

RISBY PARISH COUNCIL

Minutes of the meeting held on Thursday 2nd March 2023.

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

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

1. Acceptance of apologies for absence

County Councillor Rebecca Hopfensperger sent her apologies.

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

Ian Turner declared a disclosable pecuniary interest (DPI) in planning applications DC/23/0208/FUL and DC/23/0209/LB/. No dispensation requests were received.

3. Approval of minutes of meeting held on Thursday 5th January 2023.

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

4. Public session (15 minutes)

The following issues were raised during the public session:

- a) A planning application in School Road next to Church Close. Councillors explained that no formal planning application has been received for the site.
- b) The planning applications for Hall Lane and concerns about road safety.

5. District councillor's report

Susan Glossop spoke about the following issues:

- West Suffolk Council will be increasing its share of the Council Tax by 10p a week for a band D property.
- The cost of a brown bin will be increasing to £47.
- Risby Village Hall has received money for the King's Coronation celebrations.

6. Planning

- a) DC/23/0208/FUL and DC/23/0209/LB - Application for listed building consent - alterations and extensions to existing specialist care facility to provide additional residential and amenity spaces including the change of use, conversion and demolition of agricultural buildings.**

Main application: a. extension and redevelopment of existing specialist care facility to provide additional residential and amenity spaces b. removal, conversion and change of use of agricultural buildings c. alterations to car parking and vehicular access d. roof mounted solar panel arrays.

Ian Turner left the meeting and did not take part in any discussions or the vote. John Fairlie said that the Highways Plan in the application is well thought out. People will be encouraged to use the west side of Hall Lane to access the site as it is wider. At peak times the Highways Plan anticipates an additional four cars in both directions.

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

- b) DC/22/1820/FUL and DC/22/1820/LB - White Horse Inn, Newmarket Road, Risby - Conversion of barn to dwelling with two conservation roof lights.**

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

- c) Email from West Suffolk Council giving details of the revised timetable for the Local Plan – for information only.**

The pre-submission consultation will now take place in autumn/winter 2023 so that the draft document can include changes to the National Planning Policy Framework (NPPF).

- d) Planning applications received between meetings.**

DC/23/0150/TCA	Lethrede Hall Lane Risby	Two Conifer crown lift to three metres above ground level ; one Buddleia crown lift to three metres above ground level.
DC/22/0155/VAR	Highwayman's Vineyard, Cavenham Road, Risby	Variation of condition 2 of DC/22/1386/FUL to allow use of amended plans for one dwelling.

A response of 'no objections' was submitted under the clerk's delegated powers to DC/23/0150/TCA as the application was for minor tree works and to DC/22/0155/VAR as it was an amendment to DC/12/1386/FUL which has already been approved by West Suffolk Council.

- e) **DC/23/0254/P3QPA - Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015 - a. Change of use of agricultural building to dwellinghouse (Class C3) to create five dwellings b. associated operational development – Charman's Farm, School Road. – For information only.**
- f) **Applications received after the agenda was published.**
- DC/23/0264/HH - DC/23/0264/HH - 1 Quays Barns, School Road, Risby - a. detached garage b. new boundary fence.

It was resolved that a planning meeting would be arranged to discuss this application.

7. County Councillor's Report

A written report was sent prior to the meeting. The report is available on the Parish Council's website at <https://risby.suffolk.cloud/meetings/>

8. Police Issues

No issues were raised.

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

There were no outstanding councillors action.

No response was received from the owner about the beech tree in Welham Lane.

10. 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 - **£259.60**

J P Kirk - expenses - LGA 1972, s111 – **£13.38**

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
02/02/2023	Allotment rent	Allotment holders	£25.00
06/02/2023	Allotment rent	Allotment holders	£25.00
06/02/2023	Allotment rent	Allotment holders	£25.00
06/02/2023	Allotment rent	Allotment holders	£5.00
08/02/2023	Allotment rent	Allotment holders	£115.00
10/01/2023	Refund pension costs	Ousden Parish Council	£16.00
10/01/2023	Refund pension costs	Moulton Parish Council	£25.00
10/01/2023	Refund pension costs	Stradishall Parish Council	£16.00
10/01/2023	Refund pension costs	Lackford Parish Council	£16.00
30/01/2023	Allotment rent	Allotment holders	£50.00
08/02/2023	Allotment rent	Allotment holders	£50.00
10/02/2023	Refund pension costs	Ousden Parish Council	£16.00
10/02/2023	Refund pension costs	Moulton Parish Council	£25.00
10/02/2023	Refund pension costs	Stradishall Parish Council	£16.00
10/02/2023	Refund pension costs	Lackford Parish Council	£16.00
13/02/2023	Allotment rent	Allotment holders	£25.00
01/03/2023	Allotment rent	Allotment holders	£25.00

Payments

Date	Minute	Description	Supplier	Total
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06/01/2023	333/9a	Clerk's expenses	Joanne Kirk	£8.64
20/01/2023	301/10f	Phone costs	Vodafone	£10.62
06/01/2023	333/9a	Tree works	Leon Brown Arb-Agri Contracting	£816.00
20/02/2023	301/10f	Phone costs	Vodafone	£10.62

Staff costs as per confidential cash book.

d) **Bank balances as of 28th February 2023 and confirmation of bank reconciliation.**

Nat West Current Account	£481.13
Nat West Reserve Account	£10,970.29
Total in Banks	£11,451.42

Chris Sutton verified and signed the bank statements.

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

Chris Sutton completed the checklist of internal controls.

f) **Update on the financial checks carried out by a councillor.**

Steve Smith has checked the Parish Council's accounts and signed the Internal Control Report.

g) **To review the receipts and payments for 2022/23 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2022/23 against the budget. At year-end Risby Parish Council will be within budget.

Budget Summary	Budgeted	Actual	Variance
Total receipts	£13,256	£14,033	£777
Total payments ex VAT	£12,725	£12,604	£121
V.A.T. paid		£777	

Reserves

Reserve	Opening Balance	Transfers	Spend	Receipts	Current balance
Earmarked					
Election costs	£1,428	£50			£1,478
Pond maintenance	£2,500	£800			£3,300
Emptying of bins	£657				£657
Village project	£1,313				£1,313
Tree survey and tree works	£1,594	£1,145	£1,655		£1,084
Clerk and councillor training	£80	£20	£6		£94
VAS	£150	£50			£200
Allotments	£50	£50	£300	£415	£215
War memorial		£200			£200
Defibrillator maintenance			£54		-£54
Total earmarked reserves	£7,772	£2,315	£2,015	£415	£8,487
GENERAL FUND					£2,570
TOTAL FUNDS					£11,057

h) **To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.**

The Parish Council's current asset value is £55,649. The insurance value is £65,830.

No new assets were purchased in 2022 – 23.

Chris Sutton agreed to find out the replacement cost of the war memorial and the allotment gate and fences before the next meeting. Ben Ramsay agreed to review the rest of the Council's assets.

i) **To review the Council's risk assessment.**

It was resolved that the risk assessment would be approved.

j) **To check that the levels of liability insurance are adequate.**

The levels of liability cover under the new Ansvar Policy are as follows:

All Risks/	Public Liability	Fidelity Guarantee (Dishonesty)	Personal Accident	Employers' Liability
£7k	£10m	£25k	£25k	£10m

It was resolved that the levels of liability insurance were sufficient.

k) Review of confidential cashbook and deductions by a councillor.

Steve Smith reviewed the clerk's confidential cashbook as part of the internal control review of the Council's accounts and confirmed that the PAYE details and tax code were correct.

l) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2023 and complete the inspection checklist.

It was resolved that Steve Smith would inspect the Council's property.

m) Wave water bill for the allotments – for information only.

The previous reading was estimated. An amended meter reading was submitted and a revised bill issued. The Parish Council's Wave account is currently £114.35 in credit.

n) Update on the setting up of Community Banking online.

The clerk and Ian Turner have now registered successfully as account leaders and can set up payments and manage the accounts.

Derrick Abrey has been set up as a payment controller, but the system would not allow Chris Sutton to be added. The clerk and Ian Turner agreed to try again and if unsuccessful contact NatWest. Once they have been registered as payment controllers, a WhatsApp group will be set up to notify councillors when payments need authorising.

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

a) Tree survey.

It was resolved that the clerk would obtain a quote from Ligna consultancy.

12. Parish Council elections on 4th May 2023.

a) Email from West Suffolk Council about the pre-election period.

The pre-election period for the May elections will start on Wednesday 22 March when the election notice is published. Parish councils must not publish any material which seeks to influence voters. Parish councils should also avoid expressing views or making decisions about things that may be controversial or lead people to vote in certain ways.

b) Information about voter ID for people voting in person.

The clerk agreed to include information about voter ID in the next newsletter.

c) Nomination forms.

Nomination forms were distributed to councillors. The clerk has arranged to take them into West Suffolk Council on 27th March.

12. Allotments

a) Request by a resident to rent an allotment for use as a community orchard.

It was resolved that an allotment would not be rented out as a community orchard as item 3 of the allotment tenancy agreement states: *'The Tenant shall use the land as an allotment garden only; that is to say for the production of garden flowers, vegetable or fruit crops for consumption by the Tenant and his (her) family) and for no other purpose. No trees, other than soft fruit trees will be permitted.*

The allotment income this year is £390.

13. To discuss any village issues:

a) The possibility of organising defibrillator training and providing information about how to use a defibrillator and get help in the event of an emergency.

It was resolved that information would be placed in the next newsletter and on the Risby Facebook page asking residents if they would be interested in any defibrillator training as well as explaining the procedure if a defibrillator is needed and that support from neighbours may be required.

14. To confirm the dates of meetings in 2022/23.

- Thursday 11th May 2023 Annual Meeting of the Parish Council at 7pm followed by the Annual Parish Meeting at 8pm. The clerk agreed to check that the village hall is available on these dates.
- Thursday 6th July 2023
- Thursday 7th September 2023
- Thursday 2nd November 2023
- Thursday 4th January 2024
- Thursday 7th March 2024

15. To agree the procedure and possible items for the Annual Parish Meeting.

It was resolved that the Annual Meeting of the Parish Council would take place before the Annual Parish Meeting with reports from village organisations requested in advance.

16. To discuss the following correspondence:

a) Email from the Greenest Community Network.

It was resolved that this item would be discussed after the May elections.

b) Wildlife group and village hall update from Sophie Flux

The Wildlife Group will be preparing the ground for wildflower seeds to be sown on the Greens on the weekend of 4th and 5th of March.

The following celebrations have been arranged in the Village Hall:

- Saturday 22nd April, 7.30pm - Centennial Quiz to celebrate the 100th anniversary of the village hall.
- Monday 8th May, 9.30am - Celebratory Coronation Brunch for The Big Help Out as suggested by the King for his Coronation. The Village Hall will be putting on a brunch for anyone who volunteers, to celebrate them, thank them and communicate to others in the village what they do.
- Saturday 10th June - Open Gardens and Afternoon Garden Party at the Village Hall.

17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Thursday 11th May 2023 at 7pm or the Annual Parish Meeting at 8pm

The following items are for noting:

The clerk has spoken to Community Highways Officer Andy Moore. He is waiting for rain so that he can assess the drains in South St. They also discussed the corner of Lower Green where a lorry has damaged a water meter. He will put some cones there initially and see what happens. He will also scan to see what utilities are underneath.

He has also looked at the SCC's Insight system and it looks as though the area by School Road pond is highways maintainable land. The clerk agreed to try and obtain a map showing ownership/responsibility. Suffolk County Council has started to charge £58 per map. County Councillor Rebecca Hopfensperger has taken this up with the cabinet member as it seems unfair to charge parish councils for maps.

The WI will be planting a Rowan tree on Lower Green.

The following items will be included on either the May or July agenda:

- Review of the village Welcome Pack and how it will be distributed.

18. To resolve 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 members of the press and public would be excluded while staffing matters were discussed.

There being no further business the meeting closed at 8.38pm.

Signed (Chairman) Dated