

RISBY PARISH COUNCIL
Minutes of the meeting held on Thursday 7th March 2019

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

Also present: Joanne Kirk (Clerk), County Councillor Rebecca Hopfsenberger and four members of public.

Open Forum

The following issues were raised during the Open Forum:

- Dog poo bags thrown into bushes and ditches
- The possibility of extending the 40mph limit to the Westley roundabout. Councillors explained that Risby Parish Council had already requested this, but the request has been refused by Highways.
- The Coffee Club's proposal to light the tower of the church with floodlights

1. County Councillor's Report

Beccy Hopfsenberger spoke about the following:

- Street light number 8. There is a private cable fault. Street lighting is trying to resolve this.
- Surface of School Road – patching will take place in April ready for surface dressing in the summer. There is a new thermal patcher which should improve the standard of repairs. Councillors reported the appalling standard of patching in Quay's Road and asked if Highways could investigate.
- She updated the Council on the outstanding Highways issues some of which have been completed.
- She can fund 35 posts for the village green and has submitted the application.

2. Acceptance of apologies for absence

Julian Read and Steve Smith sent their apologies.

3. 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 meeting held on Thursday 3rd January 2019 and the extraordinary meeting held on 7th February 2019

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

4. Borough Councillor's report

Borough Councillor Susan Glossop sent a written report:

The Council tax figures for 2019/20 have been published.

Suffolk CC	2.99% increase
Adult social care precept	1.00 % increase
Police and crime commissioner	12.7% increase
West Suffolk Authority	0.0 %

Council tax bills will now be under the name West Suffolk. Payments by direct debit will be unaffected, but residents who pay by standing order will need to use the reference number or bar code on their bill and will need to notify their bank of the new bank details shown on their bill and the reference number.

Councillor Glossop thanks the Parish Council for their support and said how much she has enjoyed working with councillors over the last four years. She will be standing in the May elections and hopes to be able to work with the Parish Council again.

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

There were no outstanding councillor actions.

6. Police issues

There were no police issues to report.

7. Finance

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

It was resolved that the following payments would be approved:

- LCPAS - annual subscription - LGA 1972, s11 - **£90.00**
- HMRC - PAYE - LGA 1972, s111 - **£3.40**

- J P Kirk - expenses - LGA 1972, s111 - **£4.32**

Chris Sutton and Ian Turner checked the invoices and signed the Schedule of Payments. The chairman then countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Statement of receipts and payments made since the last meeting (including online payments)

Receipts		Details		Amount
10/12/18		Transfer from reserve account		£1,000.00
08/01/19		Stradishall Parish Council - 1/6 of cost of print cartridge		£5.82
09/01/19		Ousden Parish Council - 1/6 of cost of print cartridge		£5.82
16/01/19		Lidgate Parish Council - 1/6 of cost of print cartridge		£5.82
16/01/19		Transfer from reserve account		£1,000.00
21/01/19		Dalham Parish Council - 1/6 of cost of print cartridge		£5.82
22/01/19		Stansfield Parish Council - 1/6 of cost of print cartridge		£5.82
Payments	Minute reference	Details	Method	Amount
07/01/19	210/8a	J P Kirk - expenses	Online	£3.08
09/01/19	210/8a	HMRC - PAYE	Online	£3.40
10/01/19	192/8g	Fidelity Funds Network	Online	£15.00
21/01/19	192/8f	Vodafone	D/D	£17.40
30/01/19	196/8p	Staff costs	Online	
01/02/19	191/8i	Anglian Water	D/D	£68.96
11/02/18	211/8g	Fidelity Funds Network (payment for all six of clerk's councils)	Online	£85.00
14/02/19	212/11a	Haydens - resistograph	Online	£396.00
20/02/19	192/8f	Vodafone	D/D	£17.40
28/02/19	196/8p	Staff costs	Online	

d) Checklist of Internal Controls

Chris Sutton completed the checklist of internal controls.

e) Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2019-20

It was resolved the following regular payments would continue to be paid in 2018 - 19:

Payment	2018/19	2019/20	Notes
Community Action Suffolk - Insurance	£529	£529	
Subscriptions:			
LCPAS	£80	£80	
Vodafone UK (phone costs)	£191	£191	£104 refunded from other councils
Risby Village Hall- rental	£120	£120	Dependent on the number of meetings
CAS Ltd - website hosting fee	£60	£60	
Anglian Water (water charges for allotment)	£151	£151	Variable amount depending on usage
Bus shelter cleaning	£240	£250	
HMRC - PAYE	£20	£20	Quarterly payment, amount may vary slightly
Clerk's salary	£3,998	£4,268	Monthly payment, amount may vary slightly

Fidelity Funds Network - contribution to clerk's workplace pension	£180	£180	
ICO - data protection registration	£35	£35	
McGregor Services - grass and hedge cutting	£1,800	£1,800	

- f) **To approved the revised contract of employment for the clerk and job description**
It was resolved that the revised contract would be approved. The Chairman and clerk then signed it.
- g) **PAYE details and tax code for the clerk's salary**
Chris Sutton reviewed the clerk's Confidential Cashbook and confirmed that the PAYE details and tax code were correct.
- h) **Review of the income and expenditure for 2018/19 against the budget and the level of reserves for general and earmarked expenditure**
Councillors reviewed the income and expenditure or 2018/19 against the budget. At year-end Risby Parish Council will have a budget surplus of approximately £1,000. This includes allocated funds for a village project of £650 and a larger than anticipated VAT refund.

Estimated reserve as of 31/03/19: £14,550 which includes allocated funds of £9,501. The general reserve is within the guidelines of no more than one year's annual precept.
- i) **Review the register of fixed assets and insurance values**
Councillors reviewed the assets register. No new assets were added in 2018/19.
- j) **Review of the Council's Risk Assessment**
It was resolved that no amendments were necessary. The Chairman then signed it.
- k) **Liability insurance**
The Council has the following levels of liability cover:
- Public liability cover: £10,000,000
 - Personal accident: £25,000
 - Employee dishonesty: £25,000
 - Employer's liability (clerk only) £10,000,000
- l) **Appointment of an internal auditor to complete the Internal Audit Report in the Annual Governance and Accountability Return 2018/19 and review of the effectiveness of the internal audit**
It was resolved that Cathy Whitaker, clerk to Exning Parish Council, would be appointed as internal auditor this year and that a fee of £65 would be paid. The Council reviewed the effectiveness of the internal audit. It was resolved that the internal audit was effective and that audit regulations would be met for the following reasons:
- Does the internal audit sufficiently cover all aspects of the financial controls relevant to the council (for example risk management, detection of fraud, internal controls) and are terms of reference in place and approved? Yes. New Financial Regulations were adopted on 1st May 2014 to introduce procedures to detect fraud when using electronic banking. A checklist of internal controls is completed by a councillor at every meeting to verify payments on bank statements against actual payments as listed in the accounts to ensure that there are no discrepancies.
 - Is the internal auditor independent (i.e. does not have any role within the Council)? Yes. The internal auditor does not have a role within the Council.
 - Is the internal auditor competent to carry out their work ethically, with integrity and objectivity? Is there any evidence to suggest that this may not be the case? Yes, she is a parish council clerk and RFO for Newmarket Town Council. There is no evidence to suggest that she will not carry out the work ethically, with integrity and objectivity.
 - Is the Responsible Officer consulted in the internal audit plan? Yes.
 - Are the responsibilities of members of the Council understood and has the necessary training been undertaken? Yes
 - Is there a plan in place for when the internal audit will be undertaken and does the plan properly take account of corporate risk? The internal audit will take place in April 2019 prior to the accounts being approved at the Annual Meeting on 13th May 2019. The internal auditor's report

will be presented to the Parish Council at this meeting and any issues raised by the internal auditor will be discussed at the meeting and an action plan produced.

m) To review the effectiveness of the Council's internal controls

The following internal controls are in place:

- At each meeting a councillor checks bank statements against the Parish Council's accounts to ensure that transactions correspond and that the bank reconciliation agrees with the bank statement
- Where possible payments are approved at meetings and a Schedule of Payments is prepared which is checked by two councillors. Corresponding invoices are checked and signed by two councillors at the same time.
- Regular payments are approved at the March meeting and the invoices paid when they are received. These invoices are checked and signed by two councillors at the next meeting after they have been paid.
- The chairman rules off and signs the Schedule of Payments so that no amendments can be made after the meeting.
- Cheques must be signed by two signatories along with the corresponding invoice.
- A record of online payments is kept and checked at each meeting.
- If a supplier changes their bank details, the supplier must supply a written hard copy notifying the change.

It was resolved that these controls are adequate and are working well.

n) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2019 and complete the inspection checklist.

It was resolved that Steve Smith would inspect the Council's property.

9. Planning

a) Planning update. From 1st May paper copies will no longer be sent to parish councils

From 1st May paper copies will no longer be sent to parish councils. Simon Gray agreed to take on the responsibility for reviewing new applications and printing off relevant documents. The clerk agreed to email him a list of the key documents to print.

b) Submitting responses to planning applications online

It was resolved that the clerk would register with West Suffolk and that all future responses to planning applications would be submitted online.

10. Highways/Rights of Way issues/tree/transport issues

a) Parking on The Green and quote for posts

It was resolved that the Council would purchase 38 recycled plastic posts once the locality funding is received from County Councillor Rebecca Hopfensperger and that the Parish Council would make up the shortfall.

b) Email from Tree Warden about trees that have been donated by the Tree Council

The trees have been planted on the playing field.

c) Decide on a date for the next tree survey

It was resolved that the next tree survey would be arranged once the current tree works have been completed.

d) Email from Suffolk County Council re changes to school transport and the need for families to opt-in by 31st May 2019 if they require school transport

It was resolved that details of these changes would be included in the next newsletter.

e) Possibility of asking the Westley bus to stop at the bus stop outside Risby Village Hall

It was resolved that the clerk would contact County Councillor Rebecca Hopfensperger about the Westley School bus stopping in front of the war memorial instead of at the bus stop, as this is not a safe place to stop and to ask if can she arrange through SCC for the bus stop to be used.

f) Resistograph assessment from Haydens for the sycamore tree in School Road and quote for recommended tree works

The resistograph confirms that the tree is diseased. The cost to fell the tree would be £760 which is the same as if the tree were pollard ed. It was resolved that the Council would arrange for the tree to be

felled. The clerk agreed to check if there is a Tree Preservation Order in place, and Chris Sutton agreed to speak to the Tree Warden and draft an article for the next newsletter.

- g) **Email from Connecting Communities confirming that from 1 April 2019 all Connecting Communities passengers will be charged fares, and free bus passes will no longer to be accepted.**

It was resolved that details of these changes would be included in the next newsletter.

11. Parish Elections on 2nd May 2019

- a) **Nomination forms**

The councillors present completed nomination forms for the forthcoming elections on 2nd May 2019.

- b) **Letter from West Suffolk re cost of an uncontested in May 2019 and from 2020.**

The cost of an uncontested election will remain the same as in 2015 at **£21.34**, however from 2020 the cost will increase to **£64.70**

- c) **Pre-election Purdah**

Purdah relates to the period leading up to an election, when councils must take extra care when considering their publishing obligations. Parish councils must not publish, arrange for or give financial support to the publication of any material which, in whole or in part, appears to be designed to affect public support for a political party. The period begins with the notice of election on 22nd March and ends on election day (10 pm on 2nd May).

12. Village issues

- a) **To discuss the possibility of running a pollinator project in Risby**

It was resolved that this item would be postponed until after the elections in May.

13. Correspondence

- a) **Email from the Voluntary Network about their services and requesting a donation**

It was resolved that this item would be postponed until after the elections in May.

- b) **Letter from Suffolk Accident Rescue Service requesting a donation**

It was resolved that this item would be postponed until after the elections in May.

14. Any other business for noting or including on the next agenda

- a) **Draft Order from Suffolk County Council for stopping, waiting and loading prohibitions and restrictions and on-street parking places. The consultation begins on 8th March 2019.**

It was resolved that Details of the consultation would be included in the next newsletter.

- b) **Email from a resident about dog fouling**

The Parish Council has received an email about the problem of dog poo bags being thrown into bushes and ditches. The clerk agreed to investigate the cost of installing an addition lock down wheelie bin in Hall Lane ready for the next meeting. She also agreed to laminate some signs asking dog owners to take their poo bags home.

There being no further business the meeting closed at 8.35pm

Signed (Chairman) Dated