

**RISBY PARISH COUNCIL****Minutes of the meeting of the Parish Council held on Thursday 3<sup>rd</sup> September 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 two members of the public.**

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

Sophie Flux spoke about the possibility of increasing the wildlife areas on both greens to 20% of the area. The Village Hall Committee would also like a section of the bank near the front of the village hall to only be cut once a month so that a wildlife area can be created there.

Jean Savigar spoke about her meeting with the clerk and a Risby resident to discuss the way forward following the recent lockdown and ideas for an updated Emergency Plan. There is currently a group of volunteers who would be willing to join an Emergency Plan team. She would also like to recruit a group of volunteers to support people in the village who may need help in future emergencies.

She raised a number of issues which arose during lockdown:

- Monetary need was an issue for three families in the village. The Risby Charities provided some money, but she wondered if it would be possible for the Parish Council to have an emergency Coronavirus fund. Susan Glossop said that West Suffolk Council had a team helping people in need.
- There was a problem for some elderly residents accessing money or online shopping because they were not confident using the internet. One resident has suggested offering informal lessons to help people learn how to do internet shopping and online banking.
- She felt it would be useful to have a second Emergency bag.

**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**

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

**3. Approval of minutes of the meeting held on Thursday 2<sup>nd</sup> July 2020**

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

**4. County Councillor's Report**

Beccy Hopfensperger spoke about the following:

- Following the recent flooding in Flempton Road and the adjoining road leading to Woodland Close, some of the drains have been jetted out but one drain on The Green still needs to be cleared once a Porta-reel becomes available.
- The recent flooding in Welham Lane was made worse by water coming from Risby Business Park. Risby Business Park has been referred to Enforcement as it has not discharged the flood plan conditions which were put in place when the application was approved.
- As no one from SCC Safety Team contacted the Primary School about the damaged barrier, she will now escalate it to the Director.
- She complimented Sophie Flux on her appearance on Countryfile and showcasing the work in Risby to make it a wildlife friendly village.
- South Street, Flempton Road, School Road and the road near the Green leading to Woodland Close need sweeping after the recent flooding. She agreed to report it to Suffolk County Council and Susan Glossop agreed to report it to West Suffolk Council.

The following issue was raised by councillors:

- Highways has put a white line on the wrong side of the road near the Crematorium and not on the bend where parking is a problem. Beccy Hopfensperger agreed to look into this.

**5. District Councillor's Report**

Susan Glossop spoke about the following:

- The fly tipping mentioned at the last meeting has been removed.
- She supports the idea of carrying out a Housing Needs Survey.

A question was asked about a bin in Lackford Lane which wasn't emptied. When the resident complained, two bin lorries came on the same day to empty it. Susan Glossop said she would look into it.

## 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.

Derrick Abrey had spoken to the Farm Manager of the Troston Estate about the possibility of creating a permissive path from Lackford Lane to link in with existing footpaths. He said it was not possible at the moment but that the Estate may re-visit it in the future.

## 8. Finance

### a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- J P Kirk - expenses - LGA 1972, s111 – **£16.99**
- McGregor Services – grass cutting – Open Spaces Act 1906, ss 9 & 10 – **£282.00**
- HMRC – PAYE - LGA 1972, s111 – **£99.00**
- Scribe – accounting software - LGA 1972, s111 - **£69.40**

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:

- Suffolk Pest Control Services – Wasp control services - Open Spaces Act 1906, ss.9 and 10 - **£48.00**

### c) Statement of receipts and payments including online payments made since the last meeting

#### Receipts

Date	Description	Supplier	Total
11/07/2020	Refund pension costs	Ousden Parish Council	£15.00
11/07/2020	Refund pension costs	Lidgate Parish Council	£15.00
11/07/2020	Refund pension costs	Dalham Parish Council	£15.00
11/07/2020	Refund pension costs	Stradishall Parish Council	£15.00
11/07/2020	Refund pension costs	Stansfield Parish Council	£10.00
03/08/2020	Wayleave payment	UK Power Networks	£42.12
11/08/2020	Refund pension costs	Ousden Parish Council	£15.00
11/08/2020	Refund pension costs	Lidgate Parish Council	£15.00
11/08/2020	Refund pension costs	Dalham Parish Council	£15.00
11/08/2020	Refund pension costs	Stradishall Parish Council	£15.00
11/08/2020	Refund pension costs	Stansfield Parish Council	£10.00

#### Payments

Date	Minute	Description	Supplier	Total
03/07/2020	252/8a	Grass cutting	McGregor Services	£258.00
03/07/2020	252/8a	Clerk's expenses	Ms J Kirk	£8.82
03/07/2020	252/8a	PAYE	HMRC	£98.80
06/07/2020	254/13a	Donation	Suffolk Accident Rescue Service	£75.00
10/07/2020	243/8f	Pension payment	Fidelity	£85.00
17/07/2020		Wasp control services	The Suffolk Pest Control Company Ltd	£48.00
20/07/2020	242/8f	Phone costs	Vodafone	£20.33
29/07/2020	242/8f	Water costs for the allotments	Wave (Anglian Water Business)	£272.40
30/07/2020	242/8f	Clerk's salary	Ms J Kirk	
03/08/2020	243/9f	Grass cutting	McGregor Services	£282.00

11/08/2020	243/8f	Pension payment	Fidelity	£85.00
20/08/2020	242/8f	Phone costs	Vodafone	£20.33
				<b>£1,576.36</b>

d) **Bank balances as of 17<sup>th</sup> August 2020 and confirmation of bank reconciliation**

Nat West Current Account	£7,139.17
Nat West Reserve Account	£14,939.44
<b>Total in Banks</b>	<b>£22,078.61</b>

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) **Update on the inspection of parish council property**

This item is ongoing.

g) **Six-month budget review**

There was an under/overspend on the following items:

Receipts							Net Position	
Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/overspend	
VAT refund	£586.00	£832.19	£246.19				£246.00	
<b>Payments</b>								
PAYE				£50.00	£113.80	-64	-64	
Annual Tree Survey				£400.00	£561.00	-£161.00	-£161.00	
Water bills for the allotments				£200.00	£291.72	-£91.72	-£91.72	
Allotments (General)					£290.00	-£290.00	-£290.00	
<b>TOTAL</b>	<b>£586.00</b>	<b>£832.19</b>	<b>£246.19</b>	<b>£650.00</b>	<b>£1,256.52</b>	<b>-£606.52</b>	<b>-£360.52</b>	

The VAT refund was higher than budgeted for. The cost of the annual tree survey increased in the two years since the previous survey and was higher than anticipated. The water bill for the allotments has been much higher than anticipated, largely due to a dry spring and summer. The Parish Council paid to have the allotments cleared and this item was not included in the budget. It was resolved that any shortfall would be reviewed at financial year end.

h) **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 - LGA 1972 s138B.

9. **Planning**

a) **DC/20/1253/FUL - Unit H1, 1H Risby Business Park - 1 no. air conditioning unit on front elevation.**

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

b) **Government consultations - *Changes to the current planning system, Planning for the future and Transparency and competition: a call for evidence on data on land control***

It was resolved that a working group would be set up to go through the documents and prepare a response on behalf of the Parish Council. Simon Gray, Chris Sutton and Steve Smith agreed to join the working group.

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

a) **Email from Quiet Lanes Suffolk about their Quiet Lanes initiative**

It was resolved that Mere Lane would be registered as a possible location for a Quiet Lane.

b) **Quotes for tree works needed as detailed in the Schedule of Works in the annual tree survey**

It was resolved that the Council would accept the quote from Leon Brown Arbi-Agricultural Contracting of £1,410 + VAT for all the priority two and three work as detailed in the Schedule works. The clerk was

asked to clarify if the quote was to sever all the ivy as opposed to removing it as detailed in the Schedule of Works and to confirm that a TCA application would be required for some of the work. The Parish Council has allocated funds of £1,539 for the annual tree survey and tree works

**c) Flooding during recent storms**

See County Councillor's report above.

**10. Approval of the amendments to the Council's Financial Regulations and Financial Standing Orders as recommended by NALC**

**a) Financial Regulations**

NALC has not yet issued advice regarding their model financial regulations, however it was resolved that following footnotes would be added to the bottom of **section 11** to show the correct thresholds for contracts as advised by SALC:

**Section 11 – Contracts**

The footnotes should now read

- **For public supply and public service contracts £189,330**
- **For public works contracts £4,733,252**

**b) Standing Orders**

It was also resolved the following amendments would be made as recommended by NALC:

Section 18 – Financial controls and Procurement (parts f and g)

**f) *A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.***

**g) *A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.***

**11. Allotments**

**a) Latest water bill for the allotments**

The water bill for the allotments from 16 March – 14<sup>th</sup> July was £272.40. The annual amount allocated in the budget for water charges is £200. Councillors acknowledged that it had been an unusually dry spring and summer and that the allotments were more widely used because of lockdown. Chris Sutton agreed to find out what other allotment associations do to cover water costs and to arrange a meeting with allotment holders and report back at the next meeting.

**b) Any other allotment issues**

One allotment has not been maintained and is therefore in breach of the allotment tenancy. It was resolved that an eviction notice would be sent to the allotment holder.

One allotment holder has breached the conditions of their allotment tenancy by having a bonfire. Chris Sutton agreed to look into this and remind the allotment holder that one of the conditions of the tenancy agreement is that bonfires are not allowed.

There is vegetation along the edges of the footpath near the allotments. Chris Sutton agreed to clear the weeds with Round-up

**12. Village issues**

**a) Email from Risby Village Hall Trustee about grass cutting on the playing field and the use of pesticides and herbicides near the play equipment**

The Village Hall Trustees have asked the Parish Council if they would be willing to pay McGregor Services to cut the section of grass between the play equipment and MUGA. McGregor Services has quoted £20 for the first cut and £10 for future cuts depending how long it takes. It was resolved that McGregor Services would cut this section in future. The clerk also confirmed that she had passed on the request not to use pesticides and herbicides near the play equipment in future.

**b) Request by the Wildlife Working Group to leave sections of verges uncut for wildflowers to grow and to expand the wildlife areas on The Greens**

The Parish Council agreed to leave a larger area of the greens uncut for the next couple of years to see how it works and review this decision in a couple of years. It was resolved that the Derrick Abrey and Sophie Flux would meet Tom McGregor to discuss which areas of the Greens and the bank near the village hall are to be left uncut.

Sophie Flux agreed to produce an article for the newsletter in February/March explaining why a larger part of the Greens and the bank near the Village Hall have been left uncut.

Becky Hopfensperger said that SCC is currently running a pilot scheme to leave some sections of verges uncut, but that Risby is not one of the villages included in the scheme at the moment.

**c) Feedback from meeting with Jean Savigar about the work of the COVID 19 support group**

See Open Forum above.

**d) Email from Community Action Suffolk about the possibility of carrying out a Housing Needs Survey in Risby.**

Risby has been identified as having a local housing need. Community Action Suffolk would like to help Risby carry out a Housing Needs Survey (HNS) to find out what need there is in Risby and bring a project forward if a need is identified. It was resolved that the clerk would arrange a Zoom meeting with Sunila Osborne from Community Action Suffolk, Derrick Abrey, Simon Gray and Steve Smith to discuss the possibility of carrying out a HNS and what funding is available and that a decision would be made at the November meeting.

**13. Review of the Emergency Plan and Emergency Plan leaflet**

It was resolved that:

- The Emergency Plan and Emergency Plan leaflet would be updated to include a pandemic.
- Derrick Abrey and the clerk would update the local resources section
- An Emergency Planning Team would be set up to include a parish councillor, Jean Savigar and the other volunteers in the village who have expressed an interest. The clerk agreed to provide admin support.
- Two noticeboards would be provided to be attached to the bus shelters at each end of the village
- The clerk would contact Calor about their Emergency Plan

**14. Correspondence**

**a) Letter from SARS thanking Risby Parish Council for its donation – for information only**

**15. Any items for noting or including on the next agenda**

- The clerk notified the Parish Council of her intention to work Mon – Thursday only.
- The Parish Council has received an email from a resident about the possibility of installing outdoor gym equipment on the playing field. The clerk has responded to say that the Village Hall Trustees would need to be contacted as they own the playing field. Councillors confirmed that they would support the project.

**There being no further business the meeting closed at 9.15pm.**

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