

RISBY PARISH COUNCIL**Minutes of the Annual Meeting of the Parish Council held on Thursday 6th May 2021 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) and one member of the public.

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 form 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 form after the meeting.

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 agreed to notify the clerk of one amendment.

5. Acceptance of apologies for absence

Apologies were received from Ben Ramsay.

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 2019 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. Approval of minutes of meeting held on Thursday 4th March 2021

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

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

There were no outstanding councillor actions.

10. 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**
- McGregor Services – grass cutting – Open Spaces Act 1906, ss 9 & 10 - **£348.00**
- J P Kirk - expenses - LGA 1972, s111 – **£ 7.29**
- Zoom – annual subscription (split between clerk's councils) - LGA 1972, s111 - **£17.99**
- Hayden's – Annual Tree Survey and Report - Open Spaces Act 1906, ss 9 & 10 - **£707.70**

Chris Sutton and Steve Smith agreed to sign the Schedule of Payments after the meeting. 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 2021

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

Receipts

Supplier	Details	Date	Total
HMRC	VAT refund	07/04/2021	£1,673.53
Ousden Parish Council	Refund of pension costs	12/04/2021	£15.00

Lidgate Parish Council	Refund of pension costs	12/04/2021	£15.00
Dalham Parish Council	Refund of pension costs	12/04/2021	£15.00
Stradishall Parish Council	Refund of pension costs	12/04/2021	£15.00
Stansfield Parish Council	Refund of pension costs	12/04/2021	£10.00
West Suffolk Council	Precept	29/04/2021	£10,779.00

Payments

Supplier	Description	Date	Minute	Total
Vodafone	Phone costs	20/04/2021	275/7f	£11.95
Staff costs as per confidential cashbook				

d) Bank balances as of 29th April 2021

Nat West Current Account	£12,610.20
Nat West Reserve Account	£10,940.47
Total in Banks	£23,550.67

Chris Sutton agreed to verify and sign the bank statements after the meeting

e) Signatory to complete the checklist of Internal Controls

Chris Sutton agreed to complete and sign the checklist of internal controls after the meeting.

f) Update on the inspection of parish council property carried out by Steve Smith

The following amendments/repairs are needed:

- The grit bin in School Road needs to be removed from the Council's assets as it is a duplication.
- The new bollards on Upper Green need to be added to the Assets Register
- The frame around the footpath map needs repairing
- Some of the wooden posts around Upper Green have rotted and need replacing. It was resolved that Derrick Abrey would let residents nearby know that the possibility of replacing them will be discussed at the July meeting.

f) Internal auditor's report

No issues were raised.

g) To approve Risby Parish Council's Annual Governance Statement 2020/21 (see separate document) and section 1 of the Annual Governance and Accountability Return 2020/21.

It was resolved that Risby Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2020/21 would be approved. The Chairman and RFO agreed to sign it after the meeting.

h) To approve and sign section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statements 2020/21

It was resolved that section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statement 2020/21 would be approved. The Chairman and RFO agreed to sign it after the meeting

i) 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 2020/21 was £12,800 and its expenditure was £17,551 which is below the £25,000 threshold for an external audit. The Chairman and RFO agreed to sign the Certificate of Exemption after the meeting.

i) 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.

j) Precept information for 2021/22

A precept payment of £10,779 was received from West Suffolk Council on 29th April 2021.

11. Planning

a) DC/21/0881/OUT – Charman's Farm School Road Risby - Outline planning application (all matters reserved) - up to five dwellings and associated garages (demolition of existing grain barn)

As this application was received after the agenda had been published it was resolved that a planning meeting would be held on Thursday 20th May at 7pm.

12. Highways/rights of way matters/tree or transport issues:**a) Ditches and who is responsible for maintaining them**

Landowners are responsible for maintaining ditches. For more information visit

<https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/maintenance-of-ditches-and-other-watercourses/>.

b) Quiet lanes consultation

Two positive responses have been received via the Risby Facebook page. The resident present also supports the proposal.

c) Annual Tree survey and information from Hayden's about the trees in Welham Lane

It was resolved that councillors would meet in Welham Lane after the planning meeting on 20th May to discuss the work recommended in the tree survey. The schedule of work will be finalised at the July meeting.

d) Email from a resident about the Lower Green

It was agreed that this item would be discussed at the Annual Parish Meeting.

13. Advice from the Joint Panel on Accountability and Governance (JPAG) about the importance of a secure email system for the Parish Council and councillors – for information only**14. Update on the Housing Needs Survey**

The Housing Needs Surveys have been delivered. Once the surveys have been analysed, a summary of findings will be delivered to all residents.

15. Update on the Emergency Plan.

This item is ongoing.

16. To discuss the following allotment issues**a) Water costs for the allotments**

Treatts has provided five 200 litre water containers. These will be linked with pipes for use by allotment holders.

17. To approve the following documents:**a) Risk assessment for litter picking**

It was resolved that the risk assessment would be approved.

b) Volunteer guidance for litter picking

It was resolved that the volunteer guidance would be approved.

c) Volunteer guidance for village maintenance

It was resolved that the volunteer guidance would be approved.

d) Amendment to the Scheme of Delegation

It was resolved that the Scheme of Delegation would be amended to include the management of contracts with the clerk authorised to manage ongoing contracts including minor changes. Any substantial changes to contracts will be approved by the Parish Council at a meeting.

12. Correspondence**a) Email from a resident offering to provide a bench for near the pond in School Road**

It was resolved that the request would be approved subject to the following:

- The bench must be secured on a concrete base
- The design of the bench is to be approved by the Parish Council along with the location of the bench. Maintenance costs should be considered when choosing a bench. Recycled plastic is recommended as it is more durable and lower maintenance
- The person providing the bench will be liable for future maintenance and repair costs.

Derrick Abrey agreed to meet the resident to discuss the proposals and location of the bench.

13. Any other business for noting or including on the next agenda**Items for noting:****a) Footpath clearing**

The footpath near the allotments was hand weeded by the Wildlife Working Group on the weekend of 24th April. The posts on the green have been sprayed by McGregor Services however the Wildlife Working Group will weed round the posts once weeds start to grow back.

The Wildlife Working Group agreed to take on responsibility for weeding the footpath behind Woodland Close.

The asphalt on Lower Green has weeds growing through it and will be sprayed.

b) Roadworks Saxham J41

Highways England is planning to complete work on J41 over 4 weeks from Monday 17 May to Friday 11 June, working between the hours of 8pm to 6am weekdays only, subject to weather conditions.

There being no further business the meeting closed at 8pm.

Signed (Chairman) Dated