

RISBY PARISH COUNCIL**Minutes of the Parish Council meeting held on Thursday 3rd January 2019**

Councillors present: Derrick Abrey (Chairman), Ian Turner (Vice-Chairman), Simon Gray, Jill Gray and Chris Sutton. Julian Reed arrived at 7.29pm. Steve Smith arrived at 7.39pm.

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

Open Forum

The following issues were raised during the Open Forum:

- Parking on the village green. Would it be possible to have a sign on the village green saying that parking is prohibited?
- Cars parking on the bend near the Green in School Road. Would it be possible to have yellow lines along the side of the green?

Councillors explained that the provision of yellow lines would be the responsibility of Suffolk County Council.

1. District Councillor's Report

Susan Glossop spoke about the following:

- The A11 Red Lodge by-pass. Five Ways roundabout improvement works were going to mean the A1101 being used as a diversion route but this work has been postponed. Rebecca Hopfsenberger and Susan Glossop have complained about using the A1101 as the diversion route and have a meeting with Highways England and Kier.
- The charge for emptying brown bins will increase to £43.00 from £40.00 from April due to Suffolk County Council not cost sharing with West Suffolk. The payment made to West Suffolk from SCC will decrease from £54.76 to £30.00 per tonne of garden waste collected and treated. This means that there will be a short fall of £86,729 which West Suffolk has to find.
- At the meeting on the 20th November 2018 St Edmundsbury Borough Council and Forest Heath District Council voted to let the new West Suffolk Council make the decision on applying to the Privy Council to be a Borough Council, which in turn would allow the new council to have a Mayor. From May 2019 the new West Suffolk Council will be a District Council with a Chairman and it will be up to the new Council to decide whether or not it applies for Borough Council status.
- The Boundary Commission recommendation was for Icklingham to be added to the Risby ward which means that the Risby ward will comprise of the villages of Icklingham, Lackford, Risby, Flempton, Hengrave, West Stow, Wordwell, Culford and Ingham.
- St Edmundsbury Borough Council's element of the Council Tax will not be increased, but the Council Tax will be raised overall due to increases by the Police and Suffolk County Council.

2. Acceptance of apologies for absence

No apologies were received.

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 1st November 2018

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

5. County Councillor's report

No report was received.

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:

- HMRC – PAYE - LGA 1972, s111 – **£3.40**
- J P Kirk - expenses - LGA 1972, s111 – **£3.08**

Chris Sutton and Simon Gray signed the Schedule of Payments and invoices. The Chairman then countersigned it.

- b) **Approval of payments authorised between meetings**
One payment was authorised between meetings, the purchase of a print cartridge from the Cartridge People at a cost of **£41.90** - LGA 1972, s111. The cost will be split between the clerk's six councils.
- 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
02/11/19		Transfer from reserve account		£1,000.00
Payments	Minute reference	Details	Method	Amount
01/11/18	191/8i	Anglian Water	D/D	£28.35
01/11/18	207/8a	Mrs C Boreham	Chq no 000913	£240.00
02/11/18	207/8a	J P Kirk - expenses	Online	£4.32
02/11/18	207/8a	McGregor Services - grass cutting	Online	£264.00
06/11/18	209/13c	West Suffolk CAB - donation	Online	£50.00
09/11/18	207/8a	ICO - data protection fee	D/D	£35.00
20/11/18	192/8f	Vodafone	D/D	£17.40
12/11/18	192/8g	Fidelity Funds Network	Online	£15.00
16/11/18	203/13a	Mis E Orbell - to reimburse costs for Remembrance Day Celebrations	Online	£157.08
30/11/18	196/8p	Staff costs	Online	
06/12/18	Authorisation slip 001	The Cartridge People – print cartridge	Online	£41.90
10/12/18	192/8g	Fidelity Funds Network	Online	£15.00
19/12/18	192/8f	Vodafone	D/D	£17.40
28/12/18	202/11a	Arb-Agri Contracting – tree works as per tree survey	Online	£580.00
31/12/18	196/8p	Staff costs	Online	

Reserve account

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

Current account: £287.13

Reserve account: £16,592.97

- 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) **Email from West Suffolk re cost of a contested election**
The cost of a contested parish council election in Risby could range from £1,200 to £2,000. Risby Parish Council already has £1,178 allocated. It was resolved that the Council would use its reserves to cover any additional cost if necessary.
- f) **New NALC pays scales and rates for 2019 - 20**
NALC has published new pay scales with effect from 1st April 2019. The clerk's old pay grade was SCP 27 which is SCP 20 on the new scale. The new pay grades give scope for clerk to move up a grade as she was previously at the top of LC2. It was resolved that the clerk would be moved to SCP 22 on the new pay scale with effect from 1st April 2019 and that her contract would be updated and reviewed at the next meeting.
- g) **Change in the method of payment contributions for the clerk's workplace pension**

Fidelity will no longer accept payments by direct debit from multiple employers so future payments would need to be paid by bank transfer every month. It was resolved that the clerk would contact Fidelity to find out if a future monthly payment of £85 could be made by Risby Parish Council on behalf of Risby and the clerk's other councils and a monthly standing order set by each individual council payable to Risby Parish Council to reimburse the cost.

10. Planning issues

- a) **DC/18/2370/HH - Springside, 3 Orchard Close, Risby - (i) 2 storey side extension (following demolition of existing single storey side extension (ii) single storey rear extension (iii) changes to fenestration and external finishes**

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

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

- a) **Resistograph for sycamore near The Green in School Road -**

The last tree survey recommended that a resistograph be carried out on the sycamore near the Green. The cost will be £330 + VAT. It was resolved that the clerk would contact Haydens to arrange for a resistograph to be carried out as soon as possible.

- b) **Parking on The Green**

It was resolved that the clerk would investigate the cost of recycled plastic and oak posts and that the quotes would be discussed at the next meeting.

- c) **Damaged wooden posts on Upper Green**

It was resolved that the Council would make a decision at the next meeting once it has a price for replacement posts.

- c) **Dates to visit the Rougham Highways depot**

The clerk was asked to contact Becky Hopfsenberger to arrange a visit on a Wednesday or Thursday and to let Chris Sutton, Derrick Abrey and Simon Gray know.

12. Village issues

- a) **New village hall Manager as of 1st January 2019**

The new village hall manager is Jamie Hudson.

13. Dates of meetings from May 2019 – March 2020

- Thursday 9th May 2019 Annual Meeting of the Parish Council at 7pm followed by the Annual Parish Meeting
- Thursday 4th July 2019 Meeting
- Thursday 5th September 2019 Meeting
- Thursday 7th November 2019 Meeting
- Thursday 9th January 2020 Meeting
- Thursday 5th March 2020 Meeting

14. Correspondence

- a) **Email from Customer First looking for people to interview about the customer journey when they are trying to access adult and social care**

It was resolved that the clerk would forward on the email to Ian Turner to circulate at Risby Nursing Home to see if there are any families who would be willing to be interviewed.

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

The following items were received after the agenda for this meeting had been published and will be added to the agenda of the next meeting:

- Email from Risby's Tree Officer about where to plant some trees which have been donated by the Tree Council
- Email from the Voluntary Network about their services and requesting a donation

There being no further business the meeting closed at 8.36pm.

Signed (Chairman) Dated