

**RISBY PARISH COUNCIL****Minutes of the Parish Council meeting held on Thursday 5th July 2018**

**Councillors present: Derrick Abrey (Chairman), Steve Smith, Simon Gray, Jill Gray, Chris Sutton and Julian Read.**

**Also present: Joanne Kirk (Clerk), Borough Councillor Susan Glossop and 8 members of the public.**

**The following issues were raised during the Open Forum**

A question was asked about the trees on the playing field, particularly the oak tree near the play equipment.

Benny Benford, one of the village hall trustees, spoke about the tree survey carried out by Haydens in Feb 2017 which picked up internal decay within the tree. Haydens considered the tree to be high risk and recommended that the nearby benches be relocated. They have been removed. The survey carried out in February 2018 said that there has not been much change, but recommended relocating the play equipment, which financially is not viable. Even if the play equipment is moved the entrance to the primary school, the allotments and play equipment and a public footpath are in close proximity and would be at risk.

Susan Glossop agreed to arrange a meeting with the Borough Council tree officer and the village hall trustees to discuss the way forward.

The applicant for DC/18/0875/HH explained that they had received complaints about access to the property which has now been revised.

**1. Problems with parking at the village hall**

Soo Miller, the Headteacher of Risby Primary School, introduced herself and spoke to everyone about parking. She is keen to establish a positive dialogue with parents and the village hall trustees. She has been out monitoring parking and speaking to parents who are parking in dedicated bays or ignoring disabled parking signs. She asked if there could be marked parking bays, but Benny Benford said that this is not possible as it is a gravel car park. He also explained that the trustees manage the car park and the fact that their priority is to people using the village hall. Sue Miller agreed to try to attend the next trustees' meeting on 10<sup>th</sup> July.

**2. District Councillor's report**

Susan Glossop spoke about the following:

- The merger of St Edmundsbury Borough Council and Forest Heath District Council. The decision will have to be made as to whether the new council will have a chairman or mayor.
- The new ward boundaries
- The Police and Crime Commissioner is holding a public meeting in Bury St Edmunds on 12<sup>th</sup> July.

**3. Planning****a) DC/18/0875/HH - Re-consultation - (i) Two storey front extension (ii) Internal alterations (iii) external rendering of house and garage and re-roofing**

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

**b) Submission Draft Suffolk Minerals & Waste Local Plan Consultation**

It was resolved that no response would be submitted.

**4. Appointment of a Tree Warden**

It was resolved that Roger Shuttler and Chris Sutton would be appointed joint tree wardens.

**5. Acceptance of apologies for absence**

Apologies were received from Ian Turner.

**6. Declaration of Interest in items on the agenda**

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

**7. Approval of minutes of the Annual Meeting of the Parish Council held on Thursday 3rd May 2018 and the planning meetings held on 24<sup>th</sup> May 2018 and 7<sup>th</sup> June 2018.**

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

**8. Police issues**

There has been a problem at the pallet yard with theft from lorries but the police are aware.

**9. Update on list of actions agreed at the last meeting**

There were three outstanding councillor actions.

**10. 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**
- McGregor Services – grass cutting – Open Spaces Act 1906, ss9 and 10 - **£258.00**
- J P Kirk - expenses - LGA 1972, s111 – **£25.61**

Chris Sutton and Simon Gray 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**

**Reserve account**

30/04/18	St Edmundsbury Borough Council - precept payment	£9,270.00
<b>Payments</b>		
<b>Date</b>	<b>Details</b>	<b>Amount</b>
04/05/18	Transfer to current account	£1,000.00
11/06/18	Transfer to current account	£1,000.00

**Current account**

<b>Receipts</b>		<b>Details</b>		<b>Amount</b>
26/04/18		HMRC - VAT refund		£1,016.51
04/05/18		Transfer from reserve account		£1,000.00
11/06/18		Transfer from reserve account		£1,000.00
<b>Payments</b>	<b>Minute reference</b>	<b>Details</b>	<b>Method</b>	<b>Amount</b>
10/04/18	192/8g	Fidelity Funds Network	Online	£15.00
19/04/18	192/8f	Vodafone	D/D	£22.80
30/04/18	191/8i	Staff costs	Online	
04/05/18	196/8a	Expenses	Online	£17.26
04/05/18	196/8a	Risby Village Hall - donation	Online	£500.00
04/05/18	192/8g	McGregor Services - grass cutting	Online	£348.00
04/05/18	196/8a	Mrs C Whitaker - internal audit	Online	£65.00
10/05/18	198/12a	SNWA	Online	£50.00
10/05/18	192/8g	Fidelity Funds Network	Online	£15.00
21/05/18	192/8f	Vodafone	D/D	£22.80
21/05/18	191/8f	CAS Ltd - insurance	Online	£528.65
30/05/18	196/8p	J P Kirk - salary	Online	£337.52
01/06/18	191/8i	Anglian Water	D/D	£28.02
11/06/18	192/8g	Fidelity Funds Network	Online	£15.00
11/06/18	192/8g	McGregor Services - grass cutting	Online	£348.00
19/06/18	192/8f	Vodafone	D/D	£22.80
29/06/18	196/8p	Staff costs	Online	

**Current account:** £893.32

**Reserve account:** £19,588.46

**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) Update on the Annual Audit 2018**

A Certificate of Exemption has been submitted.

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

**a) To discuss the quotes for tree works**

It was resolved that the Council would accept the quote from Leon Brown, subject to clarification about the cost of a road closure and a TCA application.

**b) Letter of complaint to Highways**

It was resolved that the Council was happy with the draft letter to Highways and that it would be submitted via County Councillor Rebecca Hopfsenberger.

**12. To approve the following policy documents****a) Approval of updated Financial Regulations and information about key changes**

It was resolved that the updated Financial Regulations would be approved.

**b) Approval of updated Standing Orders and information about key changes**

It was resolved that the updated Standing Orders would be approved.

**c) Equal Opportunities Policy**

It was resolved that the Equal Opportunities Policy would be approved.

**13. Village issues****a) Commemoration of WW1**

An event has been planned by the Risby WW1 Events Committee in Risby Village Hall on 11<sup>th</sup> November to commemorate the centenary of the armistice in World War 1. As £157 was left over from the grant funding claimed in 2015 to put a fence around the war memorial, it was resolved that this money would be used to cover the expenses relating to the event and that the remainder of the money would be donated to the Royal British Legion's Poppy Appeal. Jill Gray was authorised to administer the money and to make sure that invoices are made out to the Parish Council and receipts obtained and passed on to the clerk.

**14. GDPR update****a) Retention of Documents policy**

It was resolved that the Parish Council would retain documents in line with legal requirements as set out in LCPAS Retention of Documents Policy. All other information will be disposed of as soon as is practical when it is no longer required.

**b) Removal of the requirement for parish councils to appoint a DPO**

It was resolved that the clerk would no longer take on the role of DPO, now that the requirement has been removed.

**15. Correspondence****a) Email from Suffolk Police funded PCSO's**

It was resolved that the Council would not pursue this option as it does not have sufficient funds.

**b) Letter from the Local Government Boundary Commission for England giving information about the review of ward boundaries in West Suffolk**

It was resolved that the clerk would submit a response on behalf of the Parish Council saying that it is happy with the proposal for a Risby Ward which is the same as the current arrangement.

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

Chris Sutton explained that there are a number of empty allotments now. The clerk agreed to put an advert in the next newsletter. Julian Read agreed to take on the responsibility for checking the defibrillator now that Chris Sutton is tree warden.

**There being no further business the meeting closed at 9.20pm.**

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