

RISBY PARISH COUNCIL
Minutes of the meeting Thursday 7th July 2016

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

Also present: Joanne Kirk (Clerk), Borough Councillor Susan Glossop and four members of the public.

The following issues were raised during the Open Forum:

- One resident had a bad fall on the pavement opposite the primary school which is badly broken up. The Council explained how to report the pavement online.
- The meeting at West Suffolk House about the new Connecting Communities bus service. Cards have been distributed round the village. There is a charge, but bus passes can also be used.
- Paul Wellstead from Brookes Cambridge (formerly Cherry Trees) spoke to the Council about signage to the school. One of the concerns raised by parents is that the school can be difficult to find as the postcode stops in Risby. He has spoken to Suffolk County Council and they have suggested he talks to the Parish Council about possible locations in Risby. The proposed options are a sign in Flempton and one in Risby. The school would bear the cost.

1. Acceptance of apologies for absence

Apologies were received from Steve Smith. County Councillor Rebecca Hopfsenberger also 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 the Annual Meeting of the Parish Council held on Wednesday 4th May 2016

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

4. District Councillor's report

Susan Glossop spoke about:

- Changes to planning services.
- Devolution. There is a consultation until 18th August.
- West Suffolk full council has voted in favour of the Hollow Road site. A planning application will now have to be submitted.
- Risby Business Park – GAP met with the planning authority and Enforcement. A mitigation strategy is being prepared in advance of a planning application being submitted. The Parish Council expressed their dismay at the lack of enforcement action to date.

5. Police issues

There were no police issues.

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

There were no outstanding councillor actions.

7. Finance

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

It was resolved that the following payments would be approved:

- McGregor Services - grass cutting - Open Spaces Act 1906, s10(b) or s11 - **£414.00**
- J P Kirk expenses – LGA 1972, s111 - **£28.24**

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

b) Approval of payments authorised between meetings

It was resolved that the following payments, which were authorised by the Chairman and clerk between meetings, would be approved:

- D J Letley - locks for VAS – Road Traffic Regulation Act 1984, s72 - **£52.82**
- Westcotec Ltd - brackets for VAS - Road Traffic Regulation Act 1984, s72 - **£180.00**
- D J Letley - high visibility jackets for VAS volunteers - Road Traffic Regulation Act 1984, s72 - **£47.95**

The following payments were also made between meetings:

- Gadd Brothers - tree works – Open Space Act 1906, ss.9 and 10 - **£300.00**
- CAS LTD – insurance - LGA 1972, s111 - **£720.23**
- McGregor Services - grass cutting - Open Space Act 1906, ss.9 and 10 - **£282.00**
- E Taylor - internal audit - LGA 1972, s111 - **£65.00**
- P Seales –painting of phone box – GPC - **£150.00**
- J Boreham - painting of phone box - GPC - **£150.00**

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) **Update on the Annual Audit 2016**

The accounts have been returned from the auditor, Elaine Taylor. No issues were raised. The Annual Return has been sent off to BDO LLP.

f) **To approve the new NALC pay scale for the clerk which will be backdated until 1st April 2016**

It was resolved that the new NALC pay scale for clerks would be approved and that the pay increase would be backdated to 1st April 2016. The pay increase for SCP 27 equates to £3.20 a month plus backdated pay from April to June of **£9.60**

6. **Planning**

a) **Changes to West Suffolk planning service**

There have been a number of changes to the West Suffolk Planning Service. The planning desk has transferred to the Customer Services Team. There will be a new one-stop-shop planning web page. From 4th July there will be an upgraded charged-for pre-application advice service starting at £48.00, with appointments needing to be booked.

b) **DC/16/0927/HH – Manor Cottage, The Green, Risby – (i) detached garage (ii) single storey side extension**

Councillors looked at the application. As the location will not be overlooked, it was resolved that there would be no need for an additional planning meeting.

c) **DC/16/1383/TCA - Hideaway, School Road, Risby – (i) reduce in height to 2m from ground level one mixed hedge, one sycamore and one conifer tree (ii) fell one conifer**

It was resolved that no objections would be made to this application.

d) **Risby Business Park**

It was resolved that the Parish Council would write to the Head of St Edmundsbury Borough Council and the Head of planning about the way complaints about the site have been handled and the fact that limited enforcement action has been taken.

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

a) **Footway near the Green**

A number of residents have suggested that there be a footway along the Green on the south side of School Road. It was resolved that the councillors would take a look at the site prior to the next meeting and that this would be added to the next agenda.

b) **Ditch in Welham Lane**

It was resolved that the Council would ask permission from the owner to dig out one of the ditches in Welham Lane.

c) Request by Brookes Cambridge for a sign in the village

It was resolved that the Parish Council would support the request and that the best location would be to put a sign on the existing signpost on the Lower Green, pointing in the direction of Flempton, saying 'Private School – 1 mile'.

d) Email from a resident re footpaths near Newmarket Road

It was resolved that the clerk would email the resident explaining that the footpath from Newmarket Road is cut twice a year by Suffolk County Council, but additional cuts are made by a local volunteer. This year all the paths have been cut six times including the Newmarket Rd path compared to the Suffolk County Council's bi-annual cutting programme.

e) Email from Hen Abbott re Highways issues in Risby

It was resolved that the email would be forwarded to councillors for comment before the clerk submits the Council's response.

f) Sycamore tree on The Green

The Parish Council has received the resistograph report back from Haydens about one of the sycamore trees on The Green. The report makes the following recommendations:
As the sycamore tree is mature, it is unlikely that the main stem cavity will become structurally significant within the next 2-3 years. The tree should be inspected annually but not tested by technical means unless there is evidence of active decay. Following a period of three years the resistograph test should be repeated to provide comparative evidence and to ensure that any unobserved decay progression can be identified.

It was resolved that the payment of **£295.50** would be approved.

8. Village issues

a) The possibility of purchasing a defibrillator for the village

It was resolved that this item would be discussed at the next meeting and that Simon Gray would find out more information.

b) Possibility of adopting a phone box

The phone box has now been repaired and repainted and looks wonderful. As it is rarely used the Council decided to look into the possibility of adopting the phone box from BT and that this would be discussed at the next meeting.

9. Correspondence

a) Email from Slingsby offering a 10% discount on the next order – for information only

There being no further business the meeting closed at 9.02pm.

Signed (Chairman) Dated