

RISBY PARISH COUNCIL**Minutes of the meeting held on Thursday 2nd September 2021.**

Councillors present: Derrick Abrey (Chairman), Steve Smith, John Fairlie, Ben Ramsay and Chris Sutton.

Also present: Joanne Kirk (Clerk), County Councillor Rebecca Hopfensperger, District Councillor Susan Glossop and 12 members of the public.

Open Forum

The following issues were raised during the Open Forum.

- A question was asked about the plans for 15 South Street
- The wildflower areas. Although residents support the concept of wildlife areas concern was raised about traffic visibility and management of these of these areas.
- The grass verge outside the church which is overgrown.
- DC/21/0881/OUT

1. Acceptance of apologies for absence

Apologies were received from Ian Turner and Simon Gray and the reason for absence accepted.

2. Declaration of Interest in items on the agenda

Derrick Abrey declared a non-pecuniary interest in item 9b on the agenda – planning application DC/21/0881/OUT. No dispensation requests were received.

It was resolved that this item would be deferred until the end of the meeting so that Derrick Abrey could leave the meeting and not take part in the discussion.

3. Approval of minutes of meeting held on Thursday 1st July 2021

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

4. County councillor's report

Beccy Hopfensperger spoke about the following highways issues

- She has asked SCC Highways to reconsider the Parish Council's request for the 40mph sign at Tut Hill to be extended to the Westley roundabout but has not received a response yet.
- She has asked for the gullies and drains in South St and over the A14 flyover to be jetted through.
- She has asked Highways for an example of cost and eligibility for a section of pavement.
- Farm vehicles. The missing sign in South St was an advisory sign for HGV drivers. No Traffic Regulation Order (TRO) was attached to it so it was not enforceable. A request has been put in for the sign to be replaced but she has no idea of timescale. As it is an advisory sign it will not be top priority. She is happy to feedback to SCC if there is a better location for the sign.

There is no possibility of a 20mph speed limit in Risby as the Police will not enforce it. They will only enforce 20mph speed limits near schools. There is no enforcement of farm traffic as it is a seasonal activity. The Parish Council has already spoken to local farmers to ask them to remind their drivers to show consideration for other road users.

5. District councillor's report

Susan Glossop spoke about the following:

- Speed of farm vehicles. Could the PC write to the landowners to ask them to speak to their drivers?
- The Open Meeting on 14th September with David Roach and Marie Smith from West Suffolk Council, who will speak to residents about the next stage of the Local Plan.
- West Suffolk Council's support for Afghan refugees.

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**

- McGregor Services - Grass cutting - Open Spaces Act 1906, ss.9 and 10 – **£258.00**
- J P Kirk - expenses - LGA 1972, s111 – **£23.47**
- Starboard Systems – Scribe accounting software - LGA 1972, s111 - **£115 + VAT (£138.00)**
- Suffolk Cloud – website hosting fee - LGA 1972, s111 - **£110.00**

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	Description	Supplier	Total
12/07/2021	Refund pension costs	Ousden Parish Council	£15.00
12/07/2021	Refund pension costs	Lidgate Parish Council	£15.00
12/07/2021	Refund pension costs	Dalham Parish Council	£15.00
12/07/2021	Refund pension costs	Stradishall Parish Council	£15.00
12/07/2021	Refund pension costs	Stansfield Parish Council	£10.00
19/07/2021	Wayleave payment	UK Power Networks	£42.12
10/08/2021	Refund pension costs	Ousden Parish Council	£15.00
10/08/2021	Refund pension costs	Lidgate Parish Council	£15.00
10/08/2021	Refund pension costs	Dalham Parish Council	£15.00
10/08/2021	Refund pension costs	Stradishall Parish Council	£15.00
10/08/2021	Refund pension costs	Stansfield Parish Council	£10.00

Payments

Date	Minute	Description	Supplier	Total
07/07/2021	286/8a	Clerk's expenses	Ms J Kirk	£7.59
15/07/2021	275/7f	Grass cutting	McGregor Services	£348.00
20/07/2021	275/7f	Phone costs	Vodafone	£11.95
29/07/2021	275/7f	Water costs for the allotments	Wave (Anglian Water Business)	£40.89
04/08/2021	275/7f	Grass cutting	McGregor Services	£348.00
16/08/2021	222/8b	Print cartridge	The Cartridge People	£48.90
20/08/2021	275/7f	Phone costs	Vodafone	£11.95
Staff costs as per confidential cashbook				

d) Bank balances as of 23rd August 2021 and confirmation of bank reconciliation

Nat West Current Account	£7,974.95
Nat West Reserve Account	£10,940.74
Total in Banks	£18,915.69

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) Six-month budget review

Budget summary

Balance brought forward	£30.00
Receipts	
Budgeted	£12,416
Actual	£12,885
Difference	£469

Payments	
Budgeted	£10,990
Actual	£5,200
Difference	£5,790
Overspends as of 23/08/21	
Tree survey	
Budgeted	£400
Actual	£590
Difference	-£190

There was an overspend of £190 on one item – the annual tree survey. This figure will be adjusted in the next year's budget.

g) To review the bank mandate and approve the document 'Procedure for dealing with online banking'

It was resolved that:

- The document 'Procedure for dealing with online banking' would be approved.
- Ben Ramsey and John Fairlie would be set up with online access.
- The Service Administrator (the clerk) and one councillor or two councillors would be authorised to make payments once the bank mandate has been amended.

h) Purchase of a poppy wreath and donation and approval of online payment

It was resolved that Chris Sutton would organise a poppy wreath and that a payment of £50 would be approved. Chris Sutton agreed to arrange a meeting with the new vicar of St Giles Church, Rev'd Lynda Sebbage.

9. Planning

a) DC/21/1447/HH - 42 Woodland Close, Risby - a. front porch b. first floor extension over existing garage c. single storey rear extension (following demolition of existing utility) d. changes to the material finish of the dwelling including cladding and a standing seam roof

It was resolved that no objections would be made to this application as the agent for this application has confirmed that the applicants are happy to change the roof tile to a clay or fibre cement roof tile to alleviate any concerns over the standing seam material.

b) DC/21/0881/OUT - Outline planning application (all matters reserved) - up to five dwellings and associated garages (demolition of existing grain barn – new vehicular access

It was resolved that Risby Parish Council would object to this application due to concerns about highways safety as detailed in the report from Suffolk County Council Highways.

The amended access does not address the issue that Hall Lane is a narrow, single track lane with limited passing places and not suitable for an increase in traffic. There is no safe pedestrian or cycle access to the development or along Hall Lane in general. Hall Lane is widely used by pedestrians and dog walkers linking with the public footpath off Hall Lane and any increase in traffic will further compromise their safety.

c) Local Plan update and confirmation of date of meeting with representatives from West Suffolk Council to explain the Local Plan process and the allocation of sites for development.

The Preferred Options consultation will now take place from March – May 2022

d) Date of Public meeting with West Suffolk Council to discuss the Local Plan and the sites put forward for Development in Risby.

The meeting will take place on Tuesday 14th September at 7.30pm.

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

a) Quote for Picus drill and other tree works

The Parish Council has received the following quote for a Picus Tomograph on Tree T007:

- Site Visit and Inspection of Tree with Picus Tomograph T007 - **£207.50**
- Interpretation of Data and Preparation of Tree Condition Assessment Recommendations - **£137.50**. Total (ex VAT) - **£345.00**

It was resolved that the quote would be accepted and that the clerk would contact Haydens to arrange for the Picus Tomograph to be carried out. It was resolved that the payment would be approved subject

to satisfactory completion of the work. Quotes for the works recommended in the tree survey will be obtained once the recommendations from the Picus Tomograph have been received.

b) Replacement posts for Upper Green

It was resolved that:

- The cost of oak posts was too expensive and that a more sustainable option would be preferable.
- The clerk would request a sample of a recycled plastic in brown from Whitehill Direct
- Chris Sutton and John Fairlie would be authorised to decide if the posts would be suitable for The Green.
- Once a decision has been made, the clerk would calculate the final costs which will be covered from the Council's reserves and the payment approved subject to the agreement of the clerk and Chairman (£1,500 approximately + VAT).
- The clerk would order the replacement posts.
- Chris Sutton would obtain a quote for installing replacement posts.

c) Gabions around the pond

The stones are falling through the existing gabions and the suggestion is that wildlife could be harmed. It was resolved that Chris Sutton would investigate possible alternatives to the gabions and the cost.

One possibility is willow replacements, which would cost £40 - £50 per metre, but may not be suitable because the pond is fed by surface water from School Road which contains salt when roads are gritted.

The pond will need dredging at the same time so these costs would need to be incorporated into the next budget.

11. Housing Needs Survey

a) Housing Survey initial findings and CAS agreement

Risby Parish Council has received the initial findings from Community Action Suffolk but will need to go through the report in detail with CAS. The Housing Needs Survey has identified a housing need in Risby for people with a local connection to Risby, mainly for smaller properties. A summary of findings will be circulated to residents in the next month. The full report cannot be shared as it contains information which is commercially sensitive.

Once all the relevant parties have had an opportunity to read and consider the recommendations of the HNS report, CAS recommends that a meeting should be arranged to discuss the findings, and recommendations with the following parties:

- Risby Parish Council and or small housing sub-group
- Housing Enabling Officer, West Suffolk Council
- Rural Housing Enabler, Community Action Suffolk

It was resolved that the clerk would be authorised to sign the CAS agreement on behalf of the Council and that a meeting would be arranged with the Parish Council, CAS and West Suffolk Council to discuss the report.

b) Email from a resident about the Housing Needs Survey and Rural Exception Sites

John Fairlie explained that the HNS does not commit the Parish Council to anything including a Rural Exception Site. The purpose was to establish what the housing need is in Risby and this information will help the Parish Council shape affordable housing requirements in the future, in the event that any sites were to come forward as part of the Local Plan or during the normal planning process.

Establishing a need does not relate solely to affordable housing but whether there is a need for specific types of housing in Risby to meet local need, for example smaller homes for single people and couples or older people wishing to downsize.

No decisions have been made at this stage as to how the Parish Council will proceed. With the Local Plan underway, the Parish Council does not know yet how much housing Risby will be allocated and where or how much of it will be affordable.

12. To approve the following policy documents:

a) Social media policy

It was resolved that the Social Media Policy would be approved and that Ben Ramsay would set up a PC ID to respond to posts, asking people to contact the Parish Council if they would like to raise an issue with the Parish Council and for it to be discussed at a meeting.

13. Allotments

a) Review of allotment usage over the summer

The allotments are well used – only one half plot has not been maintained.

14. To discuss any village issues

a) Review of the wildlife areas on the Greens and update on the wildlife project from the Wildlife Working Group.

The Parish Council has received mixed feedback from residents about the wildlife areas on The Greens. It was resolved that:

- The wildlife areas would be cut back where highways safety is an issue.
- Councillors would meet Sophie Flux to discuss future management of the wildlife areas.
- The wildlife areas would be reviewed in another year.

b) Report from the Risby Rangers

It was resolved that the clerk would email the Risby Rangers to thank them for support in keeping the village free of litter.

c) Emergency kits and where to store them.

Ben Ramsay agreed to prepare an inventory and keep the emergency bag initially.

15. Correspondence

a) Letter from Suffolk Accident Rescue Service requesting a donation

It was resolved that no donation would be made.

b) Email from a resident re use of herbicides in the village

It was resolved that the Parish Council would contact the resident to say that the Parish Council has a weed control policy relating to the land they own but that the Parish Council cannot control what private individuals do on their own land.

c) Email from a resident about the possibility of purchasing a larger bin for dog waste next to the playing field

It was resolved that the Parish Council would purchase a lockdown wheelie bin to replace the existing dog bin at the corner of the playing field and Fisher's Drive and that a payment of £300 would be approved.

16. Any other business for noting or including on the next agenda on Thursday 4th November 2021

The following items are for noting:

- The CEO of CLAAS, Mr Tyrrell, says that if the Parish Council would like to put in a request, he would be pleased to arrange a visit around the new HQ in October. The clerk agreed to arrange a visit.
- Email from Rev Lynda Sebbage introducing herself and asking to meet parish councillors. Chris Sutton agreed to contact her.
- Emails from two residents about farm vehicles travelling through the village (see County Councillor's report above).

Items for including on the next agenda

17. DC/21/0881/OUT - Outline planning application (all matters reserved) - up to five dwellings and associated garages (demolition of existing grain barn – new vehicular access

Derrick Abrey left the meeting. It was resolved that the Parish Council would object to this application on the basis of Highways Safety as detailed in the report from Suffolk County Council Highways.

There being no further business the meeting closed at 8.56pm.

Signed (Chairman) Dated