

RISBY PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 6th September 2018

Councillors present: Derrick Abrey (Chairman), Ian Turner (Vice-chairman), Jill Gray and Chris Sutton. Steve Smith arrived at 7.43pm.

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

Open Forum

No issues were raised during the Open Forum.

1. **Acceptance of apologies for absence**
Apologies were received from Julian Reed and Simon Gray.
2. **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.
3. **Approval of minutes of the meeting held on Thursday 5th July 2018**
It was resolved that the minutes of the meetings were correct. The chairman then signed them.
4. **District Councillor's Report**
Susan Glossop spoke about the following:
 - She has been working with the Village Hall Trustees about funding for the village hall and the trees around the playing field.
5. **County Councillor's Report**
Beccy Hopfensperger spoke about the following:
 - Highways – she has asked Highways to clear the grips along Crematorium Road.
6. **Police issues**
There have been a number of incidents of hare coursing which have already been reported to the Police.
7. **Update on list of actions agreed at the last meeting**
There were two 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**
 - McGregor Services – grass cutting – Open Spaces Act 1906, ss9 and 10 - **£276.00**
 - J P Kirk - expenses - LGA 1972, s111 – **£4.32**
 - Suffolk Cloud – annual fee for support and hosting of website - LGA 1972, s111 - **£100.00**

Chris Sutton and Ian Turner 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**

Receipts		Details		Amount
04/07/18		Eastern Power Networks PLC - wayleave payment		£40.10
11/07/18		Allotment rent		£180.00
12/07/18		Transfer from reserve account		£1,000.00
25/07/18		Allotment rent		£20.00
Payments	Minute reference	Details	Method	Amount
06/07/18	201/10a	J P Kirk - expenses	Online	£25.61
06/07/18	201/10a	McGregor Services - grass cutting	Online	£258.00
09/07/18	201/10a	HMRC - PAYE	Online	£3.40
11/07/18	192/8g	Fidelity Funds Network	Online	£15.00

19/07/18	192/8f	Vodafone	D/D	£22.80
30/07/18	196/8p	Staff costs	Online	
01/08/18	191/8i	Anglian Water	D/D	£26.07
03/08/18	192/8g	McGregor Services - grass cutting	Online	£84.00
10/08/18	192/8g	Fidelity Funds Network	Online	£15.00
20/08/18	192/8f	Vodafone	D/D	£15.80
30/08/18	196/8p	Staff costs	Online	

Current account: £1,003.56

Reserve account: £18,590.57

- 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**
No further information has been received since the Certificate of Exemption was submitted.
- f) Six month budget review**
The Parish Council is currently within budget.
- g) Poppy wreath and donation and approval of online payment**
It was resolved that Chris Sutton would organise the purchase of a poppy wreath and a donation and that an online payment of £50 would be made to the Royal British Legion (LGA 1972, S137).
- h) New phone contract**
Vodafone has offered a new contract at a reduced monthly reduced cost and with a new phone.

10. Planning issues

- a) AP/18/0041/STAND - Plot adjacent Abbotsley, School Road, Risby - Appeal against refusal of application DC/17/0041/OUT**
It was resolved that the Council would submit its original response to the planning inspectorate as agreed at the meeting on 7th September 2017.

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

- a) Email from Mark Stevens, Assistant Director for Highways in response to the Parish Council's queries**
It was resolved that no further comments would be submitted to Mark Stevens.
- b) Email from Suffolk County Council re grit bins**
Suffolk County Council has reviewed its procedures for the provision of grit. It will no longer provide grit heaps and parish councils will need to purchase grit bins from Suffolk County Council. This will only be possible, if the location of the proposed grit bin meets specific criteria. Grit bins will **not** be allowed on Priority 1 and priority 2 routes as they are gritted by Suffolk County Council. School Road and South Street are priority 1 routes.

It was resolved that no additional grit bins would be purchased at this stage. The clerk was asked to contact County Councillor Beccy Hopfensperger to complain about the fact that the new procedure for applying for grit bins seems unnecessarily bureaucratic.
- c) Letter from Village Hall Trustees inviting the Parish Council to a meeting to discuss the oak tree on the playing field near the allotments**
It was resolved that two councillors would aim to attend the meeting.
- d) Email from CSW re pilot scheme to tackle speeding using APNR cameras**
It was resolved that the Council would await a response from CSW following the Parish Council's request for more information about the scheme and the potential cost.

12. Village issues

- a) Preparing allotments ready to rent out and review of usage over the summer**
There are now a number of vacant allotments. As the Parish Council cannot meet the cost of clearing the overgrown plots due to budget constraints, it was resolved that new allotment holders would not have to pay for the first year to give them time to clear the plot. It was resolved that the clerk would advertise this in the next newsletter and Chris Sutton agreed to contact the Cotton Lane Allotment Holder's Association.
- b) Email from CHT re cleaning defibrillator cabinets in phone boxes**
Community Heartbeat Trust has sent an email stating that it has been advised that several ambulance services have commented on the cleanliness of cPAD cabinets. One ambulance service has informed us they

will delist sites that are not kept clean. It was resolved that the Council would arrange for the phone box to be cleaned on a monthly basis.

13. Correspondence

No correspondence has been received.

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

The wooden posts on the Upper Green have started to rot. It was resolved that this item would be included on the next agenda.

There being no further business the meeting closed at 8.24pm.

Signed (Chairman) Dated