

RISBY PARISH COUNCIL

Minutes of meeting held on Thursday 5th March 2015

Councillors present: I Turner (Vice-Chairman), C Sutton, S Gray and J Gray. J Reed arrived at 8pm.

Also present Mrs J Ince (Clerk), County Councillor Rebecca Hopfsenberger and District Councillor Helen Levack

In the absence of the Chairman, I Turner chaired the meeting

1. Acceptance of apologies for absence

Apologies were received from D Abrey (Chairman) and Steve Smith.

2. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda.

3. Approval of minutes of the meeting held on Thursday 8th January 2015 and the planning meetings held on Thursday 22nd January 2015 and Wednesday 11th February

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

4. Report from the Safer Neighbourhood Team

There has been one crime of note since the last meeting. A trailer was stolen from a front garden on the Green.

Speeding checks have been carried out resulting in 16 verbal warnings and 3 Traffic Offence Reports.

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

There were no outstanding actions.

6. Report from Councillor Hopfsenberger

Councillor Hopfsenberger spoke about the following Highways issues:

- Chris Stiles has taken on responsibility for drains at SCC. He had already ordered the work for the Lower Green but has chased the contractor. The work should be done in the next 2-3 weeks.
- The work of footpath no 1 has been programmed in.
- Crematorium signs have been ordered.
- She has chased the VAS application. It is with Mike Motteram for approval.
- She has re-reported street light number 2.
- Matthew Riches has been appointed to work for Highways. His role is to work on the backlog of priority 4 highways issues. He has also been given the task of improving Western Area Highways. The department has been short staffed.

She also spoke about the West Suffolk Operation Hub. Suffolk CC is considering situating a waste transfer station (where residual waste is bulked up and taken to the Energy from Waste incinerator at Gt Blakenham) on Hollow Road Farm near Compiegne Way. The household recycling centre would also be relocated there from the Rougham Hill site.

A question was asked about the road surface outside the village hall. Some holes have been filled, but it has not been resurfaced as promised. Councillor Hopfsenberger agreed to look into this.

7. Report from Councillor Levack

She spoke about the bin collections. SEBC should be contacting the Parish Council about the bin collections to explain how they work. Some bin collection rounds will be changed.

She has given some of her locality budget to the Risby football club. The Borough Council is changing its approach to funding. It is going to try and encourage communities to do more by giving more grants. As well as the Rural Communities Initiatives Grant and locality funding, there will be a new Community Chest.

8. Finance

a) Approval of any payments authorised between meetings

No payments were authorised between meetings.

b) Approval of payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- HMRC PAYE - LGA 1972, s111 - (to be paid in April 2015) - **£74.80**
- Local Council Public Advisory Service - LGA 1972, s111 - **£80.00** (to be paid in April 2015)
- Risby VH - rental costs - LGA 1972, s111 - **£123.00**
- J P Ince expenses – LGA 1972, s111 - **£10.24**
- Transfer from reserve account - LGA 1972, s111 - **£2,000**

It was also resolved that the clerk would be authorised to purchase the latest version of the website software used at a cost of approximately £50 and that Risby PC would pay one sixth of the cost.

Chris Sutton and I Turner verified the invoices and signed the schedule of payments.

c) Checklist of Internal Controls

C Sutton completed and signed the checklist of internal controls.

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

It was resolved that the statement of receipts and payments was correct.

e) Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2015-16

It was resolved the following regular payments would continue to be paid in 2015 - 16:

Regular payments	2015-2016	Frequency
Insurance	£627.00	Annually
Subscriptions:		
SALC	£0.00	Annually
Community Action Suffolk	£30.00	Annually
LCPAS	£80.00	Annually
Services		
Grass cutting	£1,720.00	Annually
Annual tree survey	£477.00	Annually
C Boreham - bus shelter cleaning	£240.00	Annually
Allotments - water supply	£150.00	Annually
Audit		
Internal audit	£65.00	Annually
External audit (BDO LLP)	£120.00	Annually
Clerk's phone	£329.00	Annually
Fidelity (clerk's workplace pension)	£15.00	Monthly
Clerk's salary	£310.00	Monthly
PAYE	£72.00	Quarterly
Village Hall rental		Annually

f) Review of the income and expenditure for 2014/15 against the budget and discuss the level of reserves for general and earmarked expenditure.

Councillors reviewed the income and expenditure for 2014/15 against the budget. The Council had a budget surplus of approximately £1,000. This was because the cost of grass cutting was less than the amount in the budget.

g) Review the register of fixed assets and insurance values

Councillors reviewed the assets register. It was resolved that no amendments were necessary and that the insurance values were adequate.

h) Approval of the revised risk assessment based on the model provided by BDO LLP

It was resolved that the revised risk assessment would be approved. The Chairman then signed it.

i) Liability insurance

The Council has the following levels of liability cover:

Public liability cover: £6,000,000

Personal accident: £25,000

Fidelity guarantee: £25,000

Employer's liability (clerk only) £10,000,000

j) Review of the Council's Financial Regulations Orders to ensure that they are being complied with

New Financial Regulations based on the NALC model to introduce procedures to allow for electronic banking were introduced on 1st May 2014. It was resolved that the new Financial Regulations were working well so far and that regular checks are carried out to ensure that electronic payments are monitored.

k) Appointment of a councillor to check the accounts and complete the checklist of internal controls including salary details and PAYE tax codings

It was resolved that S Smith would check the Council's accounts this year.

- l) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2015 and complete the inspection checklist.**
It was resolved that C Sutton and S Smith would inspect the Council's property.
- m) Appointment of an internal auditor to complete section 3 of the annual return**
It was resolved that E Taylor would be appointed as internal auditor again this year and that a fee of £65 would be paid.
- n) Review of the effectiveness of the internal audit**
The Council reviewed the effectiveness of the internal audit. It was resolved that the internal audit was effective and that audit regulations would be met.
- o) Review the Council's Standing Orders**
The Council's Standing Orders were reviewed and updated on 6th November 2014 to add in changes brought in by Openness of Local Government Bodies Regulations 2014 Act.
- p) Precept request**
No precept information has been received yet.
- q) Reserves**
At year end, the estimated bank balance will be £247 and the balance of the reserve account will be £12,506, less allocated funds of £5,136. Predicted reserve: **£7,617**. BDO LLP recommends that reserves should be at least 50% of the Council's annual precept request of £10,441 so Council has a good reserve.
- 9. Planning**
- a) DC/15/0456/FUL - Highwaymans Vineyard, Cavenham Road, Risby - Use of land and buildings and wedding venue**
It was resolved that no objections would be made to this application.
- b) FHDC and SEBC's Joint Development Management Policies Local Plan Document**
The document has now been adopted. It supersedes some of the policies in the St Edmundsbury Replacement Local Plan 2016.
- 10. Parish Council elections on 7th May**
- a) Nomination forms**
6 councillors completed their nomination forms.
- b) E-mail from SEBC re cost of a contested election**
Risby Parish Council will be expected to pay approximately £200 for a non-contested election and between £500 and £666 if contested.
- c) Letter from SEBC about their next Community Governance Review and asking if there are any issues in Risby which will have an impact on Risby.**
It was resolved that there are no issues in Risby at present.
- 11. Highways or rights of way matters**
- a) E-mail from the Safer Neighbourhood Team about parking on pavements**
The Council has received a response from the SNT. Parking on pavements is illegal if the obstruction is sufficient to force anyone using the pavement onto the road. It was resolved that information about parking on pavements would be included in the next newsletter.
- b) New online tool for reporting Highways issues**
Suffolk County Council has a new online tool for reporting Highways issues. It was resolved that details would be included in the next newsletter.
- 12. Annual tree survey**
The Schedule of Works in the tree survey lists one priority two and 5 priority three actions. It was resolved that the clerk would obtain a quote for the work, but would ask for separate quotes for the priority 2 and priority 3 work.
- 13. Request for permission to clean the war memorial and install a fence around it**
Saxon Monumental Craft has stated that there is a risk of damage to the war memorial if it is cleaned as the stone is very soft. It was resolved that:
- The war memorial should not be cleaned at the moment due to the risk of further damage.
 - Permission would be given to install a fence round the war memorial to reinstate it to the way it was in the 1940's and for some planting and that the fence would be added to the Council's insurance, subject to the money to purchase the fence being raised.
- 14. Correspondence:**
- a) E-mail from SEBC re the Parish Conference which will take place on Thursday 26th March at 6pm in Honington Village Hall. Items on the agenda include highways issues and speeding.**
No councillors wished to attend.

- b) Letter from the Department for Transport in response to the Council's letter about the East Anglia Rail Passenger Franchise consultation - for information only**
- c) Letter from SCC re their Education and Learning Infrastructure Plan**
The letter was circulated to councillors
- d) Letter from Suffolk Accident Rescue Service requesting a donation**
It was resolved that a £50 donation would be made.
- e) E-mail from Newstalk requesting a donation**
It was resolved that a £25 donation would be made.
- f) E-mail from the Spinal Injuries Association asking the Parish Council to help advertise their fund raising event the Great British Fish and Chip Supper 2015 on Friday 15th May 2015**
It was resolved that details of the event would be included in the next newsletter.
- g) E-mail from Simon Pickering re youth provision in Risby**
It was resolved that the clerk would respond to his request for information and that the Council would be willing to advertise any activities set up.
- h) Parish Plan Summary**
Councillors agreed that the format is clear and easy to read. It was resolved that S Gray would obtain a quote for printing and that two signatories would be authorised to approve a payment up to £100.

There being no further business the meeting closed at 8.54pm.

Signed
(Chairman)

Dated