

RISBY PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Thursday 9th May 2019 via Zoom (due to Coronavirus restrictions)**

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

Also present: Joanne Kirk (Clerk), County Councillor Becky Hopfensperger and District Councillor Susan Glossop

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 agreed to sign a Declaration of Acceptance of Office after the current restrictions have been lifted.

3. To elect a vice chairman

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

4. Register of Members' Interests form.

Councillors had reviewed their Register of Interest forms online. Ian Turner confirmed that his address needs updating.

5. Acceptance of apologies for absence

Apologies were received from Jill Gray.

6. 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.

7. Declaration of Interest in items on the agenda

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

8. County Councillor's report

Rebecca Hopfensperger has sent through her COVID 19 report and Annual Report.

- The waste recycling centres in Suffolk will be re-opening soon but with strict social distancing measures and possible pre-booking only. People are being urged not to make unnecessary trips to prevent overcrowding.
- The Home but not Alone app has been launched for people who may need support when they are isolating at home.
- Highways should be coming out in the next few weeks to clear out the blocked gullies in South St.
- The footpath signs in Risby are all going to be replaced
- Raised manhole cover in School Road. SCC's Street Furniture department will be booking in a date to get it replaced.
- The damaged sign near the A14 has been replaced.
- She is still waiting for an update on all the faulty streetlights.
- The Highways Safety Team will contact the Primary School about the safety barrier outside the school.
- The new Highways Community Warden, Fran Clarke, will come out to Risby for a site visit.
- She is waiting for the road surface manager to get back to her about the damaged road surface in School Road.

Councillors raised the following issues:

- The potholes in Quays Road have been marked out but not filled. Beccy Hopfensperger agreed to query this with Highways.
- Two of the kerbs in Hall Lane are damaged. Beccy Hopfensperger agreed to report them
- Flooding near Lower Green due to a blocked drain. Beccy has asked for a photo to send to Highways.

9. District Councillor's report

Susan Glossop spoke about the following

- Brown bin collections will be re-starting on 1st June
- Markets will restart in the next few weeks but for food only
- Possible for support for smaller businesses. The Economic Development Team has been working really hard to support local businesses.

Chris Sutton expressed his disappointment that West Suffolk Council approved planning application DC/20/0058/HH. Susan Glossop explained that she attended the Delegation Panel meeting for this application. She challenged the decision and queried why WSC has a planning policy if they are going to ignore it. The Conservation Officer did not think the extension would spoil the view of the village green because of the hedge at the front. Councillors agreed to write to Susan Glossop voicing their concerns about the decision.

10. Approval of minutes of meeting held on Thursday 5th March 2020

It was resolved that the minutes were correct. The chairman agreed to sign them after the current restrictions have been lifted.

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

There were no urgent 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**
- J P Kirk - expenses - LGA 1972, s111 – £29. 31 (**includes Zoom subscription of £23.98**)
- Business Services at CAS Ltd – insurance – LGA 1972, s111 - **£376.66**
- Mr C Sutton - Supplying and fitting new stopcock and tap to existing standpipe on Risby allotments – Smallholdings and Allotments Act 1908 - **£10.00**

Chris Sutton and Simon Gray agreed to sign the Schedule of Payments after the current restrictions have been lifted. The Chairman agreed to countersign it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Statement of receipts and payments made since 1st April 2020

It was resolved that the statement of receipts and payments would be approved.

Receipts	Date	Description	Supplier	Total
VAT refund	20/04/2020	VAT refund 01/04/2019 - 31/03/2020	HMRC	£832.19
Precept	27/04/2020	Precept payment	West Suffolk Council	£10,548.00
			Total	£11,380.19

Payments	Date	Minute	Description	Supplier	Total
Village hall rental	01/04/2020	242/8f	Village hall rental for meetings	Risby Village Hall	£87.00
Allotments (general)	01/04/2020	236/11a	Allotment clearance	B&H Home Maintenance Services	£240.00
Grass cutting	03/04/2020	219/12a	Grass cutting	McGregor Services	£174.00
PAYE	07/04/2020	243/8f	PAYE	HMRC	
Pension costs	14/04/2020	243/8f	Pension payment	Fidelity	
Phone costs	20/04/2020	242/8f	Phone costs	Vodafone	£20.33
Annual Tree Survey	21/04/2020	244/10b	Tree survey	Hayden's	£673.20
Water bills for the allotments	29/04/2020	242/8f	Water costs for the allotments	Wave (Anglian Water Business)	£19.32
Salaries	30/04/2020	242/8f	Clerk's salary	Ms J Kirk	
Grass cutting	04/05/2020	219/12a	Grass cutting	McGregor Services	£258.00
				Total	£1,636.73

d) Bank balances as of 30th April 2020

Nat West Current Account	£11,144.08
Nat West Reserve Account	£14,934.48
Total in Banks	£26,078.56

Chris Sutton agreed to verify and sign the bank statements after the current restrictions have been lifted.

- e) **Signatory to complete the checklist of Internal Controls**
Chris Sutton agreed to complete and sign the checklist of internal controls after the current restrictions have been lifted.
- f) **Update on the inspection of parish council property carried out by Steve Smith**
This item is ongoing.
- f) **Internal auditor's report**
The internal audit will be carried out after the current restrictions have been lifted.
- g) **To approve the Income and Expenditure accounts for the financial year 2019-20**
It was resolved that the Income and Expenditure accounts would be approved. The chairman agreed to sign them after the current restrictions have been lifted.
- h) **To complete and sign section 1 of the Annual Governance and Accountability Return 2019/20 - the Annual Governance Statement 2019/20**
Councillors completed section 1 of the Annual Governance and Accountability Return 2019/20 - the Annual Governance Statement 2019/2020. The Chairman and RFO agreed to sign it after the current restrictions have been lifted.
- i) **To complete and sign section 2 of the Annual Governance and Accountability Return 2019/20 - the Accounting Statements 2019/20**
Councillors completed section 2 of the Annual Governance and Accountability Return 2019/20 - the Accounting Statement 2019/20. The Chairman and RFO agreed to sign it after the current restrictions have been lifted.
- 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 2019/20 was £14, 865 and its expenditure was £13,231 which is below the £25,000 threshold for an external audit. The Chairman and RFO agreed to sign the Certificate of Exemption after the current restrictions have been lifted.
- 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 from 1st – 30th September 2020.
- 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 2020/21**
A precept payment of £10,548 was received from West Suffolk Council on 27th April 2020.
- n) **Possible subscription to SALC as LCPAS has gone out of business.**
It was resolved that the Council would not subscribe to SALC as the cost would increase from £90 to £344 which is a significant increase when their services are rarely used.
9. **Planning**
- a) **DC/20/0723/TCA - Glebe House, Risby - Trees in a Conservation Area Notification - (i) 2no.Sycamore (T2 and T3 on plan) - fell (ii) 1no. and group of Horse Chestnuts (T6 and G1 on plan) - fell (iii) 1no. Horse Chestnut (T7 on plan) - crown lift to 4 metres above ground level along western side of crown only and reduce remaining lower lateral branch along western side of crown by 2 metres**
It was resolved that the Council would accept the recommendations of West Suffolk Council's Tree Officer.
- b) **Highways/rights of way matters/tree or transport issues:**
- a) **Possibility of creating a permissive footpath from Lackford Lane to link in with existing footpaths**
Derrick Abrey has spoken to the Farm manager who will ask Troston Farms whether they would be willing to create a permissive path.
- b) **To discuss the Schedule of Work from the latest tree survey**

The response from Haydens to Risby Parish Council's query about the oak tree on the Lower Green T005 was that the tree would benefit from some minor crown lifting to achieve a ground clearance of up to 0.5m. Any more than this would possibly have a negative impact to the trees' form. Further to the minor crown lift, the tree would also benefit from a general formative prune to ensure a continued shape and balance is retained.

Other actions required within 6 months:

- T016 Clear overhead cables. Remove Ivy.
- T020 Remove Ivy and re-inspect. Remove deadwood.
- T021 Remove Ivy and re-inspect.

It was resolved that the Parish Council would accept Haydens' recommendations and that tree works would be arranged after the current lockdown restrictions have been lifted.

Two trees down Welham Lane have power lines going through them. It was resolved that the clerk would contact UK Power Networks

c) Risk assessment of the ponds

It was resolved that the Council would not take any action at this stage but will review the situation annually.

12. Correspondence

a) Email from the Boundary Commission about a delay in the implementation date of new electoral arrangements for Suffolk County Council from 2021 to 2025 due to the difficulty in carrying out a proper consultation during the COVID 19 outbreak – for information only

b) Email from Fornham PC about Suffolk County Council's consultation on the Tollgate junction and the impact on Fornham Road of the junction at Station Hill

It was resolved that no action would be taken as the consultation has now closed. Beccy Hopfensperger has asked SCC to look at the Station Hill junction. An Intelligent lighting system will control the crossing on the Tollgate junction which should help improve traffic flow.

c) Email from a resident about the incorrect use of road name for New Road which is referred to locally as Crematorium Road.

Councillors felt that the majority of villagers know the road as Crematorium Road. It is a descriptive name and it would cause confusion to refer to it as New Road. SCC Highways also refers to it as Crematorium Road.

d) Email from a resident about notices for planning applications

Susan Glossop confirmed that notices are put up by West Suffolk Council. Councillors confirmed that a notice had been put outside the property queried by the resident but that it was removed at some point. It was resolved that no further action would be taken as it is the responsibility of West Suffolk Council to display planning notices not the Parish Council.

There being no further business the meeting closed at 8.05pm.

Signed (Chairman) Dated