

RISBY PARISH COUNCIL**Minutes of the Parish Council meeting held on Thursday 2nd November 2017**

Councillors present: Ian Turner (Vice-Chairman), Simon Gray, Chris Sutton, Jill Gray and Steve Smith.

Also present: Joanne Kirk (Clerk), Borough Councillor Susan Glossop and 2 members of the public

In the absence of the Chairman, Ian Turner chaired the meeting.

The following issues were raised during the Open Forum:

- The Remembrance Day Service in Risby
- Car parking on The Green which will cause damage when it gets wetter

1. District Councillor's report

Susan Glossop spoke about the following:

- Risby Business Park
- St Edmundsbury Borough Council is buying the Post Office in Bury St Edmunds and the walkway to the ARC is going to be improved
- The Bury Christmas market and the presence of armed police this year
- The planning application for the WSOH which has now been approved

2. Acceptance of apologies for absence

Apologies were received from Derrick Abrey and Julian Reed.

3. Declaration of Interest in items on the agenda

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

4. Approval of minutes of the meeting held on Thursday 7th September 2017

It was resolved that the minutes were correct. The Vice-Chairman then signed them.

5. Police issues

No Police issues were raised.

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:

- Mrs C Boreham – bus shelter cleaning - Local Government (Miscellaneous Provisions) Act 1970, s1 - **£240.00**
- J P Kirk expenses – LGA 1972, s111 – **£4.97**
- McGregor Services – grass cutting - Open Spaces Act 1906, ss.9 and 10 – **£282.00**

McGregor Services has asked if the Parish Council would like an additional cut as a result of the mild weather. It was resolved that an additional cut would be scheduled for the end of November.

Chris Sutton and Simon Gray signed the Schedule of Payments. The Vice-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

12/09/17	Suffolk Biz - website hosting fee	£100
19/09/17	Vodafone - mobile phone costs	£22.10
29/09/17	J P Kirk - salary	£326.86
04/10/17	McGregor Services - grass cutting	£348.00
19/10/17	Vodafone - mobile phone costs	£22.10
30/10/17	J P Kirk - salary	£326.86
01/11/17	Anglian Water Business	£4.09

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) Data protection and registration with ICO

The clerk has attended data protection training in preparation for the new General Data Protection Regulation bill (GDPR) which is due to become law in May 2018. She explained how this would affect the Parish Council and the fact that new procedures will need to be introduced to ensure that the Act is complied with. The clerk also explained that the Council needs to register with the Information Commissioner at a cost of £35 a year. It was resolved that the clerk would be authorised to register with ICO on behalf of the Council and that an annual direct debit of £35 would be set up.

g) Draft budget 2018/19 and budget report

It was resolved that the draft budget would be approved and that the precept request would be £9,270. This is an increase of 2.74% which equates to £0.91 per annum per band D household. The parish council element for a band D household will be £34.13 per annum an increase from £33.22.

8. Planning

a) Planning Ref SCC\0180\17 - Greenways Recycling, Symonds Farm, Newmarket Road, Risby, Bury St Edmunds, Suffolk, IP28 6RE - Proposal: Retention of Portakabin-type structure for a period of up to eight years

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

b) Risby Business Park

The Parish Council has received the following update from St Edmundsbury Borough Council about GAP's activities: *'St Edmundsbury Borough Council is continuing to monitor the site and are working to the December deadline for the cessation of operations. Given this reasonable extension, if SEBC is still faced with non-compliance they will be looking at the formal options. The current application is for an extension to the current use of the site and not wholly relevant to SEBC taking the matter further should they need to. The withdrawal of the application is therefore superfluous to SEBC's continuing enforcement action'.*

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

a) Review of latest VAS data

Although there are some cases of excessive speeding the 85% percentile figure of 32.5mph in South Street and 32mph in Flempton Road would not meet the current Police criteria for enforcement.

b) Email from a resident re safety of junction at Tut Hill and impact of Marham Park and Crematorium development.

It was resolved that the clerk would email County Councillor Becky Hopfsenberger to voice their concerns about the safety of the junction at Tut Hill and to find out if there are any plans to slow traffic down at the junction or to introduce a speed limit.

c) Grit piles and grit bins

The Parish Council is happy with the current locations

d) Letter from a resident about parking on The Green

It was resolved that the Council would write a letter to properties near The Green reminding them not to park on The Green and if necessary to park on the road.

10. Village issues

a) Update on the defibrillator

The defibrillator has now been registered with the ambulance service and Chris Sutton carries out regular checks. Steve Smith agreed to step in when Chris Sutton is not able to do the checks. A flyer has been produced for residents telling them where the defibrillator is and what to do if someone stops breathing. A training session took place on 16th October. It was resolved that an additional training session would be organised if there is sufficient interest and that an article would be included in the next Stile magazine.

b) Broadband provision at the eastern end of Risby

The clerk was asked to write a letter to Matthew Hancock MP to explain that the eastern end of the village, cannot get superfast broadband and that the provision is worse now that the new Fisher's Field development has been built.

11. Preparations for the new General Data Protection Regulations in May 2018

a) Approval of the Information Incident Policy

It was resolved that the Information Incident Policy would be approved.

b) Approval of the Information Protection Policy

It was resolved that the Information Protection Policy would be approved.

c) Appointment of a Data Protection Officer

It was resolved that the clerk would be appointed as Data Protection Officer as she has already attended some Data Protection training and has back up from LCPAS who can assist should any specialist knowledge be required.

12. Correspondence

a) Email from a resident re the wording of the S106 agreement for the local connection criteria for affordable housing

It was resolved that clerk would email the resident saying that it feels the current location criteria for allocating affordable housing are fair, and that whilst they have every sympathy with her son's attempt to be allocated a property in Risby, priority should be given to people with a current Risby connection.

b) Email from SEBC re their new dog fouling orders

It was resolved that information about the new dog fouling orders would be put in the next newsletter along with contact numbers so that residents can report it.

c) Email from a resident re the erosion of the war memorial and a possible WW1 event in 2018. Would RPC be willing to fund a memorial item for each household?

It was resolved that the clerk would email the resident explaining the money for previous commemorative items was not from the Parish Council but the result of fund raising. Unfortunately, with current budget constraints, the Parish Council is not in a position to fund them. Chris Sutton is to attend a workshop to find out how to assess damage to a war memorial and will report back about the erosion of the war memorial at the next meeting. Jill Gray agreed to act as Parish Council representative on the committee planning events to commemorate WW1.

There being no further business the meeting closed at 8.45pm.

Signed (Chairman) Dated