

RISBY PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Thursday 3rd May 2018**

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

Also present: Joanne Kirk (Clerk) and two members of the public

Open Forum

The following issues were raised during the Open Forum:

- A member of the public suggested providing a seat by the pond at the top of Hall Lane. The Parish does not own the land so ownership would need to be established before any decisions can be made.
- 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**
Apologies were received from Julian Read.
 - 4. Declaration of Interest in items on the agenda**
Derrick Abrey declared an interest in item 10a on the agenda.
 - 5. Approval of minutes of meeting held on Thursday 1st March 2018**
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. Ian Turner requested that one change be made to his form as he is a non-salaried Director of Care Careers East. No amendments were necessary to the remaining forms.
 - 7. Update on list of actions agreed at the last meeting**
There were no outstanding councillor actions.

Chris Sutton updated the Council on the plans to clean the war memorial. An application for a grant has been submitted to The War Memorial Trust and the Parish Council is awaiting the result of the application. The work cannot be undertaken until the grant has been received.

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**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£65.00**
- McGregor Services - Grass cutting - Open Spaces Act 1906, ss.9 and 10 - **£348.00**
- J P Kirk - expenses - LGA 1972, s111 – **£17.36**

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) Approval of receipts and payments including online payments made since the last meeting

It was resolved that the record of receipts and payments would be approved.

Receipts		Details		Amount
26/04/18		HMRC - VAT refund		£1,016.51
30/04/18		SEBC – precept payment		£9,270
Payments	Minute reference	Details	Method	Amount
03/04/18	191/8a	LCPAS - subscription	Online	£80.00
03/04/18	192/8g	McGregor Services - grass cutting	Online	£192.00

10/04/18	192/8g	Fidelity Funds Network	D/D	£15.00
30/04/18	191/8i	Staff costs	Online	

- d) **Signatory to complete the checklist of Internal Controls**
Chris Sutton completed and signed the checklist of internal controls.
- e) **Inspection of Council Property**
Steve Smith has inspected the Council's property. The following maintenance work needs to be carried out:
- The frame of notice board in School Road needs repairing. Ian Turner agreed to arrange for the noticeboard to be repaired.
 - Benches in Welham Lane and on the Green need cleaning. Steve Smith agreed to clean them.
 - The lock on the grit bin in Giles Way is broken but is still fit for purpose
- f) **To approve the Income and Expenditure accounts for the financial year 2017-2018**
It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.
- g) **To discuss the internal auditor's report**
One issue was raised. The Asset Register was not included in the audit folder. This was an error. Risby Parish Council has an Asset Register which was approved at the meeting on 1st March 2018. It was resolved that no further action was required. The Internal Auditor also commented that she had not had sight of part 2 of the AGAR 2017/18. The clerk explained that this was because Part 2 of the AGAR 2017/18 had not been approved by the Council when the accounts were sent to the Internal Auditor as they can only be approved after the Internal Audit has taken place.
- h) **To complete and sign section 1 of the Annual Governance and Accountability Return 2017/18 - the Annual Governance Statement 2017/18**
Councillors completed section 1 of the Annual Governance and Accountability Return 2017/18 - the Annual Governance Statement 2017/18. The Chairman and RFO then signed it.
- i) **To complete and sign section 2 of the Annual Governance and Accountability Return 2017/18 - the Accounting Statements 2017/18**
Councillors completed section 2 of the Annual Governance and Accountability Return 2017/18 - the Accounting Statement 2017/18. The Chairman and RFO then signed it.
- j) **To decide whether Risby PC should submit a Certificate of Exemption from an external audit**
It was resolved that Risby Parish Council would submit a Certificate of Exemption from an external audit as its income in 2017-18 was £10,483 and its expenditure was £12,684 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.
- k) **To confirm the dates for the notice of the period for the exercise of public rights**
It was resolved that the dates for the notice of the period for the exercise of public rights would be 11th June – 20th July
- l) **To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2015**
It was resolved that the financial report would be approved.
- m) **Precept information for 2018/19**
St Edmundsbury Borough Council has approved the precept request made by Risby Parish Council and a payment of £9,270 was received on 30th April 2018.
- p) **NALC pay scales for 2018-19**
NALC has published the pay scales for 2018-19. The rate for SCP 27 is £12.815 with effect from 1st April 2018. It was resolved that the clerk would be paid the new rate backdated to 1st April 2018.
9. **Planning**
- a) **DC/18/0602/TCA - TCA notification (i) 1 maple - reduce 3 limbs by up to 5 metres over driveway, reduce 1 north facing limb by up to 5 metres and crown lift by 6m over driveway (ii) fell 2 leylandii**
Derrick Abrey did not take part in the discussion as he had declared an interest. It was resolved that the Parish Council would accept the recommendations of the Borough Council's Tree Officer.
- b) **Forest Heath Local Plan Public Consultation on Proposed Main Modifications - Single Issue Review of Core Strategy Policy CS7 (SIR) and the Site Allocations Local Plan (SALP)**
It was resolved that no response would be submitted.
10. **Highways/rights of way matters/tree or transport issues:**

a) To discuss the tree survey report and decide on the actions and recommended works

It was resolved that Chris Sutton and Derrick Abrey would meet the tree surgeon Leon Brown to discuss the work recommended in the report and decide which work to undertake. It was resolved that the Council would delegate the decision as to which work should be carried out to Chris Sutton and Derrick Abrey.

Chris Sutton agreed to take photographs of the trees near the power lines for the clerk to email to UK Power Networks.

b) Review of the problem of parking on The Green

The problem seems to have improved. The Council agreed to review the situation if the problem recurs.

c) Parish Forum on Tuesday 29th May at West Suffolk House which will be attended by representatives from Highways

The clerk agreed to attend. Derrick Abrey agreed to attend as well if he is able to. Councillors agreed a list of issues which they would like to raise at the meeting. It was also resolved that the Council would make a formal complaint to Highways about the outstanding issues in Risby.

11. To approve the following GDPR documents:

It was resolved that the following documents would be approved:

- Subject Access Request Policy
- Contact Privacy Notice

It was also resolved that the Subject Access Request Policy and the Contact Privacy Notice would be uploaded onto the website by 25th May 2018.

12. Village issues

a) Update on Neighbourhood Watch in Risby

There is currently a Neighbourhood Watch Scheme running in Risby, but more co-ordinators are needed. It was resolved that a donation of £50 would be made to the Suffolk Neighbourhood Watch Association

b) Village welcome pack

The village welcome pack has been updated and a resident has volunteered to deliver it to new residents.

13. Correspondence

a) Email from Susan Glossop about West Suffolk's Draft Homelessness Reduction Strategy

It was resolved that the clerk would submit a response on behalf of the Council supporting the strategy.

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

The following planning notification has been received - DC/18/0741/FUL - (i) 3 no dwellings with associated access following demolition of existing flats and (ii) alterations to existing access, park and boundary for adjacent properties 1 and 2 Flempton Road. An application for two dwellings on this site was approved in 2015. Derrick Abrey agreed to look at the revised application and to speak to the neighbours about the application and let councillors know if there are any significant changes.

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

Signed (Chairman) Dated