

RISBY PARISH COUNCIL**Minutes of the meeting of the Parish Council held on Thursday 7th January 2021**

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

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

The following issues were raised during the Open Forum:

- The draft budget
 - The Housing Needs Survey
 - A query about the wording of the draft minutes
- 1. Acceptance of apologies for absence**
No apologies were received.
 - 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 dispensation requests were received.
 - 3. Approval of minutes of the meeting held on Thursday 5th November 2020 and the planning meetings held on Thursday 19th November and Thursday 17th December 2020.**
It was resolved that the minutes were correct. The chairman then signed them.
 - 4. Resignation/co-option of a new parish councillor**
The two candidates spoke about why they would like to become a parish councillor.
 - 5. County Councillor's Report**
Beccy Hopfensperger had sent a written report prior to the meeting (available on Risby Parish Council's website after the meeting). She spoke about the following:
 - Concerns about the increase in Coronavirus numbers in Suffolk
 - Help available for people during the current lockdown.
 - Test and trace support payments for people on a low income who have to self-isolate
 - She has reported some fly tipping in Mere Lane
 - The gullies have been dug out along Crematorium Road
 - She has received a request for funding to get rid of weeds cleared from footpath on Lower Green. She agreed to use some of her locality budget to pay for a skip. Chris Sutton agreed to look into the cost of a skip.
 - The Housing Needs Survey. She will give some of her locality budget to cover the printing costs.
 - There are a number of grants available for things like electric car chargers.
 - Suffolk County Council now has some Vehicle Activated Signs with automatic number plate recognition. Parish councils would need to register their interest. She confirmed that the police would follow up if a driver is caught speeding. This item will be added to the next agenda.
 - 6. District Councillor's Report**
Susan Glossop had sent a written report prior to the meeting (available on Risby Parish Council's website after the meeting). Susan Glossop spoke about the following:
 - Grants available during the lockdown
 - A request for people to follow guidelines during the current lockdown and limit the amount of contact they have with people outside their households.
 - Scams which are circulating relating to Covid vaccinations
 - 7. Police issues**
Suffolk Police has been notified by Trading Standards of a COVID 19 scam.

A fake text message is circulating purporting to be from the NHS offering the Covid-19 Vaccine. The link takes you to a fake NHS website which requests personal and financial details. The Covid 19 vaccine is free and the NHS will NOT ask for financial details for the vaccination.
 - 8. Update on list of actions agreed at the last meeting**
 - The bus shelters in South St and School Road have been repaired.

- The working group set up to progress the Housing Needs Survey has not met yet, so no further action has been taken.
- The new drainage channel on the Lower Green has been completed. The clerk was asked to write a letter of thanks to the residents who gave use of their drive when the work was being carried out.

9. Finance

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

It was resolved that the following payments would be approved:

- HMRC – 3rd quarter PAYE – LGA 1972s11 - **£99.00**

Chris Sutton and Steve Smith agreed to sign the Schedule of Payments after the meeting. The Chairman agreed to countersign it after the meeting.

b) Approval of payments authorised between meetings

Two payments were authorised between meetings

- McGregor Services – additional grass cut due to mild weather – Open Spaces Act 1906, ss9 and 10 - **£145 + VAT.**
- C Sutton – tape for footpath clearing - Open Spaces Act 1906, ss9 and 10 - **£13.00**

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

Receipts

Refund of pension costs (November and December 2020) - £140.00
Transfer from reserve account to current account - £1,000

Payments

McGregor Services - grass cutting	£174.00
ICO - data protection fee	£35.00
Bus shelter cleaning	£250.00
Royal British Legion - poppy wreath and donation	£50.00
Footpath clearing	£35.49
McGregor Services - grass cutting	£174.00
SJ Hitchcock Ltd - new drainage channel for Lower Green	£450.00
Staff costs	£815.36

c) Bank balances as of 30th December 2020 and confirmation of bank reconciliation

Nat West Current Account	£440.74
Nat West Reserve Account	£13,939.81
Total in Banks	£14,380.55

Chris Sutton verified and signed the bank statements.

d) Signatory to complete the checklist of Internal Controls

Chris Sutton completed and signed the checklist of internal controls.

e) Approval of the final Budget 2021/22 and precept request

It was resolved that:

- The 2021/22 budget would be approved.
- The printing costs of the Housing Needs Survey and cost of data inputting for paper copies returned would be covered by Locality Funding from County Councillor Rebecca Hopfensperger with any shortfall made up of the money allocated in the budget for a village project. West Suffolk Council will cover the cost of the actual survey. An estimate of the costs is:

Housing Needs Survey - Breakdown of costs		
Housing Needs Survey	£2,000.00	To be paid by WSC
Paper copies of survey to be delivered to every household (330 approximately) @ £1.75 per survey.	£577.50	
Inputting of data based on a return rate of 50% - paper copies only	£288.75	

Estimated cost for Risby PC	£866.25
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The Parish Council has reserves earmarked for future village projects which can be used for a donation to towards adult gym equipment if that project goes ahead.

- That the amount of reserves allocated to offset the precept would be increased to reduce the overall precept increase to 2.2% in line with the previous year.
- The precept request for 2021/22 would be £10,779. The parish council element for a band D household will be £36.16 per annum an increase from £35.38. which equates to £0.78 per annum per band D household, an increase of 2.2%. The clerk and Chairman agreed to sign the Parish Estimates form after the meeting.

9. Planning

a) **Suffolk County Council's Street Design Guide consultation which runs until 10th February 2021.**

It was resolved that a comment would be submitted stating that it is a good document and will be a helpful guide to developers.

b) **Update on the Parish Council's TCA applications –DC/20//1677/TCA, DC/20/1723/TCA and DC/20/1721/TCA**

West Suffolk Council had no objections to any of these applications.

c) **DC/20/2043/FUL - Risby Business Park - Bore hole generator outbuilding**

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

d) **Email from a resident about tree works - Email about Holly Cottage tree - 10/11/20 (redacted)**

The Parish Council has received an email from a resident about a complaint made to the Parish Council regarding the removal of a dangerously leaning Ornamental Cherry Tree at the rear of Holly Cottage.

The resident explained that he acted on the advice from a master thatcher that the tree was leaning towards the flat roofed extension and encroaching on the thatch. Additionally he sought advice from his tree surgeon who also confirmed that the tree was causing structural damage to some of the retaining wall at the rear of the cottage and should be removed. He has now submitted a retrospective planning application to West Suffolk Council.

His is aware that photographs were taken by a Risby resident of the rear of Holly Cottage, without permission either expressed or implied and hopes that these have not been shared with anyone or put on social media platforms as this would be a serious breach of privacy laws under GDPR regulation.

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

a) **Email from a resident about school transport**

The Parish Council has received an email from a resident about problems his family is experiencing with the School Travel Service. Having applied for a place for his child on BE985 bus service from Risby to Westley, he has been told that this is a public service, and his child is not eligible for a spare seat, but he can pay for a seat. In addition Suffolk County Council has confirmed that they can make no provision for his child to return home from school on the bus but were unable to explain why.

Suffolk County Council has raised a report however the resident wished to bring it to the attention of the Parish Council as he is now in a position where he has to follow a bus which has spaces on it in his car.

It was resolved that the Parish Council would raise this issue with County Councillor Rebecca Hopfensperger and ask if she can look into it.

b) **Draft hedge policy**

It was resolved that the hedge policy would be approved and uploaded onto the Parish Council website.

c) **Draft Trees in a Conservation Area information**

It was resolved that the TCA information would be approved, but with additional information added about dead, diseased and dangerous trees in line with the information on the West Suffolk Council website.

11. Review of the Council's grass cutting contract

It was resolved that the current contract with McGregor Services would be renewed for a further three years as the Parish Council is very happy with the service he provides and has received positive feedback from

residents. Derrick Abrey agreed to talk to Tom McGregor about a revised quote for the areas he cuts now that the specifications have changed to include the area near the MUGA but reduced on the greens.

12. Emergency Planning

It was resolved that this item would be postponed until a new councillor has been appointed

13. Allotments

All the allotments have been rented at the moment. A letter has been sent to new tenants about water costs. One allotment has been flooded with water coming off the field behind and one water had water coming in from the garage. The landowner has now dug a trench and built a mound to prevent water flowing down. It was resolved that responses to the Parish Council's letter about water costs would be discussed at the next meeting.

14. Village issues

a) Email from a resident asking if Risby Parish Council would consider adopting a pesticides policy similar to West Suffolk Council's

It was resolved that the clerk and Chris Sutton would finalise the wording of the Council's policy. The policy will reflect the fact that volunteers have offered to help keep paths clear of weeds and that the use of pesticides will be used kept to the minimum where possible.

b) Village project – donation to Risby Village Hall towards the cost of new adult gym equipment

Councillors agreed in principle to make a donation, but the exact amount will be agreed at a later date when more information is available about the cost of the project.

c) Defibrillator replacement consumables

It was resolved that the existing authorisation to purchase replacement pads would be extended to cover all consumables including replacement batteries.

d) Request for the artwork on the Greens to be displayed there from January – March 2021

Councillors confirmed that they were very happy to agree with this request.

15. Correspondence

See item 16 below.

16. Any other items for noting or including on the next agenda

The following correspondence was received after the agenda had been published:

- Two emails from a resident about the HNS and costs. This item will be added to the agenda of the March meeting.
- Email from a resident about the SHELAA sites in Risby. This item will be added to the agenda of the March meeting.
- Email from Suffolk's Police and Crime Commissioner about the possibility of raising the policing element of the council tax precept for the next financial year to enable police numbers to be increased (for information only).

The following items will be added to the next agenda:

- Pond clearing

17. Resolution to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

It was resolved that the remainder of the meeting would take part during a closed session.

There being no further business the meeting closed at 9.06pm.

Signed (Chairman) Dated