

# RISBY PARISH COUNCIL

Minutes of the meeting held on Thursday 2nd March 2017

Councillors present: Derrick Abrey (Chairman), Ian Turner (Vice -chairman), Simon Gray, Jill Gray and Chris Sutton

Also present: Borough Councillor Susan Glossop, and 2 members of the public.

The following issues were raised during the Open Forum

- The road outside Melrose has broken up and needs repairing
- The work on Melrose in School Road
- Risby Business Park

**1. Acceptance of apologies for absence**

Apologies were received from Steve Smith and Julian Reed. Borough Councillor Susan Glossop sent her apologies.

**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 5th January 2017 and the planning meeting held on Wednesday 18<sup>th</sup> January 2017**

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

**4. Written report from District Councillor Susan Glossop**

**5. Police Issues**

**6. Update on the list of actions since the last meeting**

There were no outstanding councillor actions.

**7. Planning**

No planning applications have been received.

**8. Finance**

**a) 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 - **£28.20**
- Risby Village Hall Charity trust – use of village hall for meetings - LGA 1972, s111 - **£114.00**
- J P Kirk - expenses - LGA 1972, s111 - **£14.23**

Chris Sutton and Ian Turner signed the Schedule of Payments and Derrick Abrey countersigned it.

**b) Regular payments made between meetings**

It was resolved that the following payment would be approved:

10/01/16	Fidelity Funds Network	D/D	15.00
20/01/17	Vodafone UK	D/D	21.49
01/02/17	Anglian water	D/D	13.95
30/01/17	J P Kirk	Online	314.04
28/02/17	J P Kirk	Online	314.04

**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) To decide whether Risby Parish Council should claim back website costs from the Transparency Fund**

It was resolved that an application would be made to the Transparency Fund to claim back £448.08 to cover the website hosting fee of £50, staffing costs for setting up the website (10 hours), and one hour per month for maintaining the website.

**f) To decide whether Risby Parish Council should transfer its website to the Suffolk Cloud**

It was resolved that the website would be moved to Suffolk Cloud, provided that there is no cost in the first year. After that the website hosting fee will be £100 per annum.

**g) To review the clerk's salary for 2017/18 and approve online payment.**

It was resolved that the clerk's hourly rate would increase from £12.44 to £12.56 in April 2017 in line with the NALC national salary award for 2017/18 and that payments would continue to be made online.

- h) **Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2016-**  
It was resolved the following regular payments would continue to be paid in 2017 - 18:

Payment	2016/17	2017/18	Notes
<b>Insurance</b>	£720	£720	Long term undertaking ends May 2017. War memorial added
<b>Subscriptions:</b>			
LCPAS	£80	£80	
Community Action Suffolk	£30	£30	
<b>Annual Audit</b>	£120	£120	
<b>Vodafone UK (phone costs)</b>	£210	£210	£139 refunded from other councils
<b>Internal audit</b>	£65	£65	
<b>Village hall rental</b>	TBC	TBC	Dependent on the number of meetings
<b>CAS Ltd - website hosting fee</b>	£60	£60	
<b>Anglian Water (water charges for allotment)</b>	£112	£112	Variable amount depending on usage
<b>Bus shelter cleaning</b>	£240	£240	
<b>Annual Tree Assessment</b>	£407+ VAT	£407+ VAT	
<b>Grass and hedge cutting</b>	£1,880	£1,880	Variable amount depending on weather conditions
<b>HMRC - PAYE</b>	£130		Quarterly payment, amount may vary slightly
<b>Clerk's salary</b>	£3,769		Monthly payment, amount may vary slightly
<b>Fidelity funds Network - contribution to clerk's workplace pension</b>	£180	£180	

- i) **Review of the income and expenditure for 2016/17 against the budget and the level of reserves for general and earmarked expenditure**  
Councillors reviewed the income and expenditure for 2016/17 against the budget. At year-end Risby Parish Council will be approximately £851 over budget. This is because of some additional costs which were not anticipated –including the resistograph for a damaged tree, website costs, additional hedge cutting, a new grit bin, a lock, bracket and hi vis jackets for Community Speedwatch and the cost of painting the phone box. There are sufficient reserves to cover these additional costs.  
  
At year end, the estimated reserve will be £12,176 which includes allocated funds of £7,867. BDO LLP recommends that reserves should be at least 50% of the Council's annual precept request of £9,169, so Risby Parish Council has a good reserve.
- j) **Review the register of fixed assets and insurance values**  
Councillors reviewed the assets register. The following new assets were added in 2016/17
- New grit bin to replace the one removed from School Road/Quay's Road
  - Vehicle Activated Sign
  - Lock for VAS
  - Additional brackets for VAS
  - High Vis jackets for VAS volunteers
  - Portable hard drive for backing up Council files
- k) **Review of the Council's Risk Assessment**  
It was resolved that no amendments were necessary. The Chairman then signed it.
- l) **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
- m) **Review of the Council's Financial Regulations to ensure that they are being complied with**  
It was resolved that the Council's Financial Regulations were being complied with. The Chairman then signed them
- n) **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.

- o) **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 S Smith would inspect the Council's property.
- p) **Appointment of an internal auditor to complete section 3 of the annual return**  
It was resolved that Elaine Taylor would be appointed as internal auditor again this year and that a fee of £65 would be paid.
- q) **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.
- r) **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.
- s) **Precept request**  
No precept information has been received yet.
9. **Highways/rights of way matters/tree or transport issues:**
- a) **Email from Suffolk County Council giving details of their new 'Report a flood in Suffolk' webpage on Suffolk County Council's website ([www.suffolk.gov.uk/flooding](http://www.suffolk.gov.uk/flooding)) - for information only**
- b) **Damaged pipe into the pond on The Green near Sycamore Row**  
It was resolved that Kevin Mayes would be asked to dig a ditch on The Green so that a new pipe can be laid and that the payment of £500 would be approved subject to satisfactory completion of the work.
10. **Annual tree survey**  
There were no urgent recommendations in the Annual Tree Survey report.
11. **Village issues**
- a) **Update on the progress of the defibrillator project**  
BT has confirmed a defibrillator can be installed into the phone box provided it is BT compliant. BT works closely with the Community Heartbeat Trust and recommends that they supply the defibrillator due to their compliance to current electrical safety standards. They also have a Governance system to demonstrate the management of the defibrillator. They already have written consent from BT to connect defibrillators. If a defibrillator is installed BT will pay for the electricity supply for a minimum of 7 years.  
  
It was resolved that the defibrillator would be purchased from the Community Heartbeat trust at a cost of £1,995 which includes a more robust stainless steel cabinet.  
  
The form to adopt the phone box from BT was signed by the Chairman, Derrick Abrey.
12. **Dates of future meetings**
- Thursday 4<sup>th</sup> May - Annual Meeting of the Parish Council followed by the Annual Parish Meeting
  - Thursday 29<sup>th</sup> June (One week earlier)
  - Thursday 7<sup>th</sup> September
  - Thursday 2<sup>nd</sup> November
  - Thursday 4<sup>th</sup> January 2018
  - Thursday 1<sup>st</sup> March 2018
13. **Correspondence:**
- a) **Letter from Anglian Water re changes to the way water is supplied as all non-household customers will be able to choose a supplier for their water services**  
It was resolved that no changes would be made at this stage.
- b) **Letter from SARS requesting a donation**  
It was resolved that a donation of £50 would be made.
- c) **Letter from St Edmundsbury Newstalk requesting a donation**  
It was resolved that a donation of £25 would be made.
- a) **Consultation on the Bury St Edmunds Town Centre Masterplan – for information only**

There being no further business the meeting closed at 8.20pm

Signed ..... (Chairman) Dated .....