the receipts and payments for 2023/24 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2023/24 against the budget. At year-end Risby Parish Council will be within budget, with unspent budget allocations carried over to reserves.

Reserves

| Reserve | Opening Balance | Transfers | Spend | Receipts | Current Balance |
|---------------------------------|------------------|------------------|------------------|----------|-------------------|
| Earmarked | | | | | |
| Election costs | £1,478.00 | £50.00 | £81.91 | | £1,446.09 |
| Pond maintenance | £3,300.00 | £5,463.00 | | | £8,763.00 |
| Emptying of bins | £657.00 | | | | £657.00 |
| Village project | £1,313.00 | | | | £1,313.00 |
| Tree survey and tree works | £1,084.00 | £1,150.00 | £1,065.00 | | £1,169.00 |
| Clerk and councillor training | £93.76 | £20.00 | | | £113.76 |
| VAS | £200.00 | £50.00 | | | £250.00 |
| Allotments | £310.33 | £50.00 | £104.25 | | £256.08 |
| War memorial | £200.00 | | | | £200.00 |
| Defibrillator maintenance | -£54.00 | £100.00 | | | £46.00 |
| TOTAL EARMARKED RESERVES | £8,582.09 | £6,883.00 | £1,251.16 | | £14,213.93 |
| GENERAL FUND | | | | | £1,848.49 |
| TOTAL FUNDS | | | | | £16,062.42 |

g) **To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.**

The Parish Council's current asset value is **£55,649**. The insurance value is **£97,965**. No new assets were purchased in 2023-24.

h) **To review the Council's risk assessment.**

It was resolved that the risk assessment would be approved.

i) **To check that the levels of liability insurance are adequate.**

The levels of liability cover under the new Ansvar Policy are as follows:

| All Risks (unspecified items) | Public Liability | Fidelity Guarantee (Dishonesty) | Personal Accident | Employers' Liability |
|-------------------------------|------------------|---------------------------------|-------------------|----------------------|
| £1k | £10m | £25k | £10k | £10m |

It was resolved that the levels of liability insurance were sufficient.

j) **Review of confidential cashbook and deductions by a councillor.**

Steve Smith reviewed the clerk's confidential cashbook as part of the internal control review of the Council's accounts and confirmed that the PAYE details and tax code were correct.

k) **To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2024 and complete the inspection checklist.**

It was resolved that the clerk would ask Cllr Steve Smith if he would be willing to inspect the Council's property again this year.

l) **To review any contracts.**

The current grass cutting contract runs until March 2025.

m) **Wave water bill for the allotments – for information only.**

Risby Parish Council is £11.94 in credit.

10. To discuss any planning issues.

a) West Suffolk Council Local Plan Submission Consultation.

No development has been allocated in Risby.

b) Phone call from Pigeon requesting a meeting with the Parish Council.

As no development has been allocated in Risby, it was resolved that Risby Parish Council would not engage with Pigeon.

c) To receive an update on the meeting with George Gittus and AJN Steelstock and prepare a formal response.

Risby Parish Council is awaiting a further consultation planning application DC/23/0657/FUL – the application for a steel processing off Newmarket Road in Risby. The Parish Council also submitted a query to West Suffolk Council about the timescale for completion of planning conditions for DC/16/1723/OUT – a truck stop just off the A14 in Risby. It was resolved that Risby Parish Council would submit a formal complaint to West Suffolk Council about the timeline followed by West Suffolk Council after the application was improved and the fact that Risby Parish Council was not consulted about on the Reserved Matters application for the lorry park.

d) DC/24/0245/FUL - Heath Barn Manor Cavenham Road Risby - a. conversion of existing ground floor garage/ storage to holiday let with associated parking amenity space; b. construction of fence boarded entrance to first floor.

It was resolved that no objections would be made to this application.

e) Applications received after the agenda was published:

DC/23/1862/HH – Gate House Cottage, School Road – amended plans.

Councillors agreed to await the response from West Suffolk Council's Conservation Officer and Historic England as there do not seem to be any significant amendments to the original application before deciding how to proceed

11. Highways/rights of way matters/tree or transport issues

a) Tree survey.

It was resolved that the clerk would obtain a quote from Ligna consultancy and ask if Cllr Chris Sutton can meet the arboriculturist on site when they carry out the survey.

b) Planting a replacement tree on Lower Green.

Derrick Abrey agreed to purchase an English oak to replace the sycamore tree that was felled.

c) To discuss the remaining tree works.

It was resolved that these would be discussed after the next tree survey report is available.

d) Email from a resident about dredging and clearing Welham Lane pond.

The clerk has emailed West Suffolk Council to find out whether there are any grants available for pond maintenance/pond improvements but has not yet received a response.

12. Allotments update.

Allotment agreements for 2024-25 have been sent out to tenants. Most of the allotment rent for 2024-25 has now been received.

13. To discuss any village issues:

a) War memorial. Two of the inset panels are starting to flake. Cllr Chris Sutton agreed to contact Abbeygate Memorials to ask them to take a look and quote if necessary.

14. To confirm the dates of meetings in 2024/25.

The following dates were confirmed:

- Thursday 2nd May 2024 - Annual Meeting of the Parish Council at 7pm followed by the Annual Parish Meeting.
- Thursday 4th July 2024
- Thursday 5th September 2024
- Thursday 7th November 2024
- Thursday 2nd January 2025
- Thursday 6th March 2025

15. To agree the procedure and possible items for the Annual Parish Meeting.

It was resolved that the Annual Meeting of the Parish Council would take place before the Annual Parish Meeting following a similar format to previous years.

16. To discuss the following correspondence:

- a) **Email from Risby Wildlife Group about Suffolk Wildlife Trust's e-petition asking developers to do more to support nature.**
It was resolved that no response would be submitted as the final Local Plan consultation is only inviting comments on whether the plan is legally compliant and sound.
- b) **Email from West Suffolk Council about their consultation on street trading.**
It was resolved that no response would be submitted as this not an issue which affects Risby.
- c) **Email from Suffolk County Council on their Local Transport Plan consultation.**
It was resolved that the clerk would respond on behalf of Risby Parish Council questioning the value of the consultation as there is no money available for even basic highways maintenance.
- d) **Email from West Suffolk Council about their Homelessness Reduction and Rough Sleeping Strategy.** It was resolved that no response would be submitted.
- e) **Email from Plug in Suffolk about the installation of EV charging points.**
EV chargers have already been installed at the village hall.
- f) **Email from Connecting Communities about the Community Transport Service they provide.**
Information about the service has been posted on the Parish Council's website.
- g) **Email from West Suffolk Council asking if the Chair of the Council can attend a meeting.**
It was resolved that the Chair of West Suffolk Council would be invited to attend the Annual Parish Meeting.

17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Thursday 2nd May 2024 at 7pm or the Annual Parish Meeting at 8pm

The following items are for including on the next agenda:

- Email from the Risby Wildlife Working Group relinquishing responsibility for the footpath alongside the allotments and the one off Welham Lane.

There being no further business the meeting closed at 8.45pm.

Signed (Chairman) Dated