

RISBY PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Thursday 5th November 2020**

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

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

The following issues were raised during the Open Forum:

- The use of pesticides in communal areas in Risby. Would the Parish Council reconsider using glysohate to keep the footpath near the allotments clear? A volunteer party could be organised to clear the weeds.
- Some tree work has been carried out without a TCA application being submitted as well as different work completed to what was applied for. The clerk agreed to forward the information on to Susan Glossop.
- Water usage on the allotments.
- Signs around the village – does the Parish Council have a policy for adverts in the village? The Parish Council confirmed that it does not.

1. Acceptance of apologies for absence

No apologies were received.

2. New councillors to complete Declaration of Acceptance of Office and Register of Interest forms

Jean Savigar and John Fairlie have completed the forms and will email them to the clerk.

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

Derrick Abrey declared a non-pecuniary interest in item 10g on the agenda (*DC/20/1521/3QPA - 1 Hall Lane, Risby - Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 - (i) Change of use of agricultural building to dwelling house (Class C3) to create 5no. dwellings (ii) associated operational development*) as he is related to the applicant. As he does not have a pecuniary interest, he was able to take part in the discussions about this item.

4. Approval of minutes of the meeting held on Thursday 3rd September 2020 and the extraordinary meeting held on 22nd October 2020.

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

5. County Councillor's Report

Beccy Hopfensperger spoke about the following:

Suffolk's Advice and Support Service phone line is open and offers support and funding for people in need of help during the Coronavirus pandemic. Areas they can help with include:

- Mortgage or credit cards
- Rent arrears or other debts
- COVID-19 related concerns and what it means for you and/or your family
- Access to food
- One-off grants for things such as:
 - White goods
 - Fuel vouchers
 - Other unforeseen expenses

The helpline number is: 0800 068 3131

The **Home but not Alone** helpline has also been set up. The number is **0800 876 6926**. The phonelines are open from 9am to 5pm, Monday to Friday.

£228,000 has been invested in tree and hedgerow planting. SCC also wants to establish 10 community tree nurseries and is looking at better ways to manage verges and make them more wildlife friendly by forming more roadside nature reserves. There is also a plan to set up reflective woodlands for people who have experienced loss during the pandemic.

100 additional electric charging points are being rolled out. There is a grant available to support village halls to install electric charging points.

She has chased the cutting of verges along Welham Lane.

The following issue was raised by councillors:

- There is a lot of overgrown vegetation on the footpath on Lower Green which is so narrow that it has been reduced by 17 inches. Would there be any SCC funding for a volunteer group to cut it out? Beccy Hopfensperger agreed to find out.

6. District Councillor's Report

Susan Glossop spoke about the following:

WSC is busy organising support for people during lockdown. Parks, public toilets, car parks, waste collections and waste recycling hub will stay open.

They are working on their budget at the moment. They have a large deficit.

7. Police issues

About a week or 10 days ago a couple of men were seen walking round the village taking photos of properties. The Police were contacted but were not interested.

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

- SCC's school safety officer has contacted the primary school and given them advice and an action plan but will not repair the safety barrier. Becky Hopfensperger agreed to forward his email onto the clerk.
- Work on the War Memorial has been completed and the invoice paid.
- Flooding on Lower Green - all the drains have been jetted out. There is a tree root in the pipe on Lower Green. SCC has authorised Flowline to take a look with a camera and remove the root. The work has been commissioned, but no actual date confirmed yet.
- The response to the Government planning consultations was submitted on 22nd October 2020.

9. Finance

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

It was resolved that the following payments would be approved:

- Mrs C Boreham - Bus shelter cleaning - Local Government (Miscellaneous Provisions) Act 1970, s1 - **£250.00**
- RBL Poppy Appeal – poppy wreath (£18.50) and donation - **£50.00**
- C Sutton – Roundup for footpath near allotments - **£22.49**
- McGregor Services – grass cutting – Open Spaces Act 1906, ss9 and 10 - **£174.00**

Chris Sutton and Steve Smith 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
09/09/2020	Refund phone costs	Ousden Parish Council	£24.39
09/09/2020	Refund phone costs	Stradishall Parish Council	£24.39
09/09/2020	Refund 1/6 of cost of print cartridge	Stradishall Parish Council	£7.90
09/09/2020	Refund 1/6 of cost of print cartridge	Ousden Parish Council	£7.90
10/09/2020	Refund phone costs	Lidgate Parish Council	£24.39
10/09/2020	Refund pension costs	Ousden Parish Council	£15.00
10/09/2020	Refund pension costs	Stradishall Parish Council	£15.00
10/09/2020	Refund pension costs	Stansfield Parish Council	£10.00
10/09/2020	Refund 1/6 of cost of print cartridge	Lidgate Parish Council	£7.90
24/09/2020	Refund phone costs	Dalham Parish Council	£24.39
24/09/2020	Refund phone costs	Stansfield Parish Council	£24.39
24/09/2020	Refund 1/6 of cost of print cartridge	Dalham Parish Council	£7.90
24/09/2020	Refund 1/6 of cost of print cartridge	Stansfield Parish Council	£7.90
30/09/2020	Bank interest received	NatWest	£0.13
12/10/2020	Refund pension costs	Dalham Parish Council	£15.00

12/10/2020	Refund pension costs	Stradishall Parish Council	£15.00
12/10/2020	Refund pension costs	Stansfield Parish Council	£10.00
12/10/2020	Refund pension costs	Ousden Parish Council	£15.00
12/10/2020	Refund pension costs	Lidgate Parish Council	£15.00

Payments

Date	Description	Total
31/08/2020	Clerk's salary	
07/09/2020	Accounting software 1/6	£69.40
07/09/2020	Grass cutting	£174.00
07/09/2020	Grass cutting	£108.00
07/09/2020	Clerk's expenses	£16.99
09/09/2020	Scribe accounting software 1/6	£0.00
10/09/2020	Document shredding	£48.00
10/09/2020	Pension payment	£85.00
20/09/2020	Phone costs	£20.33
20/09/2020	Phone costs	£60.92
22/09/2020	War memorial cleaning	£774.00
22/09/2020	Website hosting fee	£110.00
30/09/2020	Repairs to war memorial	£3,470.40
30/09/2020	Clerk's salary	
01/10/2020	Grass cutting	£258.00
08/10/2020	PAYE	£15.00
10/10/2020	Pension payment	£85.00
30/10/2020	Clerk's salary	

d) **Bank balances as of 4th November 2020 and confirmation of bank reconciliation**

Nat West Current Account	£1,333.59
Nat West Reserve Account	£14,939.81
Total in Banks	£16,273.40

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) **New Vodafone contract**

This item will be discussed at the next meeting.

g) **Inspection of Council property and actions required**

- Bus shelter in South St. The gutter down pipe bracket broken, at least 1 slate needs to be repositioned.
- Bus shelter in School Road. The gutter down pipe bracket broken, at back end cap of gutter missing and the ivy needs to be removed/sprayed.
- Grit bin in Quays Road. The lid lock is broken but the bin is still useable.

Ian Turner agreed to organise the repairs.

h) **Budget 2020/21 and budget report**

Councillors discussed the first draft of the 2021/22 budget and budget report.

It was resolved that the final budget would be confirmed at the January 2021 meeting.

i) **Review of clerk's salary following NALC's publication of new salary pay scales**

This item will be discussed at the next meeting.

j) **A possible grant to Risby Village Hall for new adult gym equipment**

The Parish Council has some funding available for a village project. It was resolved that the Parish Council would ask the Village Hall Trustees for information about the type of adult gym equipment they are hoping to buy and the cost before making a final decision about donating money to the project.

9. Planning

a) West Suffolk Council's Issues and Options consultation

The clerk attended a virtual workshop held by West Suffolk Council about their Issues and Options consultation which runs until 22nd December and is part of their preparations for a new Local Plan. The planners made it clear that the plan is in its early stages and that they are listening to communities. They recognise that a 'one size fits all' policy may not be appropriate for rural villages. Some may want a small amount of development and others may not. They have asked communities to consider specific questions:

- Have we got the proposed new hierarchy right? Is your settlement in the right place in the hierarchy?
Risby is designated as a local service centre in the current local plan. It is proposed to redesignate Risby as a Type A village in the new West Suffolk settlement hierarchy, in recognition that the village lacks the level of services and facilities required to justify maintaining it as a local service centre. This would mean that the opportunity for allocating small sites in or adjacent to the village could be explored through the preparation of the local plan.

Affordable housing on a rural exception site and entry level exception sites will be permitted outside the settlement boundary. Limited infill will be allowed dependent on other environmental and infrastructure constraints, to meet local needs within the village (this is set out in the National Planning Policy Framework).
- Do you have any comments to make on the four distribution options?

Option 1: Focus growth on new settlement(s) which would be of a sufficient scale to support new community infrastructure and employment

Option 2: Focus development in the towns and key service centres where infrastructure and environmental constraints allow

Option 3: Focus growth on the towns, key service centres and local service centres through urban extensions and infilling where infra

Option 4: Disperse development around the district allocating sites across the towns, service centres and villages to allow them to grow where infrastructure and environmental constraints allow.
- Have we identified relevant local issues? Natural and historic environment, housing, transport, retail, leisure and well-being, employment, rural communities, climate change and horse racing
- What are your thoughts on the sites submitted for your town or village?
No sites in Risby have been included in the Local Plan. At this stage all the sites in Risby put forward by landowners have been deferred, but there is currently a call for potential new sites to be put forward.

It was resolved that the clerk would circulate these questions to councillors and collate their responses. The final draft will be circulated to councillors for checking. It was resolved that the clerk would be authorised to submit the final response to West Suffolk Council.

b) Sunnica consultation on the new solar farm in West Suffolk

It was resolved that no response would be submitted as it will not have a direct impact on Risby.

c) DC/20/1755/HH – Crispin, 17 South St, Risby – two storey front extension

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

d) DC/20/1677/TCA - Lower Green Risby - (i) 1no. Oak (T005 on plan) crown lift to 0.5m above ground level (ii) 1no. Sycamore (T007 on plan) prune to create 0.5 metre clearance from telephone cable (iii) 1no. Sycamore (T009 on plan) remove crossing branches

The Parish Council has no comments as they submitted the application.

e) DC/20/1723/TCA - Upper Green, Risby - 1no. Sycamore (T011 on plan) – clear power lines by 1.5 – 2m

The Parish Council has no comments as they submitted the application.

f) DC/20/1721/TCA - Welham Lane, Risby - 1no. Weeping Willow (T019 on plan) pollard at 10 metres

The Parish Council has no comments as they submitted the application.

g) DC/20/1521/3QPA - 1 Hall Lane, Risby - Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions)

(England) Order 2015 - (i) Change of use of agricultural building to dwelling house (Class C3) to create 5no. dwellings (ii) associated operational development

Risby Parish Council was not consulted about this application as it was made under permitted development. West Suffolk Council's case officer clarified what this means:

The application is a Permitted Development Notification submitted under the provisions of Schedule II, Part 3, Class Q of the General Permitted Development Procedure Order. Under the regulations, the Local Planning Authority are not required to notify the Parish Council.

A Prior Approval application of this nature requires the display of a site notice, as such consultation is open. Parish Council comments are welcomed, however it is worth noting that this type of application is not seeking Planning Permission subject to professional planning judgement.

The GDPO grants permission for the change of use where the development is compliant with certain regulations and conditions, this application seeks only confirmation of compliance. If considered to be in accordance with the required criteria, the development will result in the change of use of the building to 5 no. dwellings (and the associated operational development necessary).

In the case that Planning Permission is sought, or future plans are submitted for development outside of Permitted Development rights, the Parish Council will be consulted as necessary.

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

a) Appointment of a lead volunteer for the Quiet Lanes project.

John Fairlie agreed to act as lead volunteer.

b) Possibility of installing a flood gulley on Lower Green

A permanent gulley needs to be created on Lower Green to prevent a recurrence of flooding on the roads nearby. The Parish Council has received a quote of £450 + VAT to install an open concrete gulley. It was resolved that the work would be approved, and the quote accepted.

c) Request for temporary wooden artwork to be placed in the wild areas on the Upper and Lower Greens.

Councillors agreed that the artwork could be placed under the trees in the wild areas of the greens.

d) Specimen Tree for the Lower Green.

It was resolved that an Ash tree donated by a resident will be planted. If it does not grow, an alternative tree will be planted at a later stage.

e) Vegetation encroaching on the Footway across the Lower Green

Becky Hopfensperger agreed to report this to Suffolk County Council.

11. Emergency Planning

a) To receive an update on the Emergency Planning meeting on 28th September 2020

A request for volunteers and resources was uploaded on the Risby Facebook Page and in the Stile. Thirteen people responded. Another meeting of the Emergency Planning will be planned in approximately two weeks. Once the information has been updated, a leaflet drop to residents will be organised.

With a second lockdown taking place, the pandemic section has taken a slightly different turn as fewer people have been asked to shield. Jean Savigar will find out when the additional noticeboards will be ready so that new information can be displayed. She will wait and see whether the same amount of help is needed as during the last lockdown. 23 people needed regular support last time. She has collected some free face masks for volunteers.

b) To appoint a Parish Council member to the Emergency Planning Team

Jean Savigar was appointed as Parish Council member of the Emergency Planning Team. The Parish Council now has a second Emergency bag which she will keep. The other one will be stored in the village hall. A list of people who have the code for the village hall will be included in the plan. A file with Emergency Plan information and documents will need to be prepared.

c) To approve the amended Emergency Plan and Emergency Plan leaflet

The updated Emergency Plan and leaflet have not been finalised yet. It was resolved that the clerk and Jean Savigar would be authorised to finalise the plan, circulate it to councillors and upload a redacted

version (only the contact details for the Emergency Planning Team will be included) onto the Parish Council's website.

12. Allotments

a) Water usage on the allotments

The latest water bill from 15th July 2020 to 14th October 2020 is £74.73. The total amount spent on water bills so far this financial year is £366.45. The amount allocated in the budget was £200.

It was resolved that a letter would be sent to all allotment holders reminding them of the conditions of their allotment agreement which states that hoses are not allowed and water from the water butts should be used to water allotments. A press tap will be installed to help reduce water usage. There are currently 3 or 4 lengths of hose on the allotments. Allotment holders will be advised that hoses are not allowed and will be removed as it is unfair to people who are abiding by the rules.

The suggestion was also made to appoint an allotment tenant to liaise with the Parish Council. Chris Sutton agreed to look it to this. It was resolved that the clerk and Chris Sutton would be authorised to draft and send a letter to allotment tenants.

b) Allotment vacancies

One tenant has been given notice to quit. The plot will be relet.

c) Allotment rent

The rent is currently £20 per plot, £15 per half plot. It was resolved that the rent would remain the same at present.

13. Update on the meeting with Sunila Osborne from Community Action Suffolk about the possibility of carrying out a Housing Needs Survey (HNS) in Risby

There are currently 21 registered with WSC as having a local connection and 415 who have stated a preference to live in Risby. It was resolved that the Parish Council would proceed with a Housing Needs Survey and that the clerk would contact Sunila Osborne at CAS to let her know.

Ian Turnery, Steve Smith and John Fairlie agreed to form a working party to work on the Housing Needs Survey.

14. Village issues

No issues were raised.

15. Local Government Boundary Commission for England review of Suffolk County Council boundaries.

The proposal changes the Suffolk CC boundaries. Barrow would be in a new Barrow and Thingoe ward which will extend as far as Dalham, Lidgate and Ousden.

It was resolved that no comments would be submitted.

16. Correspondence

a) Email from a resident about use of pesticides in private gardens and communal areas –

The Parish Council has asked McGregor Services not to use pesticides on the playing field, however councillors felt it was not within the Parish Council's remit to ask people not to use pesticides in private gardens.

It was resolved that the path near the allotments would be sprayed initially. Once the weeds have been cleared, the resident's offer to arrange for volunteers to take over keeping the path clear would be considered.

b) Email from Headway requesting a donation

It was resolved that no donation would be made.

17. Any items for noting or including on the next agenda

- The Parish Council has purchased a wreath. There would normally be a remembrance service, but this has been cancelled due to lockdown. Chris Sutton suggested laying a wreath at the war memorial and letting residents know via the village Facebook page that they are welcome to come along and join in with a socially distanced 2-minute silence when the wreath is laid and the names of the fallen read out. Derrick Abrey agreed to read out the names of the fallen. A resident will be asked if he would like to play the bagpipes.

- The hedge in South St next to the allotments is encroaching on the footpath. Derrick Abrey has spoken to resident who feels that the hedge has grown so much that it will look unsightly if it is cut back as it will leave a lot of exposed branches. Councillors decided to review the Council's hedge policy at the next meeting.

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

Signed (Chairman) Dated