

**RISBY PARISH COUNCIL****Minutes of the meeting of the Parish Council held on Thursday 5<sup>th</sup> September 2019**

**Councillors present: Derrick Abrey (Chairman), Ian Turner (Vice-Chairman), Simon Gray and Steve Smith**

**Also present: Joanne Kirk (Clerk), County Councillor Rebecca Hopfensperger, District Councillor Susan Glossop and 6 members of the public**

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

- The possibility of creating a wildlife area in the village
- The new bollards on the Green. A request was made for the bollards to be replaced with wooden bollards as the residents felt they would be more in keeping with the village.

**1. Acceptance of apologies for absence**

Apologies were received from Chris Sutton, Julian Read and Jill Gray

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

No councillors declared an interest in any items on the agenda and no dispensations were requested.

**3. Approval of minutes of the meeting held on Thursday 4<sup>th</sup> July 2019**

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

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

There were no outstanding councillor actions.

**5. District Councillor's Report**

Susan Glossop spoke about the following:

- The Rural Task Force which is reviewing issues affecting rural communities
- A Climate Change Taskforce has been set up to look at West Suffolk Council's role in protecting and enhancing the environment.
- A review of car parks is being carried out. Residents can complete an online survey.

**6. County Councillor's Report**

Becky Hopfensperger spoke about the following:

- Suffolk County Council has produced some possible options for Tut Hill. Fornham Parish Council will be holding a public meeting about the possible options.
- The request by a resident for double yellow lines along the Green. Suffolk County Council is unlikely to approve this as they cannot be enforced. The cost would be £7,000 as a Traffic Regulation Order would be required. She agreed to find out more information and email the clerk.
- She has asked SCC safety officers to contact the primary school about the damaged barrier. SCC is refusing to put back like for like. She has asked them to advise the school of the best way forward.
- The double yellow lines in Newmarket Road will be repainted. The verges have been cut back.
- She will check again about the road sweeper coming back to Risby as it did not complete the job properly when it last visited the village.

**7. Police issue**

There were no police issues to report.

**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 – **£15.00**
- McGregor Services - Grass cutting - Open Spaces Act 1906, ss.9 and 10 – **£174.00**
- J P Kirk - expenses - LGA 1972, s111 – **£6.33**
- D Abrey - padlocks for sockets for the bollards – Open Spaces Act 1906 - **£37.80**

Simon Gray and Ian Turner 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    |
|----------|------------------|--|--------|-----------|
| 26/06/19 |                  | Fidelity - pension payment returned                  |        | £85.00    |
| 02/07/19 |                  | Stradishall PC - 1/6 of cost of print cartridge      |        | £6.24     |
| 13/07/19 |                  | UK Powernetworks - Wayleave payment                  |        | £41.78    |
| 10/07/19 |                  | Dalham PC  |        | £15.00    |
| 10/07/19 |                  | Ousden PC  |        | £15.00    |
| 10/07/19 |                  | Stansfield PC  |        | £10.00    |
| 10/07/19 |                  | Stradishall PC                                       |        | £15.00    |
| 10/07/19 |                  | Lidgate PC   |        | £15.00    |
| 10/07/19 |                  | Ousden PC - 1/6 of print cartridge                   |        | £6.82     |
| 15/07/19 |                  | Lidgate PC - 1/6 of print cartridge                  |        | £6.82     |
| 17/07/19 |                  | Stansfield PC - 1/6 of print cartridge               |        | £6.24     |
| 10/07/19 |                  | Dalham PC - 1/6 of print cartridge                   |        | £6.24     |
| 12/08/19 |                  | Transfer from reserve account                        |        | £1,000.00 |
|          |                  |  |        |           |
| Payments | Minute reference | Details  | Method | Amount    |
| 08/07/19 | 222/8a           | J P Kirk - expenses                                  | Online | £4.24     |
| 08/07/19 | 222/8a           | McGregor Services - grass cutting                    | Online | £348.00   |
| 08/07/19 | 222/8a           | HMRC - PAYE  | Online | £14.80    |
| 11/07/19 | 211/8g           | Fidelity - July payment                              | Online | £85.00    |
| 20/07/19 | 196/7e           | Vodafone   | D/D    | £18.85    |
| 24/07/19 |                  | Lidgate PC - refund of overpayment - print cartridge |        | -£0.58    |
| 24/07/19 |                  | Ousden PC - refund of overpayment - print cartridge  |        | -£0.58    |
| 30/07/19 | 210/8f           | Staff costs  | Online |           |
| 01/08/19 | 222/8a           | McGregor Services - grass cutting                    | Online | £348.00   |
| 12/08/19 | 223/11b          | BPI recycled products - bollards for The Green       | Online | £1,321.44 |
| 20/08/19 | 196/7e           | Vodafone   | D/D    | £18.85    |
| 30/08/19 | 210/8f           | Staff costs  | Online |           |

d) **Bank balances as of 30<sup>th</sup> August 2019 and confirmation of bank reconciliation**

**Current account:** £348.87      **Reserve account:** £20,906.27

Ian Turner verified and signed the bank statements.

e) **Signatory to complete the checklist of Internal Controls**

Simon Gray completed and signed the checklist of internal controls.

f) **Six-month budget review**

Risby Parish Council is within budget. It was resolved that the budget review would be approved.

g) **Purchase of a 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 (GPC).

9. **Planning**

The following applications were received after the agenda had been published.

a) **DC/19/1696/HH - Woven Gables, The Green, Risby - Single storey side extension**

As the extension will not impact on neighbouring properties it was resolved that an additional planning meeting would not be required.

b) **DC/19/1747/TCA - Laurel Lodge Hall, Risby - Trees in a Conservation Area Notification - (i) 1no. ash (a on plan) reduce height to 3.5 metres and crown reduction; (ii) 1no. ash and 1no. almond (c, e on plan) crown reduction to 3.5 metres; (iii) 1no. sycamore (d on plan) crown reduction to 3.25 metres; (iv) 1no. unknown species (b on plan) crown reduction to 5 metres**

Councillors agreed to accept the recommendations of West Suffolk Council's Tree Officer

**10. West Suffolk Council's consultation on its Affordable Housing Supplementary Planning Document**

It was resolved that the clerk would respond on behalf of the Parish Council. Specific issues to be included were:

- The allocation of properties via home-link
- The evidence required to establish a need for affordable housing
- The types and design of property that are needed to meet the varied needs of residents
- The importance of clear information about affordable housing as there is a general lack of understanding about what it means
- The view that self-build would provide greater flexibility and a more cost-effective way for rural communities to provide affordable housing

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

**a) Suffolk County Council's Green Access Strategy consultation which ends on Friday 20<sup>th</sup> September**

It was resolved that the clerk would respond on behalf of the Parish Council.

**b) Grit bin guidance from Suffolk County Council**

It was resolved that Simon Gray would complete a map showing the location of the Council's grit bins and check which ones need topping up.

**12. Village issues**

**a) Rural issues to raise with West Suffolk Council**

It was resolved that the clerk would prepare a response to submit to West Suffolk Council raising the following rural issues:

- Funding for rural communities
- Rural housing
- Affordable housing
- Speeding and lack of enforcement
- Tackling social isolation
- The lack of infrastructure for cycling and walking

**b) Email from a resident about cleaning the war memorial**

The War Memorials Trust issues the following guidance about cleaning war memorials:

*'Cleaning of war memorials is a complex issue because inappropriate cleaning can cause significant damage. Cleaning historic stone should be approached with care. Each time a stone war memorial is cleaned it removes a protective layer of the surface reducing the lifespan of the memorial. It can therefore be worth considering whether the whole of the memorial is cleaned or whether only key areas are addressed e.g. ensuring the inscriptions can be read but leaving the wider memorial.'*

*Anyone considering cleaning should also note that if cleaning is performed incorrectly it can cause long-term problems. Water may penetrate the stone which could freeze in winter and expand within the stone, causing the stone to crack'.*

The War Memorial's Trust suggests that the Risby war memorial is not in a poor condition but does accept that remedial work on some of the plinths would be beneficial. This may well be limited to partial insertion of replacements into the stonework. Unfortunately, the plinths with the greatest degree of wear are those that have been the most recently repaired. This means that future work needs doing with a high degree of care and regard to quality of materials and also selection of the best contractor.

It was resolved that the clerk would liaise with Chris Sutton to investigate possible contractors to carry out work on the war memorial and whether any grants are available.

**c) Email from residents about the installation of bollards on the village green**

A number of issues were considered when choosing the bollards including safety, sustainability, future maintenance and cost. As the bollards are next to a Highway, they have to be visible to vehicles and pedestrians. Softwood posts rot very quickly and would not be cost effective, hardwood posts are very expensive and would require ongoing maintenance. It was resolved that the Parish Council would postpone any decision about the bollards for six months whilst it looks at possible options for softening their impact.

**13. Correspondence**

**a) Letter from Robert Everitt the newly appointed portfolio holder for Families and Communities about how West Suffolk Council can work with town and parish councils in future**

It was resolved that the clerk would respond on behalf of the Parish Council explaining that the most useful events for parish councils are smaller events with parishes of a similar size as issues vary considerably from parish to parish. Workshops or 'meet up's with other parishes allow councillors to share experiences about local issues. The most successful way to bridge the gap between the District and County Council is when councillors attend meetings and listen to village specific issues. A possible idea would be to link up neighbouring parishes at small, informal meetings attended by councillors and or clerks as they are usually aware of issues affecting their parish council.

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

- A possible future project creating a wildlife friendly village involving the primary school and other village organisations.

**There being no further business the meeting closed at 8.56 pm.**

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