

RISBY PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Thursday 2nd July 2020**

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

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

The following issues were raised during the Open Forum:

Sophie Flux updated the Parish Council on the progress of the Risby wildlife project. Lots of wildflowers are growing in the areas which have been left uncut.

Derrick Abrey said that the Wildlife Working Group will need to keep an eye on the number of weeds growing which may need to be removed. Sophie Flux agreed that the Wildlife Working Group will cut back the area on the Upper Green under the maple tree in August.

Becky Hopfensperger said that SCC is looking for communities and villages to sign up to leaving verges uncut in some areas. Volunteers would be trained to manage the verges to be left uncut.

A question was asked about responsibility for verges. Becky Hopfensperger explained that Highways is usually responsible for verges as far as the hedgerow/ditch. The hedgerow and ditch usually belong to the landowner.

Sophie Flux asked about the possibility of planting succession trees as future replacement for the larger trees on the Greens. If they are planted under a large tree, they will not grow too big until the larger tree is removed.

1. Acceptance of apologies for absence

Apologies were received from Jill Gray and Julian Read and the reason for absence accepted.

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

Ian Turner declared an interest in item 9b on the agenda, planning application DC/20/1001/TPO

3. Approval of minutes of the Annual Meeting of the Parish Council held on Thursday 7th May 2020 and the planning meeting held on 4th June 2020

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

4. County Councillor's Report

Becky Hopfensperger agreed to report the verges in Welham Lane and to ask Highways to look again at the potholes in Quay's Road.

Work is scheduled to be carried out on the blocked drains near Lower Green in the next few weeks. She will also ask Highways to look at the drains in Flempton Road. Highways believes that there may be a collapsed drain, so more investigative work will need to be carried out.

The metal gullies in Hall Lane have been repaired.

She will contact Suffolk County Council's Safety Officer again about the damaged barrier outside the primary school.

5. District Councillor's Report

The District Council has been busy processing grants for businesses and supporting vulnerable people during the COVID 19 crisis.

Civil Parking Enforcement is now in place and parking enforcement officers employed.

A question was asked about the planning applications on The Green and the apparent inconsistency in the views of the Conservation Officer for the two different applications. The clerk agreed to send the application numbers to Susan Glossop.

A question was asked about how often dog bins are emptied. Susan Glossop said dog bins are emptied on a rota. A question was also asked about fly tipping. Susan Glossop says it depends where the fly tipping has taken place. If it is on private land, the landowner is responsible. If it is on public land West Suffolk Council is responsible.

6. Police issue

There were no police issues to report.

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

There were no outstanding councillor actions.

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 - **£98.80**
- J P Kirk - expenses - LGA 1972, s111 – **£8.82**
- McGregor Services – grass cutting – Open Spaces Act 1906, ss 9 & 10 - **£258.00**

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

Date	Description	Supplier	Total
11/05/2020	Refund pension costs	Ousden Parish Council	£15.00
11/05/2020	Refund pension costs	Lidgate Parish Council	£15.00
11/05/2020	Refund pension costs	Dalham Parish Council	£15.00
11/05/2020	Refund pension costs	Stradishall Parish Council	£15.00
11/05/2020	Refund pension costs	Stansfield Parish Council	£10.00
11/06/2020	Refund pension costs	Ousden Parish Council	£15.00
11/06/2020	Refund pension costs	Lidgate Parish Council	£15.00
11/06/2020	Refund pension costs	Dalham Parish Council	£15.00
11/06/2020	Refund pension costs	Stradishall Parish Council	£15.00
11/06/2020	Refund pension costs	Stansfield Parish Council	£10.00
		Total	£140.00

Payments

Date	Minute	Description	Supplier	Total
04/05/2020	219/12a	Grass cutting	McGregor Services	£258.00
11/05/2020	243/8f	Pension payment	Fidelity	
11/05/2020	247/12a	Clerk's expenses	Ms J Kirk	£29.31
11/05/2020	247/12a	Annual donation	Risby Village Hall	£500.00
11/05/2020	247/12a	Insurance	Business Services at CAS Ltd	£376.66
11/05/2020	247/12a	New tap for allotments	Christopher Sutton	£10.00
13/05/2020	245/13b	Donation	East Anglia's Children's Hospice	£25.00
20/05/2020	242/8f	Phone costs	Vodafone	£20.33
29/05/2020	242/8f	Clerk's salary		
01/06/2020	243/9f	Grass cutting	McGregor Services	£348.00
10/06/2020	243/8f	Pension payment	Fidelity	
20/06/2020	242/8f	Phone costs	Vodafone	£20.33
30/06/2020	242/8f	Clerk's salary		
				£2,402.99

d) Bank balances as of 30th June 2020 and confirmation of bank reconciliation

Nat West Current Account	£8,921.09
Nat West Reserve Account	£14,934.48
Total in Banks	£23,855.57

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) **Internal auditor's Report**
No issues were raised by the Internal Auditor Cathy Whitaker and the Annual Internal Audit Report 2019/20 has been completed. The clerk has submitted the Certificate of Exemption to PFK Littlejohn.
- g) **Approval of the continued use of electronic banking**
It was resolved that Risby Parish Council would continue to use electronic banking.
- h) **Disposal of Parish Council documents**
It was resolved that Chris Sutton would pass on the contact details for a secure document disposal company in Barrow and that the clerk would be authorised to spend up to £60 to dispose of parish council documents with the cost split between her six councils.
- i) **Update on the inspection of parish council property**
This item is ongoing.

9. Planning

- a) **DC/20/0874/FUL - (i) 3no. dwellings (ii) associated highways access, parking and garden boundary works, including alterations to the access/parking/boundary at adjacent 1 Flempton Road (following the demolition of the existing flats)**
It was resolved that no objections would be made to this application.
- b) **DC/20/1001/TPO - High Trees, The Green, Risby - TPO 145 (1971) Tree Preservation Order - (i) 1no. Cypress 1no. Yew and 1no. Ash (T005 T006 T008 on plan within A1 on order) fell (ii) 1no. Yew (T007 on plan and within A1 on order) - prune back over drive to provide clearance for turning space**
It was resolved that no objections would be made to this application and that the Parish Council would accept the recommendations of West Suffolk Council's Tree Officer.
- c) **DC/20/0943/TCA – Sycamore Cottage, The Green, Risby – Crown reduce 1 plum tree by 50%**
It was resolved that no objections would be made to this application and that the Parish Council would accept the recommendations of West Suffolk Council's Tree Officer.

10. Review of the following policy documents

a) Financial Regulations

It was resolved that the following amendment would be made to section 4.5:

~~*In cases of extreme risk to the delivery of council services, The clerk in conjunction with the Chairman may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.*~~

b) Standing Orders

It was resolved that the following amendments would be made:

Section 1b - A public forum will be held at the start of the meeting at which members of the public are invited to speak to councillors **about any items on the agenda.**

Section 1c - ***If public meetings are not allowed (as for example during the Coronavirus outbreak in 2020), remote meetings will be held via Zoom. Members of the public can request the meeting login details and join the meeting. A public forum will be held at the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.***

Section 3d - ***If a member reasonably believes another member is in breach of the Code of Conduct, that member is under a duty to report the breach to the Monitoring Officer at West Suffolk Council.***

c) Equal Opportunities Policy

It was resolved that no amendments were necessary.

11. Approval of the policy documents

d) Email Policy for Councillors

It was resolved that the Email Policy would be approved and uploaded onto the website and that the councillors would set up separate accounts for Parish Council emails, if they do not have them already.

e) Procedure for Handling Requests for Information

It was resolved that the Procedure for Handling Requests for Information would be approved and uploaded onto the website

- f) **Filming and Recording at Meetings policy**
It was resolved that the Filming and Recording at Meetings Policy would be approved and uploaded onto the website
- g) **Persistent and Vexatious Complaints and Correspondence Policy**
It was resolved that the Persistent and Vexatious Complaints and Correspondence Policy would be approved and uploaded onto the website.
- h) **Planning applications and How to Respond**
It was resolved that the document Planning Applications and How to Respond would be approved and uploaded onto the website.
- i) **Co-option Policy**
It was resolved that the Co-option Policy would be approved and uploaded onto the website.
9. **Highways/rights of way matters/tree or transport issues:**
- a) **Recent flooding on School Road near Lower Green**
See County Councillor's report above.
- b) **Email from a resident about tree on Hanbury Paddocks which needs cutting back**
There is a beech hedge which was planted along the fence behind Quay's Road by the developers and a sycamore tree is growing through the middle. The residents of Hanbury Paddocks pay yearly for this area to be maintained. Simon Gray agreed to pass this information on to the resident.
10. **Local Government Association (LGA) consultation on a new model member code of conduct.**
It was resolved that no comments would be submitted.
12. **Village issues**
- a) **Update from the Risby Wildlife Group and a request to plant some saplings on Lower Green**
It was resolved that a specimen tree would be planted on Lower Green and that Chris Sutton would speak to Sophie about the type of tree and a possible location.

It was resolved that succession trees would not be planted under the existing trees at this stage as the larger trees on both greens are currently healthy and have a predicted lifespan of 10 – 20 years according to the latest tree survey. The Parish Council will review the situation every year depending on outcome of tree survey.
13. **Correspondence**
- a) **Letter from SARS requesting a donation**
It was resolved that a donation of £75 would be made.
14. **Any items for noting or including on the next agenda**
The following items will be added to the agenda of the next meeting in September:
- The request by the Wildlife Working Group to leave sections of verges uncut for wildflowers to grow.
 - Email from a resident about the COVID 19 support group

There being no further business the meeting closed at 8.40pm.

Signed (Chairman) Dated