

RISBY PARISH COUNCIL**Minutes of the Parish Council meeting held on Thursday 29th June 2017**

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

Also present: Joanne Kirk (Clerk), Borough Councillor Susan Glossop and County Councillor Beccy Hopfsenberger

1. Acceptance of apologies for absence

Apologies were received from Jill Gray 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 the Annual Meeting of the Parish Council held on Thursday 4th May 2017 and the planning meeting held on 18th May 2017

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

4. District Councillor's report

Susan Glossop spoke about the following:

- Risby Business Park. The Inspector has made a site visit and has requested more information. Planning thinks that there should a response from the Planning Inspector in the next few weeks.
- The proposed merger of FHDC and SEBC.
- Susan Glossop asked for an update on the survey of the trees on the playing field. The Council explained that an additional test was carried out by Hayden's on the oak tree near the play equipment and showed that the tree is safe.
- Town Centre Masterplan. There was a good response to the Masterplan consultation.
- Development Control will be looking at the plans for the waste hub on 19th July.
- Vision 2031 will be reviewed and updated in January 2018.

The Parish Council raised the issue of litter in the laybys along the A14. The bins fill up regularly and are not emptied frequently enough. Susan Glossop agreed to look into this. A question was also asked about the type of bin lorry used to deliver to the properties along the road to Cavenham.

5. County Councillors Report

Beccy Hopfsenberger spoke about the following:

- A new direction sign for the Crematorium has been ordered for the junction at Twitchett's End and Beccy Hopfsenberger has agreed to pay for it out of her Highways budget.
- The restructuring of Highways which is currently taking place.

A question was asked about who is responsible for organising diversions. Beccy confirmed that it was Highways.

6. Police issues

No Police issues were raised.

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:

- J P Kirk expenses – LGA 1972, s111 – **£15.42**
- The Community Heartbeat Trust - defibrillator and cabinet – GPC - **£2,130.00**
- HMRC – PAYE - LGA 1972, S111 - **£79.00**
- HMRC – NI (employer's and employee's contribution) - LGA 1972, S111 - **£11.54**
- CAS Ltd – Insurance - LGA 1972, S111 - **£547.47**
- J P Kirk - To reimburse the cost of a temporary work phone while her main phone is in for repair with Vodafone. Vodafone will be crediting the Risby Parish Council account by £15.00 - LGA 1972, S111 - **£15.00**

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

b) Approval of payments authorised between meetings

- 22/05/17 - LCPAS - 1/6 of cost of a data - protection course for clerk - **£5.00**

c) Payments made between meetings but previously authorised

10/05/17	Fidelity Funds Network	£15.00
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19/05/17	Vodafone - mobile phone costs	£22.10
30/05/17	J P Kirk - salary	£242.09
01/06/17	Anglian Water Business	£34.60
06/06/17	McGregor Services - grass cutting	£294.00
20/06/17	Vodafone - mobile phone costs	£22.10

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) Update on the Annual Return 2017

The Parish Council accounts are still with the Internal Auditor Elaine Taylor.

g) Email from a Royal British Legion asking if Risby Parish Council would consider increasing its donation this year

It was resolved that the donation would be increased to £50.

9. Planning

a) SCC\0118\17 – variation of condition 6 (surface water drainage and pollution prevention) of planning permission SE/14/1030 – Symonds Farm, Risby

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

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

a) Signs for the crematorium

See County Councillor's report above.

11. Village issues

a) To review the Emergency Plan and Emergency Plan leaflet

It was resolved that the councillors home phone numbers would be added to the emergency plan leaflet along with Derrick Abrey's address and mobile number. It was also resolved that all the councillors home and mobile numbers would be given to Derrick Abrey and Chris Sutton so that they can contact the other councillors in the event of an emergency.

Councillors also reviewed the Emergency Plan and a few amendments were made. The clerk agreed to print a copy for each of the councillors once the amended version was complete.

b) The possibility of nominating the Crown and Castle pub as a community asset.

It was resolved that the Crown and Castle would be nominated as a Community Asset. The landlord supports the idea.

12. Correspondence

a) Letter from MAGPAS requesting a donation

It was resolved that no donation would be made.

b) Letter from Alice Martin re tree warden scheme

It was resolved that Chris Sutton would ask a resident if she would be interested in joining the scheme.

There being no further business the meeting closed at 8.35pm.

Signed (Chairman) Dated