

RISBY PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Thursday 9th May 2019**

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

Also present: Joanne Kirk (Clerk)

1. Election of chairman

Derrick Abrey was nominated and following a vote, it was resolved that he would be 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. Signing of Declarations of Acceptance of Office form by councillors

Councillors completed and signed Declaration of Acceptance of Office forms.

4. To elect a vice chairman

Ian Turner was nominated and following a vote, it was resolved that Ian Turner would be vice-chairman.

5. Register of Members' Interests form.

The councillors updated their Register of Interest forms.

6. Acceptance of apologies for absence

No apologies were received.

7. General Power of Competence

It was resolved that Risby Parish Council meets the criteria for the General Power of Competence as $\frac{2}{3}$ of the councillors were elected on 2nd May and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.

8. Agreement to receive the summons to meetings and other information by email

Councillors signed a form agreeing to receive the summons to meetings and other information by email.

9. Declaration of Interest in items on the agenda

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

10. Approval of minutes of meeting held on Thursday 7th March 2019

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

11. Update on list of actions agreed at the last meeting

There were no outstanding councillor actions.

12. 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 - **£432.00**
- J P Kirk - expenses - LGA 1972, s111 – **£23.72**

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

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

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

Receipts		Details		Amount
10/04/19		HMRC - VAT refund		£434.11
10/04/19		Ousden PC		£15.00
10/04/19		Lidgate PC		£15.00
10/04/19		Dalham PC		£15.00
10/04/19		Stradishall PC		£15.00

10/04/19		Stansfield PC		£10.00
Payments	Minute reference	Details	Method	Amount
03/04/19	213/7a	LCPAS - subscription	Online	£90.00
03/04/19	213/7e	McGregor Services - grass cutting	Online	£120.00
03/04/19	210/8g	Fidelity - additional payment as March payment refunded in error	Online	£85.00
08/04/19	213/7a	HMRC - PAYE	Online	£3.60
11/04/19	210/8g	Fidelity monthly pension payment	Online	£85.00
11/04/19	218/5	The Cartridge People	Online	£44.90
20/04/19	196/7e	Vodafone	D/D	£18.85
30/04/19	210/8f	Staff costs	Online	
Reserve account				
25/04/19		West Suffolk Council – precept payment		£10,288.00

d) Bank balances as of 30th April 2019

Current account: £798.72

Reserve account: £23,896.41

Chris Sutton verified and signed the bank statements.

e) Signatory to complete the checklist of Internal Controls

Chris Sutton completed and signed the checklist of internal controls.

f) Update on the inspection of parish council property carried out by

This item is ongoing.

f) Internal auditor's report

No issues were raised.

g) To approve the Income and Expenditure accounts for the financial year 2018-2019

It was resolved that the Income and Expenditure accounts would be approved. The chairman then signed them.

h) To complete and sign section 1 of the Annual Governance and Accountability Return 2018/19 - the Annual Governance Statement 2018/19

Councillors completed section 1 of the Annual Governance and Accountability Return 2018/19 - the Annual Governance Statement 2018/19. The Chairman and RFO then signed it.

i) To complete and sign section 2 of the Annual Governance and Accountability Return 2018/19 - the Accounting Statements 2018/19

Councillors completed section 2 of the Annual Governance and Accountability Return 2018/19 - the Accounting Statement 2018/19. 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 2018/19 was £10,905 and its expenditure was £9,666 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 17th June – 26th July 2019.

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 2019/120

West Suffolk Council has approved the precept request made by Risby Parish Council. A payment of £10,288 was received on 25th April 2019.

9. Planning

a) DC/19/0817/TCA - Land opposite the war memorial, The Green, Risby - 2 Sycamore- crown lift up to 5.4 metres

It was resolved that the clerk would contact the planning officer to say that the application as published on the website is incorrect. No response can be given to this application because Risby Parish Council submitted it.

10. Highways/rights of way matters/tree or transport issues:

a) Request from a resident for a replacement tree to be provided once the sycamore near the Green has been felled

It was resolved that a replacement tree would be planted but not in the same place as the current location is too close to the road and power lines.

12. Village issues

a) To discuss the possibility of running a pollinator project in Risby

Julian Read explained about a scheme in another village to plant flowers to encourage bees.

It was resolved that the spare allotments would be cleared with a view to reletting and possibly providing a wild flower area for bees. Chris Sutton and Derrick Abrey agreed to investigate the cost of a clearing the allotments.

13. Correspondence

a) Email from the Voluntary Network about their services and requesting a donation

It was resolved that no donation would be made at present and that the clerk would contact the Voluntary Network to find out how widely the service is used in Risby.

b) Letter from SARS requesting a donation

It was resolved that a donation of £75 would be made.

There being no further business the meeting closed at 7.50pm.

Signed (Chairman) Dated