

**RISBY PARISH COUNCIL****Minutes of the meeting of the Parish Council held on Thursday 9<sup>th</sup> January 2020**

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

**Also present: Joanne Kirk (Clerk), District Councillor Susan Glossop and 2 members of the public**

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

- The proposed areas in the village which the Wildlife Working Group would like to plant.
  - A request for the Parish Council to fund The Stile. The Parish Council explained that this item missed the agenda and so will be discussed at the next meeting.
- 1. Acceptance of apologies for absence**  
Apologies were received from Jill Gray. County Councillor Rebecca Hopfensperger also sent her apologies.
  - 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 7th November 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 was one outstanding councillor action.
  - 5. District Councillor's Report**  
The last three months have been quiet because of the elections and Christmas break.
  - 6. County Councillor's Report**  
Beccy Hopfensperger sent a written report:
    - Quays Road. At the last meeting concerns about the condition of this road. Beccy Hopfensperger has asked Highways to inspect the road.
    - Flempton Road. There have been numerous reports about the condition of this road. 12 potholes have been identified as needing to be repaired and this will be completed soon.
    - Grips. She has reported the grips that need digging out.
    - She is happy to assist with the 'wildlife friendly village' project.
    - Civil Parking. She can now confirm that the parliamentary order to transfer parking enforcement from the police to councils has been signed and is due to come into effect in April. This will allow appropriate time to recruit staff to enable the enforcement to take place.
    - Tut Hill. she does not have any details with regards to Tut Hill as they haven't been decided yet.
    - Yellow lines in School Road along upper green. The cost of the required Traffic Regulation Order to enable any yellow lines to be enforced is between £5,000 and £7,000. If there are objections, then additional work is required which increases the cost. The actual cost of installing the yellow lines is not that expensive, only a few hundred pounds.
  - 7. Police issue**  
Andre de Jongh is the new Police Community Engagement Officer for Bury St Edmunds and the surrounding area.
  - 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**
      - J P Kirk - expenses - LGA 1972, s111 - **£13.48**
 Chris Sutton and Steve Smith signed the Schedule of Payments. The Chairman then countersigned it.
    - b) Approval of payments authorised between meetings**  
One payment was authorised between meetings: West Suffolk Council – election costs – Representation of the People Act 1983, s36 - **£21.34**
    - c) Statement of receipts and payments including online payments made since the last meeting**

Receipts					
Date	Minute	No	Description	Supplier	Total

11/11/19			Refund pension costs	Ousden Parish Council	15.00
11/11/19			Refund pension costs	Lidgate Parish Council	15.00
11/11/19			Refund pension costs	Dalham Parish Council	15.00
11/11/19			Refund pension costs	Stradishall Parish Council	15.00
11/11/19			Refund pension costs	Stansfield Parish Council	10.00
11/12/19			Refund pension costs	Ousden Parish Council	15.00
11/12/19			Refund pension costs	Lidgate Parish Council	15.00
11/12/19			Refund pension costs	Dalham Parish Council	15.00
11/12/19			Refund pension costs	Stradishall Parish Council	15.00
11/12/19			Refund pension costs	Stansfield Parish Council	10.00
					<b>140.00</b>
<b>Payments</b>					
<b>Date</b>	<b>Minute</b>	<b>No</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
05/11/19	222/8b	050	Print cartridge	The Cartridge People	43.90
07/11/19	230/9a	051	Bus shelter cleaning	Mrs C Boreham	240.00
09/11/19	210/8f	051	Data protection fee	ICO	35.00
10/11/19	210/8G	052	Pension payment	Fidelity	85.00
11/11/19	219/12a		Clerk's expenses	Ms J Kirk	0.00
11/11/19	219/12a	052	Clerk's expenses	Ms J Kirk	9.17
11/11/19	230/9a	053	Installation of bollards on the green	Ben Bonnett Fencing	180.00
11/11/2019	230/9a	054	Grass cutting	McGregor Services	174.00
11/11/2019	231/9f	055	Scribe accounting software 1/6	Starboard Systems Ltd	56.60
12/11/2019	234/8b	056	Election costs	West Suffolk Council	21.34
20/11/2019	196/7e	057	Phone costs	Vodafone	18.85
29/11/2019	210/8f	058	Clerk's salary	Ms J Kirk	350.68
11/12/2019	210/8G	059	Pension payment	Fidelity	85.00
18/12/2019	196/7e	060	Phone costs	Vodafone	18.85
30/12/2019	210/8f	061	Clerk's salary	Ms J Kirk	350.88
					<b>1,669.27</b>

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

**Current account:** £977,72

**Reserve account:** £16,917.17

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) Payment of precept payment into current account**

It was resolved that future precept payments would be paid into the current account and allocated funds transferred to the reserve account.

**9. Planning**

**a) DC/19/2420/HH – 38 Woodland Close – (i) Conversion of existing garage to habitable room (ii) 1st floor dormer window**

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

**b) DC/19/2412/TCA - The Gate House - One silver birch - reduce branch overhanging by 20 metres**

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

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

**a) Update on the VAS**

VAS data will be provided every six months. The way the VAS is programmed has been changed.

The 'SLOW DOWN' message will illuminate for speeds above 30 mph, however, only speeds of 27 mph and above will be displayed.

## 11. Allotments

### a) Clearing the allotments

The allotments are looking a lot better than they were, but there is still a lot of rubbish at one end. The Village Hall Manager, Jamie Hudson, has offered to clear the debris at a cost of £12.50 an hour. A skip will cost £280 for 10 days. It was resolved that the Council would arrange for Jamie Hudson to clear the allotments up to a maximum 20 hours and that Chris Sutton would organise a skip with the invoice made out to Risby Parish Council.

### b) Revised tenancy agreement

It was resolved that the revised tenancy agreement would be approved, and that Chris Sutton would give each tenant a copy with changes highlighted to sign. Chris Sutton also agreed to draft a covering letter explaining the changes.

### c) Allotment charges for 2020/21

It was resolved that the charge for a full allotment would be £20 per annum with effect from February 2020.

It was also resolved that the Council would set up an allotment contingency fund to cover any future costs such as clearing the allotments.

## 12. Village issues

### a) Update on the first two meetings of the Risby Wildlife Working Group (WWG) and their suggestions for possible wildlife areas.

12 people attended the first meeting. This was then followed by a 'walkabout' on 29<sup>th</sup> December. A number of sites were identified as possible wildlife areas. It was resolved that the following areas which are maintained by the Parish Council would be included in the project:

- Upper Green. The area under the large sycamore tree will be left uncut and wildflower plug plants, seeds and bulbs planted.
- Two areas on the Lower Green will also be left uncut and wildflower plug plants, seeds and bulbs planted. The clerk agreed to contact McGregor Services to ask them not to cut these areas. Councillors agreed that this would not impact on the cost of the current contract as the areas are so small and McGregor Services will still have cut round them.

The clerk agreed to apply for West Suffolk Council locality funding of £730 which will be used to purchase bulbs, seeds, bird and bat boxes for the project.

### b) Contamination of the pond on the Upper Green

The pond on the Upper Green was contaminated after Christmas Day with what is believed to be heating oil. The Environment Agency was contacted as soon as the Parish Council became aware of the problem and they agreed initially to investigate but later said that the Parish Council should let nature take its course as the pond is fed by water from road drains. After further phone calls they decided that it was not their remit. The Parish Council sought advice from a number of organisations including West Suffolk Council. Their Environmental Health Officer came out to inspect the pond on 9<sup>th</sup> January 2020 and emailed the following feedback:

*Having been out to site I don't believe that there is a need to take any immediate action. The worst of the surface pollution appears to have been removed and although there is an obvious odour the remaining pollution is unlikely to pose a significant long-term impact and I don't believe that there is a significant volume to warrant removal at this stage. I noted that the pond was being fenced off and this precaution is welcomed. I would anticipate that following any further rainfall the pollution will continue to dissipate. If the situation does get worse, please let me know and I will reassess.*

It was resolved that no further action would be taken at present but that the pond would be kept fenced off for the immediate future.

## 13. Correspondence

### a) Letter from Headway requesting a donation

It was resolved that no donation would be made.

### b) Email from Suffolk Lifelink about their project to tackle loneliness and social isolation

It was resolved that details of the project would be included in the next newsletter.

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

The following items will be added to the next agenda:

- Request by Risby Village Hall for the Parish Council to contribute towards the newsletter.
- VE day celebrations. Risby Village Hall has been asked if they would be willing to organise something.

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

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