

RISBY PARISH COUNCIL

Minutes of the meeting held on Thursday 3rd March 2016

Councillors present: Ian Turner (Vice -chairman), Simon Gray, Jill Gray, Chris Sutton and Steve Smith

Also present: Borough Councillor Susan Glossop, and 18 members of the public. County Councillor Becky Hopfsenberger arrived at 7.53

In the absence of the Chairman, Ian Turner chaired the meeting.

The following issues were raised during the Open Forum

The planning application for Risby Business Park

This site was previously subject to a Masterplan which the community supported. This application is a significant deviation and is not supported by the community.

- Planning permission for this site was originally approved in May 2008 with a large number of planning conditions. This new application is retrospective as work has already started. The new application is significantly different to the original application.
- The first significant material difference is that there was going to be a bund of earth between the site and residents' properties. This bund no longer features on the new plan. It was supposed to have planting to screen from light and noise pollution for the residents in Welham Lane
- There used to be access into Welham Lane and there is concern that this may be used again. The site should be accessed from Newmarket Road.
- There have already been problems with human waste sewerage coming into Welham Lane, which have been investigated by Environmental Health and Anglian Water
- Concerns were raised about noise pollution if heavy plant material is on the site
- The whole scheme deviates significantly from the original scheme in terms of use and is completely out of scope of the original plan. It is now a yard, not a car park. There is a change of usage from B1 (offices) to B2 (general industrial).
- It has not been built to the specifications of the original plans - it should have been a wood clad structure but is now metal with no noise insulation so noise is already audible
- The existing Masterplan created jobs and worked with the community but this application does not. It is hoped that the Borough Council will balance the needs of residents against the business needs as it did in the original Masterplan.
- The building is now very close to one resident's property. They are already experiencing noise and vibrations 7m from the house with windows closed
- Will there be industrial waste? The plans say no but there has already been a problem with sewerage.
- It will now be a huge concrete yard for container storage instead of being a well laid out site. Where will the units be stored? Will the height restriction be adhered to?
- More information is needed about the lighting needed. A lighting plan should be submitted
- There was a restriction on hours of use but there isn't now. To date the restrictions on the hours of work have been ignored.
- They have already started work - so the application is retrospective.
- In this new application permission is being sought to build South Block right up to the fence whereas there would have been behind an earth bund and it would have been 40m from nearest residential building under the Masterplan.
- There is no mention of a site manager's dwelling which was in the original plan. This needs to be clarified as there have been previous disputes about access from Welham Lane. A third of this access has already been taken by a fence which residents do not believe belongs to the applicant GAP. The exact boundary needs to be clarified
- The galvanised steel pallisade fence is not in keeping with a Conservation Area.

The planning application for Lindum Lodge

One resident has submitted objections similar to those relating to the previous application.

1. **Acceptance of apologies for absence**
Apologies were received from Derrick Abrey and Julian Reed.
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 meeting held on Thursday 7th January 2016 and the planning meeting held on 4th February**
It was resolved that the minutes were correct. The chairman then signed them.
4. **Report from District Councillor Susan Glossop**
Susan Glossop spoke about the following:
 - She will speak to Enforcement about Melrose

- Full council looked at the budget and agreed an increase in the Borough Council element of the Council Tax of 1.9% which is an increase of £3.42 a year for a band D property.
- Brown bins. The preferred payment option is online, but payments can be made by phone or by cheque
- The brown bins are not going to be taken away.
- The Lackford waste site may close if a tender can't be found

5. Police Report

The following crimes have been reported in Risby:

- Theft of 2 x gas powered forklift trucks. The crime occurred overnight on 18.02.16. A padlock was cut on secure compound to the pallet yard on Newmarket Road. Investigations are ongoing.
- Anti social behaviour in Woodland Close - a youth has been identified and dealt with informally by local officers.
- 2 x criminal damage in Welham Lane. Beehives were knocked off stands causing damage and also disruption to bees – Offenders not identified at this time
- Damage to a static caravan - offenders not identified at this time. A group of youths had been seen playing in the area.
- Damage caused to at farm on School Rd – offender identified and dealt with informally by police.

How the changes to the structure of the Police will affect Risby

St Edmundsbury Rural North SNT will be merged with Bury St Edmunds to become Bury St Edmunds SNT and will no longer be based at Ixworth Police Station. The Ixworth front desk will close, however the police office in the Fire Station building will be retained.

PCSO's will no longer be working after 6pm, so will not be able to routinely attend Parish Council meetings. They do want to maintain links with parish councils and ask councils to continue to contact the SNT by telephone or email to discuss matters as and when they arise.

6. Report from County Councillor Becky Hopfsenberger

Becky Hopfsenberger spoke about the following:

- Budget savings of 34 million pounds have been approved. There will be an introduction of an adult social care levy which will equate to £22.50 per year for a band D property and will raise 5.4 million pounds.
- She has reported the poor standard of road repair on the north side of The Green.
- Locality funding. The clerk has now submitted a form and returned it to SCC. The Parish Council is awaiting receipt of a cheque.
- She is still waiting for confirmation of dates for a meeting with Highways.
- Saturday bus service. Councillor Hopfsenberger suggested that the Parish Council contacts Philip Magill again and says that the service was well used. A resident who used the service will give more information about the number of passengers on the bus. She also spoke about the possibility of organising a bus service similar to in Pakenham which takes residents into Bury St Edmunds on Wednesdays and Saturdays and is proving popular.
- The Fire Service consultation has now closed and the results are being collated. The report will go to SCC in April.
- VAS. She suggested that the clerk contacts Gt Livermere and Troston Parish Council to find out the process they went through to purchase their VAS. Risby Parish Council can then choose its own VAS. The invoice should be sent to Claire Quinn who manages the Highways Budget and the clerk should let her know the cost when the quote has been received.

Councillors raised the following issues:

- The drain on the Green still hasn't been cleared out.
- The street light in School Road opposite the village hall has not been fixed

7. Update on the list of actions since the last meeting

There were no outstanding councillor actions.

Work to fence off war memorial is now complete. Grant funding covering from Havebury covering 50% of the cost has now been received. VAT was paid but this can be claimed back. 50% of the invoice total has now been paid. The remainder will be paid once Councillor Hopfsenberger's locality funding has been received.

8. Planning

- DC/16/0026/LB - Gage Cottage, The Green, Risby - listed building application - replacement porch**
It was resolved that no objections would be made to this application.
- DC/16/0175/FUL - Lindum Lodge, 2 Orchard Close, Risby - proposed new dwelling house with detached double garage (alternative to that allowed under appeal application ref - DC/13/0375/FUL)**
It was resolved that no objections would be made to this application.
- DC/16/0081/FUL - Risby Business Park, Newmarket Road, Risby - (i) retention of renovated and reconfigured steel portal frame building for the repair and maintenance of hire equipment, storage and**

office use (ii) new steel portal frame building for repair and maintenance of hire equipment, storage and office use (iii) creation of hard surfaced container storage area of plant and equipment (iv) creation of hardsurfaced yard space and vehicle parking areas (v) extension of existing business park access road to southern edge of site

It was resolved that the Council would object to this application for the following reasons:

- In 2007/8 a Masterplan for Risby Business Park (SE/07/1542) was approved by St Edmundsbury Borough Council with a large number of planning conditions. This was the result of months of negotiations between the business park and the local community and resulted in a planning decision which balanced the needs of both. This new application is retrospective as work has already started and the Parish Council questions why there is a planning process if development can take place before planning permissions is granted. If approved this application will result in a huge concrete yard for container storage instead of being a well laid out site.
- Work has already started on this site which deviates totally from the original Masterplan. Because of this Risby Parish Council requests that a stop be put on any further construction work on this site which until planning permission has been granted.
- Risby Parish Council would like Planning Enforcement to ensure that no further development takes place and that existing development and usage be investigated and stopped if proven to not be within the boundaries of the existing planning permission as page 7, item of the 2008 decision notice states that '*Any failure to adhere to the approved plans or to comply with any conditions or limitations attached to this permission/consent may lead to enforcement action being taken.*'
- A condition of the original Masterplan (see items 5, 6, 7 of the decision notice dated 1st May 2008) was to provide a bund of earth with planting and landscaping between the site and Welham Lane to screen residential properties from the visual impact of the development and from noise and light pollution. This application makes no such provision. It should be a condition of any future applications that this bund and landscaping be re-instated.
- This application scheme deviates significantly from the original scheme in terms of use and is completely out of scope of the original plan. It is now a yard, not a car park. There is a change of usage from B1 (offices) to B2 (general industrial). The designation of block F as offices was made a planning condition to safeguard the amenities of the locality in accordance with the provisions of policies DS3. This condition should be applied to this application for the same reason.
- In this application South Block is going to next to the fence whereas it would have been behind an earth bund and 40m from nearest residential building. The plans should be revised to reflect this.
- A blue metal building has already been erected for industrial use. In the original Masterplan this building was to be wood clad to help provide insulation from noise and to ensure that it was more in keeping with the surrounding area. Residents in Welham Lane are already being subjected to increased noise levels as a result of this metal construction and one resident is experiencing noise and vibrations within his property with the windows closed. Clause 12 of the 2008 decision notice should be re-instated to protect nearby residential properties from noise.
- The galvanised steel pallsade fence in this application is not in keeping with a Conservation Area and does not reflect the character of the village.
- The original Masterplan placed a restriction on working hours. To date the restrictions on the hours of work have been ignored. Restriction on working hours should be a condition of this and any future applications to protect the amenities of occupiers in nearby premises.
- There have already been problems with human waste sewerage coming into Welham Lane, which have been investigated by Environmental Health and Anglian Water. There is an ongoing problem with flooding in Welham Lane and creating a hard-surfaced area will exacerbate this problem as surface water will go into the existing drainage infrastructure which is not big enough to cope with any additional water.

It was resolved that Risby Parish Council would seek clarification on the following issues:

- There used to be access into Welham Lane from the site and there is concern that this may be used again. It should be a condition of this application that access to the Business Park is from Newmarket Road only. There is no mention of a site manager's dwelling which was in the original plan. Again this needs to be clarified as there have been previous disputes about access from Welham Lane. A third of this access has already been taken by a fence which residents do not believe belongs to the applicant GAP. The exact boundary needs to be clarified
- More information is needed about the lighting needed as concern has been raised by residents about the impact of light pollution. A lighting plan should be submitted for approval by the Borough Council.

9. Finance

a) Payments made between meetings

It was resolved that the following payment would be approved:

- St Edmundsbury Borough Council - litter bins as agreed at meeting on 5th November - Litter Act 1983, ss.5,6 - **£396.30**

b) Approval of payments and signing of the Schedule of Payments

It was resolved that the following payments would be approved:

- LCPAS - annual subscription - LGA 1972, s11 - **£80.00**
- HMRC - PAYE - LGA 1972 , s111 - **£46.20**
- J P Kirk - to reimburse the pension contribution for February 2016 as direct debits for February were not collected from the clerk or any of the parish councils she works for due to clerk's name change. Fidelity have requested a single top-up by cheque to cover the missed payments which the clerk will pay - LGA 1972 , s111 - **£15.00.**
- J P Kirk - expenses - LGA 1972 , s111 - **£22.82**
- McGregor Services - cutting of allotment hedge - Open Spaces Act 1906, ss.9 and 10 - **£168.00**

The Council has received a request from David Letley for the Parish Council to reimburse the brackets and clips for Community Speed Watch signs. The exact amount is to be confirmed but the estimated cost is £50. It was resolved that this payment would be approved subject to agreement from Highways to position them on existing signs and further information being received about where the signs will be located.

Chris Sutton and Simon Gray signed the Schedule of Payments and Ian Turner countersigned it.

c) Approval of the record of online payments made since the last meeting

It was resolved that the record of online payments would be approved. Chris Sutton then signed it.

d) Checklist of Internal Controls

Chris Sutton completed the checklist of internal controls.

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

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

f) Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2016-17

It was resolved the following regular payments would continue to be paid in 2016 - 17:

Payment	2015/16	2016/17	Notes
Community Action Suffolk - insurance	£626.00	£626.00	Long term undertaking ends May 2017
Subscriptions:			
LCPAS	£80.00	£80.00	
Community Action Suffolk	£30.00	£30.00	
BDO LLP - annual audit	£120.00	£120.00	
Vodafone UK (phone costs)	£195.00	£195.00	£92 refunded from other councils
Internal audit	£65.00	£65.00	
Village hall rental	TBC	TBC	
Anglian Water (water charges for allotment)	£189.00	£189.00	
Bus shelter cleaning	£240.00	£240.00	
Haydens - annual Tree Assessment	£370 + VAT	£370 + VAT	
McGregor Services - grass and hedge cutting	£1,785.00	£1,785.00	
HMRC - PAYE	fa£214.00	£214.00	Quarterly payment, amount may vary slightly
Clerk's salary	£304.84	£311.64	Monthly payment, amount may vary slightly
Fidelity funds Network - contribution to clerk's workplace pension	£180.00	£180.00	

g) Review of the income and expenditure for 2015/16 against the budget and the level of reserves for general and earmarked expenditure

Councillors reviewed the income and expenditure for 2015/16 against the budget. The Council was within budget with a small surplus of approximately £120. At year end, the estimated bank balance will be: current account: £1,098, deposit account £14,237 less allocated funds of £ 6,768 as detailed below. Predicted reserve:

£8,567. BDO LLP recommends that reserves should be at least 50% of the Council's annual precept request of £9,723 so Risby Parish Council has a good reserve.

Allocated funds	Details	Election costs	Ponds	Village project	Trees and Survey	VAS posts	Total
2013/14	Budget allocation	£0	£1,000	£1,000	£236		
2014/15	Budget allocation	£400.00	£1,000	£500	£1,000		
23/01/2015	Hayden's tree survey				£398		
2015/16	Budget allocation	£400.00	£500	£500	£1,000	£500	
26/05/2015	Gadd Brothers - tree works				£500		
01/02/2016	Hayden's tree survey				£370		
		£800	£2,500	£2,000	£968	£500	£6,768

h) Review the register of fixed assets and insurance values

Councillors reviewed the assets register. Two new assets were added in 2015/16 - the litter bins on The Green and the posts and chain around the war memorial. The Consol dividend was redeemed so that value has been reduced to £0. It was resolved that no amendments were necessary and that the insurance values were adequate.

i) Review of the Council's Risk Assessment

It was resolved that no amendments were necessary. The Vice-chairman then signed it.

j) 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

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

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. The Vice-chairman then signed them

l) 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 Steve Smith would check the Council's accounts this year.

m) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2016 and complete the inspection checklist.

It was resolved that C Sutton and S Smith would inspect the Council's property.

n) 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.

o) 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.

p) Review the Council's Standing Orders

The Council's Standing Orders were reviewed. Two changes have been made: The Annual Parish Meeting is now held in May, not April and the Council's new Financial Regulations were adopted on 1st May 2014.

q) Precept request

No precept information has been received yet.

r) Pensions update

Risby Parish Council has received a letter from the Pensions Regulator notifying them that it must complete a Declaration of Compliance notifying them of how many employees are eligible for automatic enrolment into a pension scheme. As the clerk's salary is below the threshold for auto-enrolment of £833, Risby Parish Council does not have to automatically enrol her, therefore the clerk has submitted a Declaration of Compliance confirming that Risby Parish Council does not have any eligible employees. The Vice-chairman checked the form and confirmed that the details were correct.

q) Update on the Anglian Water bill

Chris Sutton has enquired about the Anglian Water bill which was discussed at the previous meeting. He confirmed that the amount was correct and resulted from the fact that several of the previous bills had been estimated.

r) Revised Direct Debit form for Fidelity

Due to the clerk's change of name, the direct debit for the clerk's pension was cancelled by Fidelity and a revised form sent. It was resolved that the revised direct debit would be approved. Ian Turner and Chris Sutton signed the form

10. Highways/rights of way matters/tree or transport issues:

a) Update on the progress of the Vehicle Activated Signs

It was resolved that the clerk would contact Gt Livermere and Troston Parish Council to find out the process they went through to purchase their VAS and that Chris Sutton and Steve Smith would be authorised, in consultation with David Letley to choose the VAS for Risby. Once a quote has been received, the clerk will notify Claire Quinn who manages the Highways Budget. The final invoice should also be sent to her. It was resolved that Chris Sutton and Steve Smith would arrange a meeting with David Letley once more information about the process for purchasing a VAS has been received.

b) Painting of the phone box

Chris Sutton agreed to obtain a quote for painting the phone box.

c) Woodland Close

No work has been carried out yet

d) Street name signs

The clerk notified the Council that she has contacted St Edmundsbury Borough Council about the possibility of replacing the South Street sign at the junction with School Road and the School Road sign near Aylmer Close as they both look very shabby and are difficult to read. Cheryl Froud at SEBC has agreed to take a look at them and see if they need replacing.

11. Annual tree survey

A number of recommendations were made in the Annual Tree Survey report. It was resolved that the clerk would contact Haydens to find out why the stake and tie round the Millenium Oak need to be removed. It was also resolved that the clerk would obtain a quote for the remaining work, excluding the removal of branches around the electricity cable as this work should be carried out by UK Power Networks.

12. Revised date for the next meeting as the Village Hall is booked.

It was resolved that the Annual Meeting of the Parish Council and the Annual Parish Meeting would take place on Wednesday 4th May.

13. Correspondence:

a) Letter from SCC in response to Risby Parish Council's letter about the Saturday bus service

It was resolved that the clerk would respond saying that the bus service was well used and asking for a solution to be found.

b) E-mail from SEBC giving date of the next Parish Conference on Monday 11th April

No councillors are able to attend.

c) Letter from St Edmundsbury Newstalk requesting a donation

It was resolved that no donation would be made.

d) Information from Suffolk County Council about a survey regarding Recycling Centre opening hours and the suggestion to close on a Wednesday and open for longer on Sundays, Bank Holidays and one day a week during summer hours

It was resolved that no response would be submitted as councillors are happy with the existing hours.

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

Risby Village Hall Charity Trust has discussed the possibility of purchasing a defibrillator for the village. This item will be discussed at the next meeting.

There being no further business the meeting closed at 9.15pm

Signed (Chairman) Dated