

RISBY PARISH COUNCIL**Minutes of the meeting held on Thursday 1st September 2022.**

Councillors present: Derrick Abrey (Chairman), Simon Gray, John Fairlie, Steve Smith, Ian Turner and Ben Ramsay.

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

1. Acceptance of apologies for absence.

Apologies were received from Chris Sutton and the reason for absence accepted. County Councillor Rebecca Hopfensperger also sent her apologies.

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

Derrick Abrey declared a disclosable pecuniary interest (DPI) in items 10A and B on the agenda. It was resolved that the two TCA applications would be discussed at the end of the meeting and that Derrick Abrey would leave the meeting prior to the discussion. No dispensation requests were received.

3. Approval of minutes of the meeting held on Thursday 7th July 2022.

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

4. Public Session (10 minutes)

The following issues were raised:

- The applicants of DC/22/1386/FUL spoke about their application.
- Concern about the risk of wildfire and the spring in Welham Lane. Could a pump be reinstalled in case water was needed if there are any fires?
- Support for the wildlife areas.

Sophie Flux presented her ideas for the wildlife areas.

- There are currently 23 milkmaid flowers in the wildlife area on the Green.
- Grasses are really important for invertebrates. Keep the wildlife areas but cut them back earlier.
- Plan wildflower borders around the edge of grass areas.
- Retain the wildflower spiral as this has been really popular.
- The corner by Lackford Lane is a rare habitat and there have been a lot of butterflies there.
- Provide hedgehog houses and bug hotels.

One question was asked: Is there any advantage to mid-season cutting? Yes, to the bits in the full sun, but not under the trees.

Would it be possible to have a path to the log bench? Sophie Flux confirmed that there is a pathway but an additional one could be cut.

5. County Councillor's report.

No report was received.

6. District Councillor's report

Susan Glossop spoke about the following:

- Suffolk County Council's lorry report.
- The rural housing email from West Suffolk Council which was an initiative from Central Government.
- West Suffolk Council's Street lighting survey.
- West Suffolk Council's Local Plan. There were 2,000 very detailed replies which will all be documented before the results are published. Planning policies will also be updated. The draft Local Plan will be published in early 2023.
- West Suffolk Council is aware that agents and developers are approaching parish councils about possible future applications. She recommended that councils do not engage with potential developers until the results of the Local Plan have been published.

A question was asked about tree applications and a lack of response from West Suffolk Council. Concern was also raised about the need for TCA applications when phone lines run through trees.

7. Planning (this item was moved up the agenda).

a) DC/22/1386/FUL – Highwayman's Vineyard, Cavenham Road, Risby – one dwelling.

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

8. Review of the wildlife areas on the Greens and update on the wildlife project from the Wildlife Working Group (this item was moved up the agenda).

It was resolved that:

- The wildflower spiral would be retained.
- When the milkmaid flowers stop growing at the end of June, the grassy area on Lower Green will be cut back.
- The grassy area at the top of Lower Green will be kept cut back to 18 inches.
- The grassy areas under the tree canopies on the greens will be retained. Wildflower circles will be planted around them where they have access to sunlight.
- The docks will be removed from the wildlife area in the sump on the Lower Green.
- The corner by Lackford Lane will be kept cut back to 18 inches to retain the visibility splay.
- This policy will be reviewed in one year.

9. Police issues.

a) Email from Suffolk Police giving dates for public meetings.

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

There were no outstanding councillor actions.

11. Finance

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

It was resolved that the following payments would be approved:

- McGregor Services - Grass cutting - Open Spaces Act 1906, ss.9 and 10 – **£96.00**
- J P Kirk - expenses - LGA 1972, s111 – **£19.32**
- Starboard Systems – Scribe Accounting Software - LGA 1972, s111 - **£138.00**

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

Risby Parish Council had requested two maps from Highways Records for Welham Lane and School Road near the ponds. The cost quoted by Suffolk County Council was £100 + VAT. Councillors felt that this was excessive, particularly as the Parish Council is a local authority. It was resolved that the Council would contact County Council Rebecca Hopfensperger to complain about this charge and the fact that so many costs are being passed on to parish councils.

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
05/07/2022	Wayleave payment	UK Power Networks	£42.16
05/07/2022	Refund of cost of print cartridge	Stradishall Parish Council	£5.08
11/07/2022	Refund pension costs	Ousden Parish Council	£16.00
11/07/2022	Refund pension costs	Moulton Parish Council	£25.00
11/07/2022	Refund pension costs	Stradishall Parish Council	£8.00
11/07/2022	Refund pension costs	Lackford Parish Council	£16.00
20/07/2022	Refund of cost of print cartridge	Ousden Parish Council	£5.08
20/07/2022	Refund of cost of print cartridge	Moulton Parish Council	£25.38
02/08/2022	Refund of cost of print cartridge	Lackford Parish Council	£5.08

Payments

11/07/2022	317/9a	Clerk's expenses	Ms J Kirk	£7.32
11/07/2022	317/9a	Refund allotment rent 50%	Allotment holder	£10.00
11/07/2022	317/9a	Grass cutting	McGregor Services	£294.00
12/07/2022	320/16a	Donation	Citizen's Advice West Suffolk	£50.00
20/07/2022	301/10f	Phone costs	Vodafone	£10.62
28/07/2022	301/10f	Print cartridge	The Cartridge People	£60.90
29/07/2022	301/10f	Water costs for the allotments	Wave (Anglian Water Business)	£81.21

04/08/2022	301/10f	Grass cutting	McGregor Services	£102.00
17/08/2022	301/10f	Defibrillator pads	Community Heartbeat Trust	£64.80
20/08/2022	301/10f	Phone costs	Vodafone	£10.62
Staff costs as per confidential cashbook				

An overpayment was made HMRC for PAYE. This will be deducted from future payments.

d) **Bank balances as of 18th August 2022.**

Nat West Current Account	£165.84
Nat West Reserve Account	£15,944.52
Total in Banks	£16,110.36

Steve Smith verified and signed the bank statements.

e) **Signatory to complete the checklist of Internal Controls.**

Steve Smith completed and signed the checklist of internal controls.

f) **Update on the inspection of Parish Council property.**

Steve Smith had inspected the Parish council's property. The wooden facias on the bus shelter in South Street will need replacing in 1-2 years.

g) **Six-month budget review**

Budget summary

Receipts	Amount	Details
Budgeted	£12,630.00	
Actual	£13,001.00	
Difference	£371.00	
Payments		
Budgeted	£12,725	
Actual	£6,836	
Difference	£5,889.00	
Overspends as of 1st September 2022		
Internal audit		
Budgeted	£65.00	
Actual	£70.00	
Difference	£-5.00	Increase in fee charged.
Insurance		
Budgeted	£400.00	
Actual	£564.65	
Difference	£-164.65	Switch to a new provider as previous insurer no longer available. Premiums increased as a result as market more volatile
PAYE		
Budgeted	£250.00	
Actual	£671.40	
Difference	£-421.40	Pay rise and change of tax code
Stationery (print cartridges)		
Budgeted	£100.00	
Actual	£101.50	
Difference	£-1.50	
Refund from clerk's other councils	£40.62	
New balance	£39.12	
Defibrillator maintenance		
Budgeted	£0.00	
Actual	£54.00	

Difference (new pads)	-£54.00	£500 allowed for other payments of which £110 spent so far.
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Receipts were higher than anticipated. Explanations of overspends to date are detailed above.

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.

12. Highways/Rights of Way issues/tree/transport issues/pond issues

a) Email from Suffolk County Council about the lorry survey carried out in October 2021.

Risby Parish Council received the following email from Suffolk County Council:

I am writing to inform you that Suffolk County Council has completed its review of the recommended lorry route map for the county.

The map is intended to assist hauliers to plan routes that are most appropriate for their journey purpose and that limit the negative impact experienced by local communities while servicing the businesses and other premises. It is important to note that lorries and other large vehicles can legitimately use routes that are not included on the map except for routes that are subject to specific restrictions.

In October 2021, Suffolk County Council invited all local parish and town councils to provide feedback on their top 3 priorities related to the lorry route network in their area. We thank all of the councils that participated in survey.

A total of 149 local councils provided feedback on 331 routes across the county. The feedback has been reviewed using a range of data sources to understand the concerns raised and to determine whether further action is needed. If further action has been deemed necessary, the options available have been assessed.

The final version of the map can be viewed here: <https://www.suffolk.gov.uk/roads-and-transport/lorry-management/lorry-route-plan-review-in-suffolk/>

It was resolved that the Parish Council would submit the following response to County Councillor Rebecca Hopfensperger about the survey:

Risby Parish Council is not happy about the quality of the survey and the assessments made as a result. The questions were very limited and there was no scope for parish councils to submit detailed comments. The main problem for Risby is lorries diverting through Risby if the A14 is closed as they do not use the official diversion routes. This is not helped by the fact that diversion routes are not enforced. The frequency of night closures is now very significant so lorries coming through Risby at night is a regular occurrence.

Suffolk County Council will no longer replaced damaged signs unless they are mandatory signs. Some directional signs and road markings have been damaged/or eroded by lorries but not replace, which means that lorries end up driving through Risby unintentionally.

The proposal to close the Tut Hill road and closures of the A14 should have been considered by Suffolk County Council in their impact assessment. Risby Parish Council feels that its concerns have been ignored.

The clerk also agreed to ask Beccy Hopfensperger to arrange another meeting with Highways meeting to sort drains and other Highways concerns in Risby.

b) Quotes for tree works:

It was resolved that the quote of £680 + VAT from Leon Brown Arb – Agri Contracting would be accepted and the payment of £680 + VAT approved subject to satisfactory completion of the work.

c) West Suffolk Council's streetlight survey.

It was resolved that the following comments would be submitted:

- Risby Parish Council does not feel that any of the streetlights should be removed.
- Some of the streetlights are obscured by vegetation. The clerk confirmed that she has reported this to Suffolk County council.

- There are two streetlights opposite Risby Village Hall. Streetlight 8 works, but the one next to it needs to be removed.

13. Allotments.

a) Water bills for the allotments.

This item was postponed until the next meeting when the next water bill should have been received.

b) Costings for a watering system for the allotments

This item was postponed until the meeting when the water bills are discussed.

14. Village issues.

a) Defibrillator checks.

John Fairlie agreed to take over the defibrillator checks. The clerk agreed to request login details for him for the WEBNOS system from the Community Heartbeat Trust.

15. Correspondence.

a) Email from WSC about Rural Housing Week and affordable housing 04.07.22 (in All Councils – Housing folder).

This item was postponed until West Suffolk Council's Local Plan has been published.

b) Freedom of Information request from Brown and Co asking for a copy of the full Housing Needs Survey Report.

The request was denied under exemption 43(2) of the Freedom of Information Act as sharing the report would prejudice the commercial interests of Community Action Suffolk. The Housing Needs Report is copyright and Risby Parish Council is not allowed to share it with third parties.

c) Email from Connecting Communities requesting a donation.

It was resolved that no donation would be made.

16. Any other business for noting or including on the next agenda on Thursday 3rd November 2022.

The following items are for noting:

Risby Village Hall will be discussing the possibility of using the Gift Horse Room as a warm space over the winter.

The following items are for including on the next agenda:

a) Email from Pigeon Investment Management requesting a meeting with the Parish Council to discuss possible future development in Risby.

b) Review of the Emergency Plan in the event of future power blackouts.

17. Planning.

a) DC/22/1342/TCA - Dunroamin, School Road, Risby - One Sycamore (T1 on plan) overall crown reduction by up to two metres, one Indian bean (t2 on plan) crown thin by 20% and reduce crown by a maximum of one metre.

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

b) DC/22/1341/TCA - 2 School Road, Risby - One Walnut (T1 on plan) fell.

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

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

Signed (Chairman) Dated