

RISBY PARISH COUNCIL
Minutes of the meeting held on Thursday 6th July 2023.

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

Also present: Joanne Kirk (Clerk), District Councillor Susan Glossop and 8 members of the public.

- 1. Acceptance of apologies for absence.**
County Councillor Rebecca Hopfensperger sent her apologies.
- 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. Approval of minutes of the Annual Meeting of the Parish Council held on Thursday 11th May 2023 and the planning meeting held on 1st June 2023.**
It was resolved that the minutes were correct. The chairman signed them.
- 4. Public Session (10 minutes)**
The following issues were raised:
 - The poor state of the ponds in Risby.
 - Hedges not being cut back.
 - Speeding in the village.
- 5. District Councillor's report**
Susan Glossop spoke about the following:
 - How to contact County Councillor Rebecca Hopfensperger.
 - Changes to speed limits which is virtually impossible in Suffolk.
 - The Steelstock planning application and her disappointment that AJN Steelstock did not feel the need to engage with the community before submitting the planning application.
 - The Local Plan. Work will start again now that there has been a change in councillors in West Suffolk Council. The final consultation will be in January 2024. The plan will come into effect in 2025.
- 6. County Councillor's report.**
No report was received.
- 7. Update on list of actions agreed at the last meeting.**
There was one outstanding councillor action.
- 8. Finance**
 - a) Approval of any payments and signing of Schedule of Payments.**
It was resolved that the following payments would be approved:
 - HMRC – PAYE - LGA 1972, s111 – **£266.60.**
 - J P Kirk – expenses - LGA 1972, s111 – **£18.48.**
 - McGregor Services – grass cutting – Open Spaces Act 1906, ss 9 & 10 – **£396.00.**
 - C Sutton – 2 x padlocks for allotment access - Open Spaces Act 1906, ss 9 & 10 - **£34.25.**
 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 1st May 2023.**
It was resolved that the statement of receipts and payments would be approved.

Receipts

Date	Description	Supplier	Total
10/05/2023	Refund pension costs	Ousden Parish Council	£16.00
10/05/2023	Refund pension costs	Moulton Parish Council	£25.00
10/05/2023	Refund pension costs	Stradishall Parish Council	£16.00
10/05/2023	Refund pension costs	Lackford Parish Council	£16.00
06/07/2023	Wayleave payment	UK Power Networks	£42.16

Payments

Date	Minute	Description	Supplier	Total
15/05/2023	343/13a	Annual donation	Risby Village Hall	£500.00
15/05/2023	343/13a	Internal audit fee	Mrs C Whitaker	£70.00
15/05/2023	343/13a	Grass cutting	McGregor Services	£396.00
15/05/2023	346/12a	Donation	Suffolk Accident Rescue Service	£50.00
31/05/2023	343/13a	Tree survey	Ligna Consultancy	£378.00
30/05/2023	333/9f	Insurance	Business Services at CAS Ltd	£595.37
20/05/2023	334/9f	Phone costs	Vodafone	£12.10
05/06/2023	334/9f	Grass cutting	McGregor Services	£492.00
20/06/2023	334/9f	Phone costs	Vodafone	£12.10
Staff costs as per confidential cashbook				

Transfers

Date	Amount	From	To
31/05/2023	£10,000.00	Nat West Current Account	Nat West Reserve account

d) Bank balances as of 30th June 2023.

Nat West Current Account	£3,244.82
Nat West Reserve Account	£20,494.96
Total in Banks	£23,739.78

Chris Sutton verified and signed the bank statements.

e) Approval of the continued use of electronic banking.

It was resolved that Risby Parish Council would continue to use electronic banking.

f) Update on the inspection of parish council property.

The footpath map needs replacing. Derrick Abrey agreed to try and locate the original.

g) Review of insurance of the war memorial, the allotment fence and allotment gate.

It was resolved that the Parish Council would increase the insurance value of the war memorial to £40,000, the allotment fence to £1,500 and allotment gates to £500 and that the payment would be approved.

9. Planning.

a) DC/23/0930/HH and DC/23/0931/LB - The Gate House, School Road, Risby - a. Alterations to existing carport including additional log store and b. oak framed gazebo.

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

b) DC/23/1013/TCA - Welham House, South Street, Risby - Fell one Leylandii.

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

c) Update on the visit to the AJN Steelstock site in Kentford.

Derrick Abrey updated councillors about his visit.

10. Review the following policy documents.

a) Financial Regulations.

It was resolved that the following amendments would be made:

- Section 4.5 - amend the amount the clerk and Chairman can authorise outside meetings to £800 as this seems a more realistic amount with costs increasing.
- 5.5c – amend to:

a) *fund transfers within the councils banking arrangements as required to ensure invoices can be paid or to the reserve account, provided that a list of such payments shall be submitted to the next appropriate meeting of council.*

b) Standing Orders.

It was resolved that no amendments would be made.

c) Scheme of Delegation.

It was resolved that the following amendments would be made to ensure the smooth running of the Parish Council between meetings:

- Clerk to make decisions about allotments which cannot wait until the next meeting, including expenditure up to £100, in conjunction with Chris Sutton and the Chairman.
- Clerk to make minor decisions relating to the day-to-day running of the Council in conjunction with the chairman, when the stance of councillors is known and the decision is not considered to be controversial. Clerk to email councillors giving a deadline for responses.
- Clerk to make minor decisions relating to the management of website.
- Defibrillator. Clerk and John Fairlie to make minor decisions in conjunction with clerk and payments up to £200 for replacement parts.
- TCA applications. All TCA applications will be referred to councillors. The recommendations of West Suffolk Council's tree officer will be accepted unless a tree is to be felled and councillors feel it should be protected by a TPO because it has amenity value in the village.
- In the event of clerk being off work, where possible the clerk will forward on emails or divert them to the chairman. A holding response will be sent by the chairman saying that no decisions can be made until the next meeting. Urgent interim actions normally carried out by the clerk, (but no decisions) will be carried out by the chairman or vice-chairman, for example requesting extensions to planning applications, holding responses to emails, speaking to residents about local issues providing no decisions are required.

All decisions made under delegated powers are to be reported to the Council at the next meeting.

11. Highways/Rights of Way issues/tree/transport issues/pond issues

a) Review of tree survey recommendations.

It was resolved that the clerk would obtain a quote from Leon Brown Arb- Agri contracting for the following work and ask him to submit TCA applications.

T3508	3m long dead stub from previous pollarding of a primary limb beneath the phonelines Decay pocket at 1m on main stem - probed to 500mm, tap tested - hollow.	Brace stems at 10m and reduce tree all over by 2.5-3m to reduce forces acting on cavity.	6 Months
G3532	Group of 4 trees. Significant dieback of northernmost 3 trees.	Remove northern 3 trees owing to lack of suture potential and risk of failure.	12 Months

The clerk agreed to ask Ligna Consultancy and Leon Brown how long bracing would last or whether it would be better fell the tree. Depending on the response, a separate quote for felling would be obtained.

Separate quotes would also be requested for the following work:

T3531	Minor deadwood within crown. Strong winds may result in branch breakages.	Reduce tree by ~5m all over (within 5 years).	IBA
T3526	Moderate deadwood over pond. Remove lowest branch extending over bench owing to defect above bench.	Remove lowest branch extending over bench back to the stem.	IBA
T3534	Tree in neighbouring ownership with a heavy lean and deadwood over the site.	Remove deadwood overhanging the site, and request tree owner to reduce the height of the tree to approx. 8m on the main stem, to remove future contention and safety issues	IBA

Not all trees have got tags and some trees are not identified with a number on the map for example. T3535. The clerk agreed to contact Ligna Consultancy to request the following:

- All trees should be marked with a tag.

- All tree numbers should be shown on the map.
- Separate larger scale maps for each of the three tree areas.

The survey by Ligna Consultancy identified a problem with the heap of 'green waste' dumped under a tree near the spiral on the lower green. Their recommendation is "Remove green waste to prevent root issues". The clerk agreed to contact the Wildlife Group to arrange this.

Trees T3536, T3523, T3515 and T3504

Most of these trees were planted over the past two years. During last year's very dry summer Chris Sutton applied mulch and watered the trees at least once, often twice a week. As he is unable to commit to this again this year, the clerk agreed to ask the Wildlife Group if they would take over responsibility for irrigation.

Chris Sutton agreed to remove ties and apply mulch as recommended.

b) Update on Highways issues following Annual Parish meeting.

- Eroded roadside opposite the war memorial. This has now been repaired albeit very badly. The clerk agreed to complain to County Councillor Rebecca Hopfensperger about the quality of repair.
- Drains in South St. Community Highways Engineer Andy Moore has requested another visit to the drains to ensure they are jetted through the whole system. He will let Risby Parish Council know when this is scheduled.
- Destruction of the corner of the Green. SCC has come to an agreement that whilst bollards are not possible on this corner a planter would be. In order to do this the Parish Council would need to apply to Suffolk County Council for a street furniture licence which costs £150. It was resolved that this would be discussed further at the September meeting and that the clerk would ask County Councillor Rebecca Hopfensperger about possible funding for the planter and licence.

c) Ownership of the ponds.

Risby Parish Council is still awaiting maps from Suffolk County Council showing ownership of the land around the pond. Once this has been confirmed the Parish Council will investigate ownership/responsibility for the ponds.

d) Email from a Barrow resident about the pond in School Road.

Information about the ponds was put on the Risby Facebook page in response to this query and will be put in the newsletter as well.

e) Email from 20's Plenty for Suffolk asking Risby Parish Council if they would be interested in getting involved with the scheme.

It was resolved that Risby Parish Council would sign up for the 20 is Plenty scheme with a view to starting a county wide conversation about speeding and speed limits in Suffolk. The clerk was also asked to request the ANPR data for Risby from County Councillor Rebecca Hopfensperger and the latest VAS data from David Letley.

12. Village issues.

a) Review of welcome pack and how it will be distributed.

It was resolved that this item would be postponed until the September meeting.

13. Correspondence.

a) Email from the Greenest Community Network.

It was resolved that this item would be postponed until the September meeting.

b) Emails from residents supporting the wildlife areas in Risby – for information only.

c) Email about Suffolk County Council's EV charger scheme.

It was resolved that this item would be postponed until the September meeting.

14. Any other business for noting or including on the next agenda on Thursday 7th September 2023.

The following items are for including on the next agenda:

Review of wildlife areas.

There being no further business the meeting closed at 8.57pm.

Signed (Chairman) Dated