

**RISBY PARISH COUNCIL****Minutes of the Annual Meeting of the Parish Council held on Thursday 5th May 2022.**

**Councillors present: Derrick Abrey (Chairman), Simon Gray, Ben Ramsay and Chris Sutton.**

**Also present: Joanne Kirk (Clerk) and three members of the public.**

- 1. Election of chairman**  
Derrick Abrey was nominated and following a vote, it was resolved that he would be chairman.
- 2. Adoption of the new model Code of Conduct**  
It was resolved that the new Code of Conduct would be adopted.
- 3. Signing of Declaration of Acceptance of Office form and agreement to abide by the Council's Code of Conduct by the chairman**  
The chairman signed a Declaration of Acceptance of Office form.
- 4. To elect a vice chairman**  
Ian Turner was nominated and following a vote, it was resolved that Ian Turner would be vice-chairman.
- 5. Register of Members' Interests form.**  
Councillors had reviewed their Register of Interest forms online. No amendments were necessary.
- 6. Acceptance of apologies for absence**  
Apologies were received from Ian Turner (Vice-Chairman), John Fairlie and Steve Smith and the reason for absence accepted.
- 7. 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 2<sup>nd</sup> May 2019 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.
- 8. Declaration of Interest in items on the agenda**  
No councillors declared an interest in any items on the agenda.
- 9. Approval of minutes of meeting held on Thursday 5<sup>th</sup> March 2022 and the planning meeting held on Thursday 31<sup>st</sup> March 2022.**  
It was resolved that the minutes were correct. The chairman signed them.
- 10. Public Session (10 minutes)**  
No issues were raised.
- 11. Update on list of actions agreed at the last meeting**  
There were no outstanding councillor actions.
- 12. Finance**
  - a) Approval of any payments and signing of Schedule of Payments**  
It was resolved that the following payments would be approved:
    - JP Kirk – expenses - LGA 1972, s111 - **£11.76**
    - C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£70.00**
    - Risby Village Hall – hire of Gift Horse Room for meetings - LGA 1972, s111 – **£60.00**
    - McGregor Services – grass cutting – Open Spaces Act 1906, ss 9 & 10 – **£396.00**
    - Ligna Consultancy – tree survey - Open Spaces Act 1906, ss 9 & 10 - **£366.00**
    - J Kirk – hard drive for backing up PC files (25%) - LGA 1972, s111 - **£24.49.**
    - J Kirk – mileage BSE – Exning – BSE – delivering and collecting accounts (1/5) on 09/04 and 05/05 - LGA 1972, s111 - **£5.22**

**Insurance**

Last year Risby Parish Council paid **£376.66** as part of a three year undertaking. The insurance market has become more volatile since Risby Parish Council took out the last three year undertaking and a number of insurance companies have withdrawn from the market. Community Action Suffolk was no longer able to continue to provide cover with Risby Parish Council's previous underwriter.

They now have a new underwriter Ansvar, however the cost of premiums has increased. It was resolved that Risby Parish Council would accept the quote from Community Action Suffolk of **£564.65** with a three year undertaking.

Payments agreed in the budget:

- Risby Village Hall - donation as agreed in the budget - Local Government (Miscellaneous Provisions) Act 1976 s.19 - **£500.00**

Chris Sutton 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 1<sup>st</sup> April 2022**

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

**Receipts**

Description	Supplier	Total
Allotment rent	Allotment holders	£40.00
VAT refund	HMRC	£1,157.38

**Payments**

Description	Supplier	Total
Grass cutting	McGregor Services	£378.00
Phone costs	Vodafone	£10.62
Water costs for the allotments	Wave (Anglian Water Business)	£6.32
Staff costs as per confidential cashbook		

**d) Bank balances as of 21<sup>st</sup> April 2022**

Nat West Current Account	£462.97
Nat West Reserve Account	£8,941.55
<b>Total</b>	<b>£9,404.52</b>

Chris Sutton verified and signed the bank statements.

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

Chris Sutton completed and signed the checklist of internal controls.

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

This item is ongoing.

**f) Internal auditor's report**

No issues were raised.

**g) To approve Risby Parish Council's Annual Governance Statement 2021/22 (see separate document) and section 1 of the Annual Governance and Accountability Return 2021/22.**

It was resolved that Risby Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2021/22 would be approved. The Chairman and RFO signed the section 1.

**h) To approve and sign section 2 of the Annual Governance and Accountability Return 2021/22 - the Accounting Statements 2021/22**

It was resolved that section 2 of the Annual Governance and Accountability Return 2021/22 - the Accounting Statement 2021/22 would be approved. The Chairman and RFO signed the section 2.

**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 2021/22 was £14,808 and its expenditure was £15,968 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

**j) Confirmation of the dates for the notice of the period for the exercise of public rights.**

The following dates for the exercise of public rights were confirmed: Monday 13<sup>th</sup> June 2022 – Friday 22<sup>nd</sup> July 2022

**k) 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.

**l) Precept information for 2022/23**

A precept payment of £11,405 was received from West Suffolk Council on 29<sup>th</sup> April 2022.

**13. Planning**

**a) Email from West Suffolk Council about their Preferred Options consultation which will begin on 26<sup>th</sup> May.**

The Preferred Options consultation will commence on the 26<sup>th</sup> May for eight weeks. Risby is designated as a type A village in the new West Suffolk settlement hierarchy as it lacks the level of services and facilities required for a local service centre. A number of sites were submitted through the Strategic Housing and Economic Land Availability Assessment (SHELAA) for potential inclusion in West Suffolk Council's Local Plan, but all the sites have been deferred due to significant policy constraints or because they are not available.

West Suffolk Council will also issue a further call for sites as there is an insufficient quantity of smaller housing sites of one hectare or less to comply with national Government policy.

It was resolved that the Preferred Options Consultation would be discussed at the next meeting on 7<sup>th</sup> July when full details will have been published by West Suffolk Council.

**b) Applications received after the agenda was published**

- **DC/22/0572/HH - 54 Woodland Close - a. single storey front and side extension b. two storey rear extension c. detached car port**
- **DC/22/0355/HH – 1 The Green – amended plans. Concern proximity to the fence – DA to speak. Find out about 1m gap.**
- **DC/22/0606/HH & DC/22/0607/LB - Dove Cottage, The Green, Risby - a. single storey rear extension to existing w/c b. replacement of roof to rear range c. replacement of modern windows to rear range and insertion of bi-fold doors.**

Councillors agreed to review these applications and report back any concerns and whether they would like a planning meeting to discuss the applications further. If there are no concerns, it was resolved that the clerk would submit a response using her delegated powers.

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

**a) To discuss the schedule of work from the latest tree survey.**

One action is required within six months, three actions are required within a year, 19 actions are recommended if the budget allows. It was resolved that Derrick Abrey and Chris Sutton would check the trees and the work recommended in the tree report and decide which of the 19 recommended actions are the most urgent.

**b) Quiet lanes consultation.**

Risby Parish Council is awaiting an update from Fornham Parish Council.

**c) Pond maintenance.**

The Parish Council has received a quote from RM Ponds of £11,076 + VAT for repair work to the gabions in the pond in School Road.

It was resolved that the Parish Council would budget for the work in the next financial year as well as building up a reserve for work on the remaining ponds. The clerk was also asked to write to Suffolk County Council Highways to find out if they would be willing to contribute towards the work as the gabions have been eroded by saltwater coming off School Road.

**d) Funding for school buses.**

It was resolved that this issue would be raised with Cllr Hopfensperger at the Annual Parish Meeting.

**e) Overhanging trees near Lower Green**

Chris Sutton agreed to speak to the landowners to ask them to cut back the trees.

**15. Village issues:**

**a) Appointment of a new trustee to the Risby Charities**

It was resolved that Sophie Flux would be appointed as trustee.

**16. Correspondence**

**a) Email from SARS requesting a donation.**

It was resolved that a donation of £50 would be made.

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

No issues were raised.

**There being no further business the meeting closed at 7.55pm.**

Signed ..... (Chairman) Dated .....