

**RISBY PARISH COUNCIL****Minutes of the Parish Council meeting held on Thursday 1<sup>st</sup> November 2018**

**Councillors present: Derrick Abrey (Chairman), Simon Gray, Jill Gray and Chris Sutton. Steve Smith arrived at 7.20pm.**

**Also present: Joanne Kirk (Clerk), County Councillor Beccy Hopfensperger and 1 member of the public. Borough Councillor Susan Glossop arrived at 8pm.**

**Open Forum**

The following issues were raised during the Open Forum:

- Cars parking on The Green

**1. County Councillor's Report**

Beccy Hopfensperger spoke about the following:

- Highways will be clearing the grips in Crematorium Road
- Street light number 8 outside the village hall has been fixed. She has asked Richard Webster, who is responsible for street lights, to come out to look at street light number 1.
- She has asked highways to clear the overgrown vegetation near the A14 flyover.
- Highways have established ownership of a ditch in School Road and Suffolk County Council will be sending the owner a letter asking them to clear it.
- She has escalated the complaint about the damage to the safety barrier outside the primary school and has said it is a safety issue.
- She cannot use her locality funding to give money to schools for capital projects but she could provide money for IT equipment via the PTA.
- Westley roundabout will be closed from 12<sup>th</sup> – 20<sup>th</sup> November for resurfacing.
- She has chased the sign for Mere Lane. She has also requested a 'Not suitable for HGV's' sign.
- She has received an invitation for Risby Parish Council to visit the Rougham Highways depot.

**2. Acceptance of apologies for absence**

Apologies were received from Julian Read.

**3. Declaration of Interest in items on the agenda on the agenda and dispensation requests**

No councillors declared an interest in any items on the agenda and no dispensation requests were made.

**4. Approval of minutes of the meeting held on Thursday 6<sup>th</sup> September 2018**

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

**5. District Councillor's Report**

Susan Glossop spoke about the following:

- Lauren Miller White is the Families and Communities Officer for Risby.
- There will be a vote on 30<sup>th</sup> November to decide whether the new West Suffolk Council will be a Borough Council or not.
- The new public service and sports centre in Western Way. The roads and infrastructure will need to be reviewed.
- She is now the portfolio holder for highways, economic development and planning.

Concerns were raised about the proposal for a new lorry park near Risby.

**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:

- McGregor Services – grass cutting – Open Spaces Act 1906, ss9 and 10 - **£264.00**
- J P Kirk - expenses - LGA 1972, s111 – **£4.32**
- Bus shelter cleaning – Local Government (Miscellaneous Provisions Act 1970, s1 - **£240.00**

- ICO – data protection fee – LGA 1972, s111 - **£35.00**

Chris Sutton and Steve Smith signed the Schedule of Payments and invoices. The Chairman then countersigned it.

**b) Approval of payments authorised between meetings**

No payments were authorised between meetings.

**c) Approval of the record of receipts and payments (including online payments) made since the last meeting and bank balances**

**Current account**

Receipts		Details		Amount
07/09/18		Transfer from reserve account		£1,000.00
04/09/18		Stradishall Parish Council		£20.88
06/09/16		Lidgate Parish Council		£20.88
12/09/18		Ousden Parish Council		£20.88
19/09/18		Stansfield Parish Council		£20.88
24/09/18		Dalham Parish Council		£20.88
Payments	Minute reference	Details	Method	Amount
07/09/18	204/8a	J P Kirk - expenses	Online	£4.32
07/09/18	204/8a	McGregor Services - grass cutting	Online	£276.00
07/09/18	204/8a	Suffolk Cloud - website hosting fee	Online	£100.00
10/09/18	192/8g	Fidelity Funds Network	Online	£15.00
19/09/18	192/8f	Vodafone	D/D	£17.40
28/09/18	196/8p	Staff costs	Online	
08/10/18	204/8a	HMRC - PAYE	Online	£3.40
08/10/1	192/8g	McGregor Services - grass cutting	Online	£168.00
10/10/18	204/8g	Royal British Legion - donation and poppy wreath	Online	£50.00
10/10/18	192/8g	Fidelity Funds Network	Online	£15.00
30/10/18	196/8p	Staff costs	Online	

**Reserve account**

Receipts	Details	Amount
28/09/18	Interest	0.68
Payments		
Date	Details	Amount
07/09/18	Transfer to current account	1,000.00

**Current account: £794.86 Reserve account: £17,592.97**

**d) Signatory to complete the checklist of Internal Controls including confirmation of bank reconciliation**

Chris Sutton completed and signed the checklist of internal controls and signed the bank reconciliations as correct.

**e) Draft budget 2019/20 and budget report 2018/19**

It was resolved that the draft budget would be approved and that the precept request would be £10,288. This is an increase of 1.44% which equates to £0.49 per annum per band D household. The parish council element for a band D household will be £34.62 per annum an increase from £34.13.

It was also resolved that the payment for bus shelter cleaning would be increased to £250 in 2019/20.

The clerk and Chairman signed the Parish Estimates form.

**f) Pensions Regulator – Re-declaration of Compliance**

The re-declaration was completed on 08/10/18. The clerk was not re-enrolled as her earnings are below the automatic enrolment threshold.

**10. Planning issues**

- a) **DC/18/2004/HH - 38 Woodland Close, Risby - (i) Single storey extension to rear, side and front (following demolition of existing garage) (ii) Insertion of 2 dormer windows to east and west elevations (iii) cladding to north and south elevations - previous application DC/18/0837/HH –**  
It was resolved that no objection would be made to this application.
- b) **DC/18/2028/TCA - Risby Manor South, Risby - Fell one Koelreuteria**  
It was resolved that no objection would be made to this application.
- c) **DC/18/2086/TPO - Risby Village Hall, Aylmer Close, Risby - TPO - 1no oak - pruning to the crown by 3 metres in height and radial spread**  
It was resolved that no objection would be made to this application.

**11. Highways/rights of way matters/tree or transport issues**

- a) **Damaged wooden posts on Upper Green**  
It was resolved that this item would be postponed until the next meeting.
- b) **Review of the grass cutting contract.**  
It was resolved that the Council would continue with the current contractor as the standard of his work is excellent. The contract will be reviewed again in three years.
- c) **Appoint a councillor to check that the grit bins have been topped up**  
Simon Gray agreed to check that the grit bins have been topped up.
- d) **Lorry movements in South Street and Newmarket Road**  
It was resolved that the Council would monitor the number of lorries in Newmarket Road and South Street.
- e) **Email from a resident about damage to Mere Lane**  
Rebecca Hopfensperger will contact the resident.
- f) **Councillor to check outstanding Highways issues**  
It was resolved that Simon Gray would check the outstanding highways issues.

**12. Village issues**

No new issues were raised.

**13. Correspondence**

- a) **Letter from Royal Mail re scam mail**  
It was resolved that details will be included in the next newsletter.
- b) **Letter from West Suffolk re their consultation on the West Suffolk Housing Strategy**  
It was resolved that the clerk would respond on behalf of the Parish Council.
- c) **Email from Citizen's Advice requesting a donation**  
It was resolved that the Council would make a donation of £50 (GPC).
- d) **Email from the Boundary Commission giving details of their final recommendations**  
Risby Ward stays the same apart from the fact that Icklingham has been added.

**There being no further business the meeting closed at 8.52pm.**

Signed ..... (Chairman) Dated .....