

RISBY PARISH COUNCIL**Minutes of the meeting held on Thursday 1st July 2021.**

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

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

Open Forum

The following issues were raised during the Open Forum:

- The SHELAA sites in Risby
- Rubbish near the bottle banks

1. Acceptance of apologies for absence

Apologies were received from Ben Ramsay and the reason for absence accepted.

2. Declaration of Interest in items on the agenda

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

3. Approval of minutes of Annual Meeting of the Parish Council held on Thursday 6th May 2021 and the planning meeting held on Thursday 20th May 2021

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

4. County councillor's report

Beccy Hopfensperger spoke about the following highways issues

- a) Verge cutting and problems with the overgrown verge at the Tut Hill junction which is obscuring visibility at the junction. She has already followed this up with Highways and asked them to cut the verges at the junction back regularly.
- b) The Parish Council asked if their previous request for the 40mph sign at Tut Hill to be moved nearer to Marham Park could be reconsidered.
- c) Hedges on roads belonging to Highways will be cut back if it is an immediate safety issues. If a hedge belongs to a private landowner, they should be contacted.
- d) Gullies down South St – the pipes have still not been jetted out. Beccy Hopfensperger agreed to follow this up with Highways.
- e) A question was asked about the possibility of a footway being installed. Beccy Hopfensperger said that there is no money in the Highways budget for footways. Footways are usually funded through developer contributions as they are very expensive with even a small stretch costing tens of thousands of pounds. She agreed to ask Suffolk County Council Highways to explain their position with regard to the provision of footways.

5. District councillor's report

Susan Glossop spoke about the West Suffolk Local Plan and the SHELAA sites in Risby. She suggested setting up a public meeting with David Roach, the portfolio holder for the Local Plan and one of the Local Plan team. Councillors agreed that September would be the best time for a meeting.

6. Police Issues

No issues were raised.

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

There was one outstanding councillor action.

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 - **£46.00**
- J P Kirk - expenses - LGA 1972, s111 – **£7.59**

Chris Sutton and Steve Smith signed the Schedule of Payments. The Chairman countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

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

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

Receipts

Date	Supplier	Description	Total
10/05/2021	Ousden Parish Council	Refund pension costs	£15.00
10/05/2021	Lidgate Parish Council	Refund pension costs	£15.00
10/05/2021	Dalham Parish Council	Refund pension costs	£15.00
10/05/2021	Stradishall Parish Council	Refund pension costs	£15.00
10/05/2021	Stansfield Parish Council	Refund pension costs	£10.00
10/06/2021	Ousden Parish Council	Refund pension costs	£15.00
10/06/2021	Lidgate Parish Council	Refund pension costs	£15.00
10/06/2021	Dalham Parish Council	Refund pension costs	£15.00
10/06/2021	Stradishall Parish Council	Refund pension costs	£15.00
10/06/2021	Stansfield Parish Council	Refund pension costs	£10.00

Payments

Date	Supplier	Description	Total
10/05/2021	McGregor Services	Grass cutting	£348.00
10/05/2021	Haydens	Tree survey	£707.70
10/05/2021	Ms J Kirk	Zoom subscription	£17.99
10/05/2021	Mrs C Whitaker	Internal audit fee	£65.00
10/05/2021	Risby Village Hall	Annual donation	£500.00
20/05/2021	Vodafone	Phone costs	£11.95
01/06/2021	Business Services at CAS Ltd	Insurance	£376.66
03/06/2021	McGregor Services	Grass cutting	£258.00
20/06/2021	Vodafone	Phone costs	£11.95
Staff costs as per confidential cash book			

d) Bank balances as of 25th June 2021 and confirmation of bank reconciliation

Nat West Current Account	£9,475.55
Nat West Reserve Account	£10,940.47
Total in Banks	£20,416.02

Chris Sutton verified and signed the bank statements after the meeting

e) Signatory to complete the checklist of Internal Controls

Chris Sutton completed the checklist of internal controls.

f) Approval of the continued use of electronic banking

It was resolved that Risby Parish Council would continue to use electronic banking.

9. Planning

a) DC/21/0962/HH – Southview, The Green, Risby – a) porch to front elevation b) part two side storey extension

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

b) Update on the sites put forward in Risby as part of the Local Plan

The Parish Council updated residents about the Local Plan process, the call for sites and when the next consultation will take place.

c) Email from Pigeon requesting a meeting with Risby PC about their deferred site in School Road.

It was resolved that no meeting would be held until at least after the open meeting in September.

10. To review the following policy documents

a) Financial Regulations

It was resolved that no amendments were necessary.

b) Standing Orders

It was resolved the following amendments would be made to 1c and 1d of the Parish Council's standing orders:

- c. *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 are welcome to join Zoom*

meetings. Login details will be included on the published agenda. 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.

- d. The Annual Parish Meeting shall normally be held on the first Thursday in May after the Annual Parish Council meeting.

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

a) Tree survey report following a site visit on 20th May 2021.

The following work has been recommended:

Tree No.	Species	Work required	Priority
T007	Sycamore	Undertake decay analysis with micro drill and/or Picus at main union.	2
T024	Ash	Prune branches to provide approximately 1 metres clearance from Utility cables.	2
T025	Wild Cherry	Fell and replant.	2
A002	Sycamore, Ash, Hawthorn, Cherry	Remove Ivy.	3
T014	Sycamore	Reinspect in one year.	3
T017	Hybrid Poplar	Remove Ivy & re-inspect. Remove basal growth.	
T022	English Oak	Remove Ivy.	3

Priority 2 – required within six months

Priority 3 – required within one year

It was resolved that the clerk would request a quote from Haydens for decay analysis/Picus survey.

A resident had also contacted the Parish Council about some large Poplar trees in Welham Lane. Haydens did not recommend pollarding as reducing the form of these trees as the characteristics of the species would not lend well to this. Haydens suggested that it would be more effective to remove the trees and replace them with a variety of species which is longer lived, more aesthetically pleasing and easier to manage. Removal and replacement could be phased in over a number of years which may result in a softer, more manageable approach.

It was resolved that the Parish Council would work meet the resident to discuss the way forward. The clerk agreed to ask Haydens for advice about replacement trees.

12. To approve the Emergency Plan using the new Joint Emergency Planning Group Template and Emergency Plan Leaflet.

It was resolved that the Emergency Plan and Emergency Plan leaflet would be approved.

13. To discuss the following issues raised at the Annual Parish Meeting:

a) Suggestion to provide a flagpole in Risby.

It was resolved that this suggestion would not be pursued at the moment as the Parish Council currently has a lot of financial commitments.

b) Improving footways in Risby including along Flempton Road and the Upper Green.

See County Councillor Rebecca Hopfensperger's response to the query about new footways above.

c) Improving the Lower Green Sump

Roger Shuttler showed his proposals. It was resolved that his proposals would be presented at the open meeting in September and that he would be asked to prepare a range of options for people to comment on ranging from minimal additional planting to a more detailed planting scheme.

d) Replacing the rotten bollards Upper Green

It was resolved that the clerk would research replacement bollards for The Green including oak and recycled plastic and that this item would be discussed further at the September meeting.

12. Correspondence

a) Letter from Lord Lieutenant for Suffolk about the Festival of Suffolk 2022 to celebrate the Queen's platinum jubilee and the suggestion to appoint a Festival Community Champion and possible community celebrations over the extended Bank Holiday weekend at the end of May 2022.

Chris Sutton agreed to act as Festival Community Champion and work with other village organisations to plan an event.

b) Email from a resident asking for an update about Risby Parish Council’s herbicide Policy

The clerk was asked to clarify with the resident which areas in Risby she was referring to in her email.

13. Any other business for noting or including on the next agenda

Items for including on the next agenda

Gabions around the ponds.

There being no further business the meeting closed at 8.55pm.

Signed (Chairman) Dated