

RISBY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Wednesday 4th May 2016

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

Also present: Joanne Kirk (Clerk)

1. Election of chairman and vice chairman

D Abrey was nominated and following a vote, it was resolved that he would be chairman. I Turner was nominated and following a vote, it was resolved that he would be vice-chairman.

2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman

The chairman signed a Declaration of Acceptance of Office.

3. Acceptance of apologies for absence

Apologies were received from Julian Read.

4. Declaration of Interest in items on the agenda

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

5. Approval of minutes of meeting held on Thursday 3rd March 2016 and the planning meetings held on 7th April 2016 and 28th April 2016

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

6. Register of Members' Interests form.

The councillors checked and updated their Register of Interest forms where necessary. Simon Gray updated his Register of Interest form. There was no change to the remaining forms.

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

There were no outstanding councillor actions.

8. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- Risby Village Hall - annual donation as agreed in the budget - Local Government (Miscellaneous Provisions) Act 1976 s.19 - **£500.00**
- McGregor Services - grass cutting - Open Spaces Act 1906, s10(b) or s11 - **£324.00**
- J P Kirk expenses – LGA 1972, s111 - **£12.58**

Chris Sutton and Ian Turner signed the Schedule of Payments. The Chairman then countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

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) Signatory to complete the checklist of Internal Controls

Chris Sutton completed and signed the checklist of internal controls.

e) Internal control of the 2015/16 accounts carried out by Steve Smith

Steve Smith has completed internal controls of the accounts. No issues were raised.

f) To approve the Income and Expenditure accounts for the financial year 2015-2016

It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.

g) To complete and sign sections 1 and 2 (Statement of Assurance and Statement of Accounts) of the annual return 2016 and to approve and sign the supporting notes.

Councillors completed sections 1 and 2 of the Annual Return 2016 (Statement of Accounts and Statement of Assurance). The chairman and RFO then signed both sections. Councillors also approved the supporting notes.

h) Inspection of Council Property

The following maintenance work needs to be carried out:

- Bus shelter in South Street – the cracked roof tiles need replacing and the fascia boards need painting
- Bus shelter in School Road – the down pipe needs to be secured and the vegetation at the front needs clearing

It was resolved that Chris Sutton would ask Jim Boreham for a quote for the maintenance work.

i) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2016

It was resolved that the financial report would be approved.

- j) **Confirmation of the Council's eligibility to continue to use the General Power of Competence**
The Council confirmed its eligibility to continue to use the General Power of Competence based on the following criteria:
- At least two thirds of the membership of the council had been elected in 2015
 - The clerk holds the Certificate in Local Council Administration and has passed the 2012 CiLCA module on the General Power of Competence
- k) **Precept information for 2016/17**
St Edmundsbury Borough Council has approved the precept request made by Risby Parish Council.
- k) **Backing up of parish council files**
It was resolved that Ian Turner would order a portable hard drive for the Parish Council up to a maximum cost of £80 and the clerk's other parish councils would be asked to contribute.
9. **Planning**
DC/16/0863/TCA – Hideaway, School Road – fell one cherry tree and crown reduce two acers by approximately 25%
It was resolved that no objections would be made to this application.
10. **Highways/rights of way matters/tree or transport issues:**
- a) **Quote from Haydens for a Resistograph (T014 on the tree survey map)**
It was resolved that the clerk would contact Haydens and ask them to carry out a resistograph.
- b) **Quote from Gadd Brothers for tree works**
The Council has received a quote of £250 + VAT for the tree works recommended in the tree survey. It was resolved that the clerk would contact Gadd Brothers to ask them to carry out the work.
11. **Village issues**
- a) **The possibility of purchasing a defibrillator for the village**
Simon Gray agreed to make some enquiries and report back at the next meeting.
- b) **Quote for the repainting of the phone box**
It was resolved that the Council would accept a quote of £300 for the phone box to be repainted.
12. **Correspondence**
- a) **Letter from Suffolk Accident Rescue Service requesting a donation**
It was resolved that a donation of £50 would be made.
- b) **E-mail from BBC Radio Suffolk re Suffolk becoming a hedgehog friendly county - for information only**
- c) **Letter from MAGPAS requesting a donation**
It was resolved that no donation would be made.
- d) **E-mail from Susan Glossop about new Connecting Communities transport scheme**
It was resolved that information about the scheme and the drop-in session in Bury St Edmunds would be included in the next newsletter.

There being no further business the meeting closed at 7.50pm.

Signed (Chairman) Dated