

# RISBY PARISH COUNCIL

Minutes of meeting held on Thursday 8th January 2015

**Councillors present:** Parish Councillors, D Abrey (Chairman), I Turner (Vice-Chairman), S Gray, C Sutton, S Smith, J Read and J Gray

**Also present:** Mrs J Ince (Clerk), County Councillor Rebecca Hopfsenberger, District Councillor Helen Levack and 2 members of the public.

The following issues were raised during the Open Forum:

- Flooding on the corner of The Avenue and School Road (the first bend on the left as you come into the village). It has been reported at least three times to Anglian Water. The clerk agreed to contact Anglian Water again for an update.
- When will the entrance to the village hall car park be resurfaced?
- When will the inlet drains on the Green be cleaned out?

## 1. Acceptance of apologies for absence

No apologies were received.

## 2. Declaration of Interest in items on the agenda

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

## 3. Report from the Safer Neighbourhood Team

There have been 5 crimes of interest in the Parish since the last meeting:

- Burglary other building – between 3<sup>rd</sup> and 8<sup>th</sup> November an insecure outbuilding of a dwelling on The Green was entered and a ride on mower stolen.
- Theft of motor vehicle – in the early hours of Sunday 23<sup>rd</sup> November a vehicle and trailer were stolen from a secure compound on Newmarket Road but later recovered in Essex.
- Burglary other building – overnight on 29<sup>th</sup> November 2 x industrial units at Symonds Farm were broken into and tools stolen.
- Burglary other building – over the weekend of 30/11 – 01/12 an industrial unit at Symonds Farm was broken into and a safe stolen.
- Theft from motor vehicle – overnight 15/16<sup>th</sup> December a lorry parked in a layby on the A14 had part of its load stolen.

## 4. Approval of minutes of the meeting held on Thursday 6th November 2014

One amendment was made to item 8a. The second amount paid to McGregor Services was amended to £186.00. It was resolved that the minutes of the meeting were correct. The chairman then signed the minutes.

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

No actions were outstanding:

## 6. Finance

### a) Approval of payments

It was resolved that the following payments would be approved:

**Payments made by authorisation slip under section 4.1 of Risby Parish Council's Financial Regulations as they came in between meetings:**

- Electronic payments to J P Ince salary November and December 2014 - LGA 1972, s111 - **£292.43**
- Cheque payment to Mrs C Boreham - cleaning of bus shelter in 2014/15 - Local Government (Miscellaneous Provision) Act 1953, s. 4 - **£240.00**

**Online transactions**

- HMRC - PAYE - LGA 1972, s111 - **£68.80**
- JP Ince expenses – LGA 1972, s111 - **£7.33**

Two signatories, I Turner and C Sutton verified the invoices and signed the Schedule of Payments.

### b) Checklist of Internal Controls

C Sutton completed and signed the checklist of internal controls.

### c) Authorisation of electronic payment of the Clerk's salary as the standing order has now been cancelled electronically

It was resolved that all future payments of the Clerk's salary and PAYE would be made electronically

### d) Approval of the statement of receipts and payments made since the last meeting

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

### e) New pay proposals for parish council clerks

It was resolved that:

- A non-consolidated payment of £16.20 would be made in January 2015 and a further £1.14 in April 2015.
- The hourly rate for the Clerk's pay (SCP 27) would increase to £12.32

**f) Letter from the Pensions Regulator about automatic pension enrolment**

The Council has received a letter from the Pensions Regulator with a guide to automatic enrolment. Employees with monthly earnings below **£481** have the right to join a pension scheme but there is no requirement on Risby Parish Council for automatic enrolment. It was resolved that no further action would be taken as the Clerk has already joined a pension scheme.

**g) E-mail from SEBC confirming that the tax base figures, which were sent with the precept forms in November, were approved with no amendments by full Council on 16th December 2014 - for information only**

**7. Report from County Councillor Rebecca Hopfsenberger**

Councillor Hopfsenberger spoke about:

- Highways issues in Risby The entrance to Alymer Close is scheduled to be completed in the next 8 weeks. She has spoken to Guy Smith at Highways about the outstanding highways issues in Risby. She will e-mail the clerk an updated list. She has ordered signs for the crematorium, one for the slip road off the A14 and one for the top of South St to put people back onto the A14 to exit at the Westley roundabout.
- Salting and gritting - new gritters have been purchased to update the Highways fleet.
- The Energy from Waste facility in Gt Blakenham which has now opened.

The Council made Councillor Hopsenberger aware of queries from the Village Hall Trustees about the impact on the village hall car park and potential damage to the surface when the two extra classrooms at the primary school are built.

**8. Report from Borough Councillor Helen Levack**

Councillor Levack spoke about:

- St Edmundsbury Borough Council and Forest Heath District Council who now share a staff structure which has resulted in savings.
- The budget for 2015/16 which is being discussed at the moment
- Her locality budget which is available to community groups
- The final version of the Joint Development Management Policies document which is due to be approved in February.

**9. Planning**

- a) E-mail from SEBC re changes to National Planning Policy Guidance on planning obligations which has amended the threshold for contributions to affordable housing and tariff style contributions. As a result of the changes SEBC will no longer be able to request S106 contributions on new application for developments of 10 units or less - for information only**

**10. Highways/rights of way matters**

**a) Update on Vehicle Activated Signs**

The form has now been submitted to Suffolk County Council.

**b) E-mail from a resident about speeding along Newmarket Road**

A resident has queried why VAS is allowed in a 30mph road and not a 40mph road. The clerk has contacted Suffolk Roadsafe who have forwarded her query to Highways. The clerk is awaiting a response.

**c) Outstanding Highways/Rights of Way issues**

Councillor Hopfsenberger has discussed the list of outstanding issues with Guy Smith at Highways. She will e-mail an updated list to the Clerk.

**d) Grass cutting quote from McGregor Services to cut the area near the bus shelter in School Road**

McGregor Services has quoted an additional £5 to cut the grass area near the bus shelter. It was resolved that the Clerk would contact McGregor Services to renew the contract for another year with the addition of the grass area near the bus stop in School Road.

**e) E-mail from Suffolk County Council about possible changes to the Ipswich to Peterborough rail service which may result in a reduced service.**

It was resolved that the clerk would submit a response expressing the Council's concern about any changes which lead to a deterioration in rail services from Ipswich to Peterborough.

**13. Request for permission to clean the war memorial and install a fence around it**

This item was deferred until the next meeting.

**14. Data Protection Policy**

It was resolved that the Data Protection Policy would be approved.

**15. Parish Council elections on 7th May 2015**

SEBC will be holding free elections training mid Feb to which clerks and councillors will be invited. Nomination forms will be given out then. All the councillors agreed to stand for re-election in May.

**16. Dates of meetings in 2015/16**

It was resolved that the following dates would be approved:

- Thursday 14th May 2015 (This is a week later as the 7th is the date of the parish elections)
- Thursday 2nd July 2015
- Thursday 3rd September 2015
- Thursday 5th November 2015
- Thursday 7th January 2016
- Thursday 3rd March 2016

**17. Correspondence:**

- a) **E-mail from Cheryl Peace, Community Watch Liaison Officer at SNT Rural North asking for help to find volunteers to take on the role of Neighbourhood Co-ordinators on some streets in Risby**  
It was resolved that D Abrey would ask Nigel Abrey to put a request for volunteers in the newsletter
- b) **E-mail from UK Power Networks about their vulnerable customer register for people who may need extra support during a power cut**  
It was resolved that details would be included in the next newsletter.
- c) **E-mail from SALC about the Government's Automatic Precept Referendums consultation which is looking at whether parish councils should be subject to precept referendums in line with larger councils.**  
It was resolved that no response would be submitted.
- d) **E-mail from Matthew Hancock MP asking for help to ensure that everyone who is entitled to vote has an opportunity to do so**  
It was resolved that no further action would be taken as it is not the Council's responsibility to ensure that people vote.
- h) **Letter from the new Anglia Growth Hub giving details of their free face-to-face business support**  
Information about the Hub was circulated to councillors and will be included in the next newsletter.
- i) **Transparency Code for councils with an annual turnover of less than £25,000**  
Under the new code parish councils with a turnover of less than £25,000 will be exempt from external audit though their accounts will still be subject to internal audit. The Code requires the following financial information to be made available on the parish council's website:
- All transactions over £100
  - End of year accounts
  - Annual Governance Statement
  - Internal audit report
  - List of councillor and member responsibilities
  - Details of public land and building assets

In addition, draft minutes should be published no later than one month after a meeting and agendas published no later than 3 clear days before a meeting. The Clerk is waiting for confirmation about when the Code will come into force.

**18. Any other business for noting or including on the next agenda**

The Parish Plan Summary has now been completed. A final version will be ready for approval at the next meeting.

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

Signed .....  
(Chairman)

Dated .....