

RISBY PARISH COUNCIL**Minutes of the meeting held on Thursday 5th March 2020**

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

Also present: County Councillor Rebecca Hopfensperger, District Councillor Susan Glossop and eight members of public.

Open Forum

The following issues were raised during the Open Forum:

- Planning application DC/20/0058/HH
- Concerns were raised regarding light pollution from the new Claas building

1. County Councillor's Report

Beccy Hopfensperger spoke about the following:

- Suffolk County Council's proposal to invest £9.8m in an LED street lighting replacement project.
- Suffolk County Council's annual budget was approved on 13th February 2020. In 2020/2021, the Council's budget will rise to £556million which represents an increase of £37m (7.1%) from 2019/20. Children's and Adults Services represent around 70% of the Council's overall spend. As well as addressing the need to maintain funding for key services, the Council will invest an additional £3.5m into two one-year programmes, the Suffolk 2020 fund (£3m) and a highways investment fund (£500k).
- The Suffolk 2020 fund will be used for projects that can deliver a real difference for local communities. The intention is to adopt good ideas covering more than one area of Suffolk, rather than having a number of small-scale projects. To qualify for the fund, projects must link to one of the following themes: carbon reduction; carbon offset, road safety, natural environment; built environment; innovation; and use of technology.
- The £500k highways investment fund will focus on improving the safety of pupils and parents travelling to and from school, by refreshing lines and cleaning and repairing signs in and around school zones.
- In commemoration of the 75th anniversary of Victory in Europe and Victory over Japan Days, Suffolk Highways has confirmed it will waive road closure application fees and help support communities with event traffic management.
- Suffolk County Council has launched a new website to support apprenticeship growth in the county.
- Suffolk County Council's consultation on improvements to the Tollgate junction in Bury St Edmunds
- The Suffolk Waste Partnership has launched an online directory which lists the shops, businesses or charities that host refill points for items such as cleaning products and toiletries, and dried foods such as rice or oats and even loose-leaf tea and chocolate. At the moment there are 22 organisations that stock refills, but the partnership is encouraging other businesses to consider introducing similar schemes. The directory can be found at <https://suffolkrecycling.org.uk/reduce-your-waste/refill-directory>.

Parish councillors asked Councillor Hopfensperger about blocked gullies on both sides of the road within the village and along Crematorium road. She was also asked to follow up about repairs to streetlights 1 & 8 raised at previous meetings.

A question was asked about the signs for the crematorium which are still causing confusion. Could it be renamed West Suffolk Crematorium, or a sign attached to the direction sign at junction 41 directing traffic to the next exit?

2. Acceptance of apologies for absence

Jill Gray sent her apologies. The clerk, Joanne Kirk, also sent her apologies.

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

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

4. Approval of minutes of the meeting held on Thursday 9th January 2020 and the planning meeting held on Thursday 13th February 2020.

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

5. District Councillor's report

Councillors discussed with Susan Glossop an email from a resident about future lorry movements through the village which the resident says could be as many as 12 lorries a day.

Susan Glossop explained that the lorries will be bringing topsoil from building sites to Stanchil farm in Hengrave. The lorries cannot access the site through Mere Lane as the road is unsuitable for HGVs and SCC Highways had objected to this. She also said that not all the lorries will be coming through Risby as it depends where they are delivering the topsoil from.

It was resolved that the Parish Council would monitor the situation to get an indication as to how many additional lorries come through the village. During harvest and the sugar beet season a large number of lorries come through the village and as yet no complaints have been received. If the number of lorries proves to be excessive or cause a problem in South Street, the Parish Council will investigate whether there is any possible action it can take.

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

There were no outstanding councillor actions. The hedge near Tut Hill has now been cut back by a volunteer as Highways had failed to cut it back after numerous requests over 18 months.

7. Police issues

There were no police issues to report.

8. Finance

a) Approval of payments and signing of the Schedule of Payments

It was resolved that the following payments would be approved:

- LCPAS - annual subscription - LGA 1972, s11 - **£90.00**
- HMRC - PAYE - LGA 1972, s111 - **£15.00**
- J P Kirk - expenses - LGA 1972, s111 - **£10.56**

Chris Sutton and Ian Turner checked the invoices and 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 made since the last meeting (including online payments)

Receipts	Description	Total
Refund of pension costs	Refund pension costs	£15.00
Refund of pension costs	Refund pension costs	£15.00
Refund of pension costs	Refund pension costs	£15.00
Refund of pension costs	Refund pension costs	£15.00
Refund of pension costs	Refund pension costs	£10.00
Stationery	Refund 1/6 of cost of print cartridge	£6.24
Stationery	Refund 1/6 of cost of print cartridge	£6.24
Stationery	Refund 1/6 of cost of print cartridge	£6.24
Stationery	Refund 1/6 of cost of print cartridge	£6.24
Locality grant West Suffolk Council	WSC locality funding for Wildlife Working Group	£730.00
Bank interest	Bank interest received	£2.87
Refund of pension costs	Refund pension costs	£10.00
Refund of pension costs	Refund pension costs	£15.00
Refund of pension costs	Refund pension costs	£15.00

Refund of pension costs	Refund pension costs	£15.00
Refund of pension costs	Refund pension costs	£15.00
Allotment rent	Allotment rent	£180.00

Payments	Minute	Description	Total
PAYE	234/8a	PAYE	
Expenses	234/8a	Clerk's expenses	£13.48
Pension costs	210/8G	Pension payment	
Phone costs	196/7e	Phone costs	£26.11
Salaries	210/8f	Clerk's salary	
Wildlife Working Group	236/12a	Wildflower bulbs and seeds	£193.45
Wildlife Working Group	236/12a	Wildflower seeds	£187.92
Wildlife Working Group	236/12a	Bird and bat boxes	£99.00
Water bills for the allotments	213/7e	Water costs for the allotments	£17.74
Salaries	210/8f	Clerk's salary	
Wildlife Working Group		Bulbs	£260.50
Allotments	236/11a	Skip hire	£280.00
Pension costs	210/8G	Pension payment	
Phone costs	196/7e	Phone costs	£18.85
Pension costs	239/4a	Fidelity back payment	£425.00
Salaries	210/8f	Clerk's salary	

d) **Bank balances**

Nat West Current Account	£650.71
Nat West Reserve Account	£15,929.24
Total in Banks	16,579.95

e) **Checklist of Internal Controls**

Chris Sutton completed the checklist of internal controls.

f) **Review of all regular payments including the clerk's salary and approval of payments relating to these services for 2020-21**

It was resolved the following regular payments would continue to be paid in 2020 - 21:

Payment	2019/20	2020/21	Notes
Community Action Suffolk - Insurance	£377	£377	
Subscriptions:			
LCPAS	£90	£90	
Starboard Systems - Scribe accounting software	£48	£48	
Vodafone UK (phone costs)	£190	£190	£104 refunded from other councils
Risby Village Hall- rental	£120	£120	Dependent on the number of meetings
Suffolk Cloud - website hosting fee	£100	£100	
Anglian Water (water charges for allotment)	£161	£170	Variable amount depending on usage
Bus shelter cleaning	£240	£240	

HMRC - PAYE			
Clerk's salary			
Fidelity Funds Network - contribution to clerk's workplace pension			
ICO - data protection registration	£35	£35	
McGregor Services - grass and hedge cutting	£1,800	£1,800	

g) PAYE details and tax code for the clerk's salary

Chris Sutton reviewed the clerk's Confidential Cashbook and confirmed that the PAYE details and tax code were correct.

h) Review of the income and expenditure for 2019/20 against the budget and the level of reserves for general and earmarked expenditure

Councillors reviewed the income and expenditure for 2019/20 against the budget. At year-end Risby Parish Council will have a budget surplus of £869.

Estimated reserve as of 31/03/20: £16,287, which includes allocated funds of £10,025. The general reserve is within the recommended guidelines of no more than one year's annual precept.

i) Review the register of fixed assets and insurance values

Councillors reviewed the assets register. The following assets were added in 2019 – 20:

- Bollards for the Upper Green
- Lock for the bollards on the Upper Green

j) Review of the Council's Risk Assessment

It was resolved that no amendments were necessary. The Chairman then signed it.

k) Review of adequacy of insurance liability cover

Public Liability (See 2 Below)	Officers Indemnity (See 3 Below)	Fidelity Guarantee (Dishonesty)	Business Interruption (See 5 Below)	Personal Accident (See 6 Below)	Employers' Liability	Commercial Legal Liability
£10m	£1m	£25k	£5k	£25k	£10m	£100k

l) Appointment of an internal auditor to complete the Internal Audit Report in the Annual Governance and Accountability Return 2019/20 and review of the effectiveness of the internal audit

It was resolved that Cathy Whitaker, clerk to Exning Parish Council, would be appointed as internal auditor this year and that a fee of £65 would be paid. The Council reviewed the effectiveness of the internal audit. It was resolved that the internal audit was effective and that audit regulations would be met for the following reasons:

- Does the internal audit sufficiently cover all aspects of the financial controls relevant to the council (for example risk management, detection of fraud, internal controls) and are terms of reference in place and approved? Yes. New Financial Regulations were adopted on 1st May 2014 to introduce procedures to detect fraud when using electronic banking. A checklist of internal controls is completed by a councillor at every meeting to verify payments on bank statements against actual payments as listed in the accounts to ensure that there are no discrepancies.
- Is the internal auditor independent (i.e. does not have any role within the Council)? Yes. The internal auditor does not have a role within the Council.
- Is the internal auditor competent to carry out their work ethically, with integrity and objectivity? Is there any evidence to suggest that this may not be the case? Yes, she is a parish council clerk and RFO for Newmarket Town Council. There is no evidence to suggest that she will not carry out the work ethically, with integrity and objectivity.
- Is the Responsible Officer consulted in the internal audit plan? Yes.
- Are the responsibilities of members of the Council understood and has the necessary training been undertaken? Yes
- Is there a plan in place for when the internal audit will be undertaken and does the plan properly take account of corporate risk? The internal audit will take place in April 2020 prior to the accounts being approved at the Annual Meeting on 7th May 2020. The internal auditor's report

will be presented to the Parish Council at this meeting and any issues raised by the internal auditor will be discussed at the meeting and an action plan produced.

m) To review the effectiveness of the Council's internal controls

The following internal controls are in place:

- At each meeting a councillor checks bank statements against the Parish Council's accounts to ensure that transactions correspond and that the bank reconciliation agrees with the bank statement
- Where possible payments are approved at meetings and a Schedule of Payments is prepared which is checked by two councillors. Corresponding invoices are checked and signed by two councillors at the same time.
- Regular payments are approved at the March meeting and the invoices paid when they are received. These invoices are checked and signed by two councillors at the next meeting after they have been paid.
- The chairman rules off and signs the Schedule of Payments so that no amendments can be made after the meeting.
- Cheques must be signed by two signatories along with the corresponding invoice.
- A record of online payments is kept and checked at each meeting.
- If a supplier changes their bank details, the supplier must supply a written hard copy notifying the change.

It was resolved that these controls are adequate and are working well.

n) Appointment of a councillor to inspect the Council's property for damage or defects by 30th April 2020 and complete the inspection checklist.

It was resolved that Steve Smith would inspect the Council's property.

9. Planning

a) DC/20/0286/TCA - Lethrede, Hall Lane - TCA notification - fell one sycamore

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

b) DC/20/0294/FUL - 3 And 4 The Green Risby - Cladding to front elevations

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

10. Highways/Rights of Way issues/tree/transport issues

a) Review of the bollards on The Green

As no further adverse comments have been received and vehicles are now not parking inconsiderately it was agreed that no further reviews were needed.

b) Quote from Hayden's for a tree survey

It was resolved that the Council would accept the following quote from Hayden's of £346.50 + VAT for a site visit and inspection of trees and £214.50 + VAT for the preparation of the tree survey report and other documents. The total cost will be £561 + VAT.

It was resolved that the clerk would be authorised to make the payment once the tree survey has been completed.

11. Dates of meetings

- Thursday 7th May 2020 - Annual Meeting of the Parish Council followed by the Annual Parish Meeting
- Thursday 2nd July 2020
- Thursday 3rd September 2020
- Thursday 5th November 2020
- Thursday 7th January 2021
- Thursday 4th March 2021

12. Village issues

a) Quotes for work on the war memorial

Councillors discussed the following quotes for repairs to the war memorial:

- Suffolk Brick and Stone Cleaning Company - To clean down stonework, to remove biological growth using DOFF/Therma Tech steam system **£645 + VAT**

- Mildenhall Monumentals - Re-painting inscription - total cost **£612.50**, which is 350 letters at £1.75 each.
- Abbeygate Masonry – to clean and repair the war memorial **£2,928+VAT**. An additional **£320** would be charged to repaint the lettering.
- A Clarke Monumentals - to clean and repair the war and repaint the lettering - **£5,445 + VAT**

It was resolved that the Chris Sutton and the clerk would be authorised to accept whichever quote they felt was the most suitable and make the payment, subject to satisfactory completion of the work.

b) Request from The Stile for Risby Parish Council to fund the newsletter

It was resolved that the request would be refused as it would involve a large increase in the precept to cover the cost, however the newsletter could be published on the Risby Parish Council website to make accessible to residents who currently do not pay to receive it.

13. Correspondence

a) Email from SNWA requesting a donation

It was resolved that no donation would be made.

b) Letter from EACH requesting a donation

It was resolved that a donation of £25 would be made.

c) Any other business for noting or including on the next agenda

It was resolved that the following items would be added to the next agenda:

- The possibility of renting the small hall for parish council meetings.
- Life rings for the ponds

There being no further business the meeting closed at 8.50pm

Signed (Chairman) Dated