

RISBY PARISH COUNCIL

Minutes of the meeting held on Thursday 2nd November 2023.

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

Also present: Joanne Kirk (Clerk), County Councillor Rebecca Hopfensperger, District Councillor Susan Glossop, and two members of the public.

1. Acceptance of apologies for absence.

Apologies were received from Ian Turner (Vice -Chairman) and Steve Smith and the reason for absence accepted.

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

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

3. County councillor's report.

Cllr Hopfensperger spoke about the following:

- The pothole repairs in Quays Road were temporary. The road is scheduled to be resurfaced but there is no date yet. If it is going to be a while she has asked Highways to come back and do proper pothole repairs.
- She has put in a request for an advisory '*Not suitable for HGVs sign/Local Traffic Only*' signs for Flempton Road.
- Two weed treatments have been carried out in Risby in March and July. She has asked which roads have been treated. SCC is running a pilot scheme to cut back all weeds and then treat them before they grow back. She has asked if Risby can be included in the pilot scheme. SCC is looking at the possibility of reintroducing glyphosate in areas where it will not cause health and safety issues.
- She will check who is responsible for cutting back the footway on the A14 flyover.
- Guy Smith from Highways is looking into the possibility of producing an information leaflet about parking near junctions.
- She has circulated storm and flooding information to parishes.
- She has commissioned a safety review of the Tut Hill junction.

4. District councillor's report.

Susan Glossop has enquired about weed treatment and is awaiting a response.

5. Public session.

No issues were raised.

6. Approval of minutes of meeting held on Thursday 7th September 2023.

A resident had queried the minutes in relation to planning application DC/20/2231/OUT. Councillors confirmed that the application was discussed and that the minutes reflected their recollection of the discussions and the decision made. They agreed at the September meeting with the comments from West Suffolk Council's Conservation Officer which was to object to the application because of the scale of the building. Concerns were also raised about access and the steep gradient of the driveway. It was resolved that the minutes were correct. The chairman then signed them.

7. Police Issues.

No issues were raised.

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

There were no outstanding councillor actions.

9. Planning

a) Email from a resident about DC/20/2231/OUT and the accuracy of the minutes relating to this application.

See item 6 above.

b) DC/23/1688/TCA - Risby Manor North, Risby - Group of four Conifer (T2 on plan) fell.

It was resolved that the Parish Council would accept the recommendations of West Suffolk Council's Tree Officer.

c) DC/23/1600/TCA –The Green, Risby - fell one sycamore.

This is the Parish Council's own application. The application to fell has been approved by West Suffolk Council. Residents on the Greens will be notified of the work. It was resolved that the Parish Council would ask the contractor to leave the wood for the village.

d) DC/23/1477/FUL - Unit H 10, Risby Business Park, Newmarket Road, Risby - Insertion of two windows on north elevation.

This application was received after the agenda was published. As it is only a minor application it was resolved that the clerk would use her delegated powers to submit a response of no objections.

10. 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 – **£12.91**
- Mrs C Boreham- Bus shelter cleaning – Local Government (Miscellaneous Provisions) Act 1970, s1 - **£250.00**
- Royal British Legion - Poppy wreath and donation - Local Government Act 1972, s138B - **£50.00**
- McGregor Services – grass cutting – Open Spaces Act 1906, ss9 and 10 – **£294.00**

Chris Sutton signed the Schedule of Payments.

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
05/09/2023	Refund 1/6 of cost of print cartridge	Stradishall Parish Council	£7.99
11/09/2023	Refund pension costs	Stradishall Parish Council	£16.00
11/09/2023	Refund pension costs	Ousden Parish Council	£16.00
11/09/2023	Refund pension costs	Moulton Parish Council	£25.00
11/09/2023	Refund pension costs	Lackford Parish Council	£16.00
29/09/2023	Bank interest received	NatWest	£23.03
06/09/2023	Refund phone costs	Stradishall Parish Council	£21.01
14/09/2023	Refund phone costs	Ousden Parish Council	£21.01
14/09/2023	Refund of cost of 1/5 of cost of print cartridge	Ousden Parish Council	£7.99
25/09/2023	Refund phone costs	Moulton Parish Council	£42.01
25/09/2023	Refund of cost of 1/5 of cost of print cartridge	Moulton Parish Council	£21.30
10/10/2023	Refund pension costs	Ousden Parish Council	£16.00
10/10/2023	Refund pension costs	Moulton Parish Council	£25.00
10/10/2023	Refund pension costs	Stradishall Parish Council	£16.00
10/10/2023	Refund pension costs	Lackford Parish Council	£16.00

Payments

Date	Minute	Description	Supplier	Total
12/09/2023	352/10a	Clerk's expenses	Joanne Kirk	£4.32
12/09/2023	352/10a	Scribe accounting software	Starboard Systems Ltd	£165.60
12/09/2023	352/10a	Website hosting fee	Suffolk Cloud	£120.00
12/09/2023	352/10a	Election costs	West Suffolk Council	£81.91
12/09/2023	352/10a	Grass cutting	McGregor Services	£294.00
12/09/2023	352/10a	Grass cutting	McGregor Services	£120.00
12/09/2023	352/10a	Pest control services	The Suffolk Pest Control Company Ltd	£84.00
20/09/2023	354/9g	Phone costs	Vodafone	£15.68
12/09/2023	356/14d	Donation	Citizen's Advice West Suffolk	£50.00
04/10/2023	334/9f	Grass cutting	McGregor Services	£198.00
20/10/2023	354/9g	Phone costs	Vodafone	£15.10
29/10/2023	334/9f	Water costs for the allotments	Wave (Anglian Water Business)	£55.08

Staff costs as per confidential cashbook
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d) **Bank balances as of 23rd October 2023 and confirmation of bank reconciliation.**

Nat West Current Account	£294.79
Nat West Reserve Account	£19,603.33
Total in Banks	£19,898.12

Chris Sutton verified and signed the bank statements.

e) **Budget 2024/25, reserves balance and precept request**

The following larger amounts have been allocated in the 2024/25 budget:

- Tree works £3,750.
- War memorial £300.
- Election costs £300.
- Pond maintenance £2,000.

Earmarked Reserves	2023/24 balance	Budget allocation	New balance in 2024/25
Election costs	£1,446.09	£300.00	£1,746.09
Pond maintenance	£8,763.00	£2,000.00	£10,763.00
Emptying of bins	£657.00		£657.00
Village project	£1,313.00	£200.00	£1,513.00
Tree survey and tree works	£1,919.00	£3,750.00	£5,669.00
Clerk and councillor training	£113.76	£20.00	£133.76
VAS	£250.00	£50.00	£300.00
Allotments	£256.08	£100.00	£356.08
War memorial	£200.00	£300.00	£500.00
Defibrillator maintenance	£46.00	£200.00	£246.00
Total earmarked reserves	£14,963.93	£6,920.00	£21,883.93

It was resolved that:

- The 2024/25 budget would be approved.
- The precept request would be £18,005. The parish council element for a band D household will be £55.47 per annum an increase from £52.92 which equates to £2.55 per annum per band D household, an increase of 4.82%.

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

a) **Quote for tree work.**

It was resolved that the quote of £750 + VAT from Leon Brown Arb-Agri Contracting for felling the sycamore on Upper Green would be approved and the contractor asked to leave the wood. The clerk agreed to check if the cost would be reduced if the wood is left.

b) **Latest speed data for School Road.**

On two occasions very high speeds were recorded during the daytime by the VAS (75mph at 17.00 and 80mph at 11am). It was resolved that the Parish Council would submit the data to Suffolk Roadsafe and request a visit from the Suffolk Roadsafe van.

c) **Email from Suffolk County Council about new funding for improvements to bus services – for information only.**

d) **Reporting flooding to properties.**

Suffolk County Council is asking for your support to encourage affected residents to report significant flooding to individual properties using the [Highways Reporting Tool](#), if they do not have access to the internet they should call the SCC customer service number: 0345 606 6171.

Once a report has been submitted, officers will contact the resident to gather further information and prioritise those locations that meet the criteria for an official investigation (known as a Section 19 Investigation). It is anticipated that this initial contact will be made during the next week. The investigations will follow, but until the scale of the challenge is determined it is difficult to estimate how long it will take to complete this task. It is expected to take at least several weeks but could take months before all of the investigation reports are published.

12. To review the following documents:**a) Risk assessment for VAS volunteers.**

It was resolved that the risk assessment for VAS volunteers would be approved.

13. To discuss the following village issues:**a) Proposed plan for managing the wildlife areas on the Greens.**

It was resolved that the wildlife areas under the trees on the Greens would be cut more regularly in future to help prevent weeds from taking hold and to encourage other flora and fauna. The clerk agreed to get a revised quote from McGregor Services.

14. Correspondence.**a) Email from Slow Ways about their initiative to create a national network of walking routes connecting all of Great Britain's towns and cities as well as thousands of villages – for information only.****b) Email from a resident about dogs being walked off the lead along the road.**

This is beyond the remit to Parish Council as it is a police matter.

c) Email from Zero Hour asking for Risby Parish Council's support for the Climate and Ecology Bill.

It was resolved that no response would be submitted.

15. Any other business for noting or including on the next agenda on Thursday 4th January 2024.**The following items are for including on the next agenda:**

- Suffolk ANPR report.
- Email from the Voluntary Network requesting a donation. .
- Email from a resident about crop fires
- Update on the AJN Steelstock application.

There being no further business the meeting closed at 8.50pm.

Signed (Chairman) Dated