

RISBY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday 4th May 2017

Councillors present: Derrick Abrey (Chairman), Ian Turner, Simon Gray, Steve Smith, Jill Gray and Chris Sutton. Julian Reed arrived at 7.30pm.

Also present: Joanne Kirk (Clerk)

1. Election of chairman and vice chairman

Derrick Abrey was nominated and following a vote, it was resolved that he would be chairman. Ian 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

No apologies were received.

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 2nd March 2017

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

6. Register of Members' Interests form.

Councillors checked their Register of Interest forms. No changes were necessary.

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

There were no outstanding councillor actions. The Parish Council has received an email from someone enquiring about the possibility of adding her grandfather to the war memorial. He was wounded during the First World War and spent the years after the war in Bury Hospital, but died of TB in 1926. Chris Sutton agreed contact her to say that there would need to be some evidence that his death was directly attributable to the war before his name could be added.

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**
- J P Kirk - Additional pay from the Transparency Code grant received, to cover the additional work undertaken to prepare and maintain the new One Suffolk website in 2016 - LGA 1972, S111 - **£398.08**
- McGregor Services - grass cutting - Open Spaces Act 1906, s9 and 10 - **£324.00**
- J P Kirk expenses – LGA 1972, s111 - **£15.42**

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) Payments made between meetings but previously authorised

03/04/17	LCPAS - subscription	£80.00
03/04/17	Suffolk Accident Rescue Service - donation	£50.00
05/04/17	McGregor Services - grass cutting	£174.00
06/04/17	HMRC - PAYE	£28.20
19/04/17	Vodafone	£21.49

d) 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.

e) Signatory to complete the checklist of Internal Controls

Chris Sutton completed and signed the checklist of internal controls.

f) Internal control of the 2016/17 accounts carried out by Steve Smith

Steve Smith has completed internal controls of the accounts. Two minor errors were found which he had corrected. Steve Smith signed the checklist of internal controls confirming that the accounts had been properly kept.

g) Inspection of Council Property

Steve Smith has inspected the Council's property. The following maintenance work needs to be carried out:

- The fascia boards on the bus shelter in School Road needs repainting. A roof tile also needs replacing.
- A corner of the notice board has broken off. Derrick Abrey agreed to take a look.
- The frame of the footpath map in South Street is breaking up. Simon Gray agreed to talk to BEK Plastics about a possible replacement and report back at the next meeting.

h) To approve the Income and Expenditure accounts for the financial year 2016-2017

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

i) To complete and sign sections 1 and 2 (Statement of Assurance and Statement of Accounts) of the annual return 2017 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.

j) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2017

It was resolved that the financial report would be approved.

k) Precept information for 2017/18

St Edmundsbury Borough Council has approved the precept request made by Risby Parish Council and the payment has been received.

l) 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

9. Planning

a) DC/17/0760/HH - 11 Church Close, Risby - Single storey side extension

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

b) DC/17/0860/TCA - Risby Village Hall, Aylmer Close, Risby - TCA notification (i) One horse chestnut - fell to ground level (ii) one field maple - reduce subordinate (northern) stem by shortening branches in length by 1.5m

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

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

a) Letter from St Edmundsbury Borough Council enclosing a Tree Preservation Order (TPO) for the oak trees on the playing field.

It was resolved that the Parish Council would object to TPO until the owners have been allowed to make them safe as a recent tree survey has highlighted serious safety issues with T1 on the map. The tree is on a public recreation ground and is close to play equipment, allotments, a public footpath and the rear entrance to the primary school. The clerk was also asked to clarify with the Borough Council clarify who would be responsible should an accident occur in the interim period until this issue is resolved.

11. Village issues

a) Update on the adoption of the phone box and purchase of a defibrillator for the village

BT has signed and returned the adoption form and the telephony has been removed. It was resolved that the Council would now purchase the defibrillator from Community Heartbeat Trust and that the payment of £1,995+ VAT would be approved.

12. Correspondence

a) Letter from the Voluntary Network requesting a donation

It was resolved that a donation of £50.00 would be made. The clerk was also asked to advertise service in the next newsletter.

There being no further business the meeting closed at 8pm.

Signed (Chairman) Dated