

**RISBY PARISH COUNCIL****Minutes of the meeting held on Thursday 3<sup>rd</sup> November 2022.**

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

**Also present: Joanne Kirk (Clerk), District Councillor Susan Glossop, West Suffolk Councillor David Roach, Portfolio holder for Planning and three members of the public.**

**1. Acceptance of apologies for absence.**

No apologies were received from parish councillors. County Councillor Rebecca Hopfensperger sent her apologies.

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

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

**3. Approval of minutes of meeting held on Thursday 1<sup>st</sup> September 2022.**

One amendment was made to the numbering which the Chairman initialled. It was resolved that the minutes were correct. The chairman then signed them.

**4. Public session (15 minutes).**

David Roach explained that the site in School Road is deferred and will remain deferred. The law does not allow a site in an SPA to be included in a Local Plan although there is nothing to stop a developer putting a site forward. There are moves at Government level to look at SPAs but nothing has happened at this stage and any changes will not be completed before the Local Plan has been adopted. The final document is due to be submitted to the Planning Inspector in the spring.

Questions/comments:

- If the developer undertakes a stone curlew survey would that make a difference? No, because there is still an SPA and it would be unlawful to build on the site.
- The main concern for Risby is that other issues about the site such as access would have been raised during previous consultations if the Parish Council had thought that the site would be put forward.
- How robust are the type A village criteria?  
David Roach explained that the aim is to protect smaller villages whilst allowing some development for those who want it. West Suffolk Council will adhere to the established criteria. There will be a final consultation before the Local Plan is submitted to the Planning Inspector, but there will be no further revisions to the final document.

**General Permitted Development**

Permitted development is where householders can do things such as build certain types of extensions without planning permission though building control is still required. Section Q relates to farm buildings. Redundant agricultural buildings can be converted for residential use without planning permission provided that they meet certain criteria, for example the basic shape and footprint has to remain. Residents and the Parish Council cannot object to a class Q application. Applications will still be sent to statutory consultees such as Highways.

David Roach also spoke about a change to future developments whereby there will have a 60/40 split with 60% of a site put aside for green space to encourage biodiversity, with less density than existing developments.

West Suffolk Council is already meeting its land supply targets.

**5. District councillor's report.**

Susan Glossop sent a written report which is available on the Parish Council website at <https://risby.suffolk.cloud/assets/Parish-Council/Agenda-and-Minutes/Meeting-reports/3rd-November-2022/District-Council-Report-october-2022.pdf>

She also spoke about the following:

- The Town and Parish Forum which will be giving details about changes to the election process which will require photo identification and changes to postal voting.
- Christmas starts in Bury on 17<sup>th</sup> November.

## 6. Planning

- a) **DC/22/1214/HH - Lyndhurst, 21 South St, Risby - Conversion of outbuilding to annexe including insertion of one window and one door to east elevation.**

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

- b) **DC/22/1736/HH - Old Stables, 1 Quays Barns, School Road, Risby - a. pitched roof to existing half porch b. removal of window on front elevation c. timber cladding and two windows to front elevation to form garage conversion d. replacement windows and door frames to all elevations e. single storey front extension f) removal of chimney.**

It was resolved that no objections would be made to this application, but a planning condition would be requested asking that the existing wall between the barn and the neighbouring property be retained.

- c) **DC/22/1794/TPO – TPO 325 (2001)- Leamar, 11 Woodland Close, Risby - One Silver Birch (T1 on plan, T29 on order) fell.**

It was resolved that no objections would be made to this application, however the Parish Council would ask for a replacement tree to be planted in a different location, as the site of the silver birch is not ideal for a replacement tree.

- d) **DCON(B)/20/1521 - Application to discharge condition six (external facing/roofing materials) of DC/20/1521/P3QPA - dwelling 1 Grain Barn, Hall Lane, Risby – for information only.**

- e) **DCON(A)/20/1521 - Application to discharge conditions seven (refuse/recycling bins) and nine (secure cycle storage) of DC/20/1521/P3QPA - dwelling 1 Grain Barn, Hall Lane, Risby – for information only. DC/22/1779/LB - Risby Manor South, Risby - Installation of Solar PV panels to roofs to the rear and side of the property.**

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

- f) **DC/22/1824/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.

- g) **Email from Pigeon requesting a meeting with the Parish Council to discuss possible future development in Risby.**

It was resolved that Risby Parish Council would not engage with Pigeon at this stage and await the publication of the next stage of the West Suffolk Local Plan.

- h) **Preferred Options Consultation responses which are now available on [https://westsuffolk.inconsult.uk/WSLP Preferred Options/listResponses](https://westsuffolk.inconsult.uk/WSLP_Preferred_Options/listResponses) and submission by Pigeon for a deferred site on land off School Road – for information only.**

## 7. County councillor's report.

County Councillor Rebecca Hopfensperger sent a written report which is available on the Parish Council website.

## 8. Police Issues.

No issues were raised.

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

There were no outstanding councillor actions.

A replacement street name sign has been requested for South Street.

Streetlights 8 and 9 have been replaced with new lights but the old lights have not been removed. This has been reported to Suffolk County Council. The clerk agreed to follow up with County Councillor Beccy Hopfensperger.

## 10. Finance

- a) **Approval of any payments and signing of Schedule of Payments**

It was resolved that the following payments would be approved:

- J P Kirk – expenses – LGA 1972, s111 – **£5.72**
- Mrs C Boreham- Bus shelter cleaning – Local Government (Miscellaneous Provisions) Act 1970, s1 - **£250.00**
- Royal British Legion - Poppy wreath and donation - Local Government Act 1972, s138B - **£50.00**
- McGregor Services – grass cutting – Open Spaces Act 1906, ss9 and 10 – **£396.00**
- Moulton Parish Council – <sup>1</sup>/<sub>5</sub> of cost of clerk's Essentials of being a good employer' training - LGA 1972, s111 - **£6.24**

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

**b) Approval of payments authorised between meetings**

One payment was authorised between meetings – Suffolk Cloud – amendments to website as part of Operation London Bridge following the death of Queen Elizabeth II - LGA 1972, s111 - **£30.00**

**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
06/09/2022	Refund of cost of print cartridge	Stradishall Parish Council	£8.88
06/09/2022	Refund phone costs	Stradishall Parish Council	£15.93
12/09/2022	Refund pension costs	Ousden Parish Council	£16.00
12/09/2022	Refund pension costs	Moulton Parish Council	£25.00
12/09/2022	Refund pension costs	Stradishall Parish Council	£8.00
12/09/2022	Refund pension costs	Lackford Parish Council	£16.00
23/09/2022	Refund of cost of print cartridge	Ousden Parish Council	£8.88
23/09/2022	Refund phone costs	Ousden Parish Council	£15.93
30/09/2022	Refund of cost of print cartridge	Moulton Parish Council	£20.30
30/09/2022	Refund phone costs	Moulton Parish Council	£31.86
30/09/2022	Bank interest received	NatWest	£2.71
11/10/2022	Refund pension costs	Ousden Parish Council	£16.00
11/10/2022	Refund pension costs	Moulton Parish Council	£25.00
11/10/2022	Refund pension costs	Stradishall Parish Council	£16.00
11/10/2022	Refund pension costs	Lackford Parish Council	£16.00

**Payments**

Date	Minute	Description	Supplier	Total
05/09/2022	322/11a	Clerk's expenses	Ms J Kirk	£19.32
05/09/2022	322/11a	Scribe accounting software	Starboard Systems Ltd	£138.00
05/09/2022	301/8f	Website hosting fee	Suffolk Cloud	£120.00
05/09/2022	322/11a	Grass cutting	McGregor Services	£96.00
20/09/2022	301/10f	Phone costs	Vodafone	£10.62
27/09/2022		Website amendments for Operation London Bridge	Suffolk Cloud	£30.00
03/10/2022	301/10f	Grass cutting	McGregor Services	£390.00
20/10/2022	301/10f	Phone costs	Vodafone	£10.62
31/10/2022	301/10f	Water costs for the allotments	Wave (Anglian Water Business)	£212.14
Staff costs as per confidential cash book				

**d) Bank balances as of 24<sup>th</sup> October 2022 and confirmation of bank reconciliation**

Nat West Current Account	£623.44
Nat West Reserve Account	£13,949.92
	<b>£14,573.36</b>

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) Budget 2023/24, budget summary and precept request**

Costs have risen in the last year, for example the cost of insurance has increased by almost £200.

Risby Parish Council has obtained a quote to replace the damaged gabions around the pond in School Road (near Hall Lane). The quote received in April 2022 was £11,076 + VAT. Taking into account money put aside for pond work and a village project, the shortfall is still £5,463.

Costs which used to be covered by Suffolk County Council and West Suffolk Council are now being passed on to parish councils. One example is election costs. The next parish council elections are due in May 2023 and West Suffolk Council has quoted the following costs:

- Uncontested election: approximately £100.
- Contested election with district council elections uncontested £2,000 - £3,000.
- Contested election with district council elections also contested £1,500 - £2,000.

Risby Parish Council has £1,478 in its reserve for election costs.

Risby Parish Council has also been notified of the new pay scales for local government employees which are backdated to 1<sup>st</sup> April 2022.

There have also been changes to the tax base (see 10g below).

The only way to raise money for these additional costs would be to use the Parish Council's reserves or by increasing the precept. Current reserves are:

Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance
<b>Earmarked</b>					
Election costs	£1,428.00	£50.00			£1,478.00
Pond maintenance	£2,500.00	£800.00			£3,300.00
Emptying of bins	£657.00				£657.00
Village project	£1,313.00				£1,313.00
Tree survey and tree works	£1,594.00	£1,145.00	£975.00		£1,764.00
Clerk and councillor training	£80.00	£20.00			£100.00
VAS	£150.00	£50.00			£200.00
Allotments	£50.00	£50.00	£299.67	£95.00	-£104.67
War memorial		£200.00			£200.00
Defibrillator maintenance			£54.00		-£54.00
<b>TOTAL EARMARKED RESERVES</b>	<b>£7,772.00</b>	<b>£2,315.00</b>	<b>£1,328.67</b>	<b>£95.00</b>	<b>£8,853.33</b>
<b>GENERAL FUND</b>					£5,720.03
<b>TOTAL FUNDS</b>					<b>£14,573.36</b>

It was resolved that:

- Risby Parish Council would support the changes to the tax base as detailed in 10g below.
- The 2023/24 budget would be increased to reflect the financial pressures the Parish Council is under and to build up funds for pond improvements. The clerk agreed to revisit the budget figures up to a maximum increase of £15 per annum for a band D property, on the basis that the families in greatest need would be protected.
- The new pay scales would be implemented for the clerk backdated to 1<sup>st</sup> April 2022. Chris Sutton had checked the figures prior to the meeting and confirmed that they were correct.

**g) Email from West Suffolk Council about proposed changes to the Local Council Tax Reduction Scheme in 2023-24.**

This is the scheme run by West Suffolk Council to support families in the greatest need by giving them a reduction in their Council Tax (approximately 4,700 families). At the moment this is capped at 91.5% so families pay 8.5% of their CT bill, but the proposal is to change this to 95 or 100%. This would mean that the tax base for Risby would reduce and the precept payment for other residents would increase. The precept figures sent through by West Suffolk Council reflect this change.

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

**a) Quiet Lanes update.**

The Quiet Lanes signs have not been installed yet.

**a) Updated tree survey report covering trees T31 and T32 in School Road.**

The tree works detailed in the last survey are scheduled for 5<sup>th</sup> December.

**c) Tree damage after high winds in October**

A large branch and a smaller one came down from a beech tree in Welham Lane (T020). This was cleared. Ian Turner agreed to find out who the owner of the tree is as there is a lot of deadwood on it which needs removing.

**d) Email from Risby WI about the possibility of planting a tree in memory of the Queen who was a member and supporter of the WI.**

It was resolved that the tree could be planted on Lower Green to replace the cherry that was removed. The stump will need to be taken out first. Derrick Abrey agreed to look into this and liaise with the WI about planting the tree.

**12. Allotments.**

**a) Water bills for the allotments, irrigation system and trench.**

Three of the plots are going to become vacant soon. The latest water bill for the allotment was high again after the dry summer.

It was resolved that:

- The rent would be increased to £25 per allotment to cover the cost of water bills.
- The cost of installing an irrigation system was too expensive.

**13. Update on the “Essentials of a Good Employer” training attended by the clerk.**

The clerk attended the training which was very informative and gave updates about current employment law. This includes changes to employment contracts introduced in April 2020 and health and safety information relating to home working. The Parish Council is waiting for updated documents which it can tailor to meet its own needs.

**14. To discuss any village issues**

**a) Request by a resident for a village pump to be restored**

It was resolved that this would not be carried forward due to the cost.

**15. Correspondence.**

**a) Letter from EACH 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 5<sup>th</sup> January 2023.**

Two planning applications have been received since the agenda was published:

- DC/22/1813/LB - White Horse Cottage, Newmarket Road, Risby - Replacement of five windows to rear elevation.  
Councillors did not feel that this application was controversial and were happy for the clerk to submit a response of ‘no objections’ using her delegated powers.
- DC/22/1879/HH - 13 Church Close, Risby - First floor extension with dormer window  
Councillors did not feel that this application was controversial as it cannot be seen from the road and would not have an impact on neighbouring properties, therefore they were happy for the clerk to submit a response of ‘no objections’ using her delegated powers.
- Rural mobility Survey. Ian Turner agreed to complete it.

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

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