

RISBY PARISH COUNCIL**Minutes of the meeting held on Thursday 5th January 2023.**

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

Also present: Joanne Kirk (Clerk), District Councillor Susan Glossop, County Councillor Rebecca Hopfensperger and John Mason from Carter Jonas.

1. Acceptance of apologies for absence.

Apologies were received from John Fairlie and the reason for absence accepted.

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 3rd November 2022 and the planning meeting held on 1st December 2023.

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

4. Public session.

John Mason from Carter Jonas gave a short presentation about proposals to redevelop and update the Risby Hall Nursing Home site (including the remainder of the Hall Farm buildings) to bring the accommodation and facilities up to a standard that is fit for the next decades and the increasing number of patients with dementia.

- The basic footprint of the farm buildings in Hall Lane will be retained.
- 31 new bed spaces will be provided in addition to the current 34 beds.
- A new parking area will be provided. The number of parking spaces will increase from 45 to 79 including 3 for minibuses, 10 disabled spaces, EV chargers and secure cycle storage.
- The current main entrance and exit will be maintained as now, with the entrance past the cottage available for mainly goods vehicles. The preferred exit from the site would be towards Flempton Road not School Road and that signage will be provided to facilitate this.
- There will be a new reception area.
- A continuous walkway will be provided within the buildings and secure gardens will be provided in several areas.
- A formal application will be submitted in the next couple of weeks.

A question was asked about whether there would be sufficient parking to cater for the increased number of staff and visitors. An assessment of peak times for staff parking has been carried out and they are at different times to when visitors are usually on site.

5. County Councillor's report.

Cllr Beccy Hopfensperger spoke about the following:

- The gullies from A14 bridge down South St were cleared at the end of November. Councillors did not feel that there has been any improvement with surface water accumulating on the road. The road didn't use to flood so there is clearly a blockage somewhere.
- The drain at the bottom of South St has not been cleared yet. She will follow up with Highways.

Issues raised by councillors:

- The edge of the road in front of Little Manor Cottage has eroded creating a gully which needs filling as the road is wearing away. The clerk agreed to report it and send the information to Cllr Hopfensperger.
- Erosion on the top corner of Lower Green. Highways is responsible for the section from the footway to the curb. They are reluctant to put a bollard or similar on the corner as it is a tight turning for larger vehicles which might be damaged.
- Streetlights 8 and 9 and the two redundant ones next to them. Cllr Hopfensperger agreed to follow up with Richard Webster at Suffolk County Council.

6. District councillor's report.

Cllr Susan Glossop spoke about the following:

- The King's coronation on 6th May. Locality funding is available for village events.

7. Police Issues.

No issues were raised.

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

There were no outstanding councillor actions.

9. 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 – **£8.64**
- HMRC – PAYE – LGA 1972, s111 - £290.80 less £66.80 overpaid previously. Amount paid: **£224.00**
- Invoice Leon Brown – Open Spaces 1906, ss.9 and 10 - **£816**.

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
11/11/2022	Refund pension costs	Ousden Parish Council	£16.00
11/11/2022	Refund pension costs	Moulton Parish Council	£25.00
11/11/2022	Refund pension costs	Stradishall Parish Council	£16.00
11/11/2022	Refund pension costs	Lackford Parish Council	£16.00
12/12/2022	Refund pension costs	Ousden Parish Council	£16.00
12/12/2022	Refund pension costs	Moulton Parish Council	£25.00
12/12/2022	Refund pension costs	Stradishall Parish Council	£16.00
12/12/2022	Refund pension costs	Lackford Parish Council	£16.00

Payments

Date	Minute	Description	Supplier	Total
09/11/2022	327/10a	Clerk's expenses	Joanne Kirk	£4.32
09/11/2022	327/a	Clerk's expenses	Joanne Kirk	£1.40
09/11/2022	301/10f	Grass cutting	McGregor Services	£294.00
09/11/2022	327/10a	1/5 of cost of clerk's training	Moulton Parish Council	£6.24
09/11/2022	301/10f	Data protection fee	ICO	£35.00
09/11/2022	327/10a	Bus shelter cleaning		£250.00
20/11/2022	301/10f	Phone costs	Vodafone	£10.62
20/12/2022	301/10f	Phone costs	Vodafone	£10.62
Staff costs as per confidential cashbook				

d) Bank balances as of 15th December 2022 and confirmation of bank reconciliation.

Nat West Current Account	£489.29
Nat West Reserve Account	£12,449.92
Total in Banks	£12,939.21

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) Approval of regular payments for 2023-24.

It was resolved that the following regular payments would be approved:

Payment	2022/23 - Amount ex VAT	2023/24 - Amount ex VAT
Admin costs		
Community Action Suffolk - Insurance	£565	£600
Village hall rental - amount may vary depending on number of meetings	£100	£100

Internal audit fee	£70	£75
Scribe accounting software	£115	£138
Phone costs (shared)	£50	£50
Stationery (print cartridges - shared cost)	£20	£20
CAS Ltd - website hosting fee	£120	£130
ICO - data protection fee	£35	£35
Maintenance costs		
Grass cutting	£3,200	£3,200
Hedge cutting	£100	£200
Bus shelter cleaning	£250	£250
Other payments		
Water bills for the allotments	£200	£300
Ongoing authorisations (as and when required)		
Replacement parts and ongoing maintenance of defibrillator.	£100	£200
Replacement parts and ongoing maintenance of VAS	£200	£200
Maintenance of fixed assets		£500
Urgent tree works	£500	£500
Staff costs		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

- g) To approve the Internal Control Statement for the year ended 31st March 2023.**
It was resolved that the Internal Control Statement would be approved.
- h) To appoint a councillor to carry out internal control checks and complete the Internal Control Report.**
Steve Smith agreed to carry out the internal control checks and complete the Internal Control Report.
- i) Appointment of an internal auditor.**
It was resolved the Mrs Cathy Whitaker would act as Internal Auditor again this year.
- j) To review the effectiveness of the internal audit.**
Councillors reviewed the effectiveness of the internal audit. It was resolved that the document would be approved.
- k) Setting up Community Banking Online.**
It was resolved that:
- A Community Bank account would be set up as it allows two step authorisation for online payments.
 - Joanne Kirk and Ian Turner would be the payment leaders.
 - Derrick Abrey and Chris Sutton would be the payment controllers.
 - Online payments would be set up by the clerk and authorised by one of the other councillors on the account.

10. Planning.

- a) DC/22/2086/HH - 6 The Avenue, Risby - a. single storey porch extension b. single storey rear extension c. first floor rear extension.**
It was resolved that no objections would be made to this application.
- b) DC/22/2186/TPO - Hawkhurst, 5 South Street, Risby - Three Ash (1, 2, and 3 and plan, T4 and within group G3 on order) and one Sycamore (4 on plan, within group G3 on order) overall crown reduction by up to 1.5 metres**
It was resolved that no objections would be made to this application.

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

- a) Damage to the corners of Lower Green.**
A resident reported damage to one of the corners of Lower Green to District Councillor Susan Glossop. This was raised with County Councillor Beccy Hopfensperger at the meeting who said that SCC Highways would not support installing bollards or similar. She agreed to contact the resident to explain why this is not feasible.

b) Update on the Fornham All Saints Active Travel Plan.

Fornham All Saints has a number of proposals to improve pedestrian and cycle access in and around Fornham.

c) Beech tree near Welham Lane pond

The clerk was asked to contact the owner of a beech tree in Welham Road about a large bough which fell off and had to be cleared as it was dangerous. The owner will be made aware that further work is required to remove significant deadwood as detailed in Risby Parish Council's latest tree survey.

14. To discuss any village issues**a) Accessing the defibrillator in School Road**

There have been some posts on the Risby Facebook page from residents who had been directed to the defibrillator on Risby Business Park rather than the one in School Road. The clerk followed up with Community Heartbeat Trust and discovered that the defibrillator was registered as 'not rescue ready' for some reason. This is despite regular checks and the Webnos system saying that the defibrillator is active. This has been rectified now and updated on the East Anglian Ambulance Service system. The clerk agreed to update residents in the next newsletter and ask people to contact Risby Parish Council if they experience any problems in future.

15. Correspondence.**a) Email from Suffolk Archives asking parishes to help record how Suffolk mourned the death of Queen Elizabeth II and proclaimed His Majesty King Charles III – for information only.****b) Email from David Smart, manager of the Norfolk and Suffolk Nature Recovery Partnership about their Community Connectivity project which is being launched in Risby and Hundon.**

A virtual meeting has been arranged for 12th January 2023. The clerk and Ben Ramsay agreed to attend.

c) Email from West Suffolk Council about the coronation of King Charles III on 6th May and the support available from West Suffolk Council – for information only.**d) Updated guidance on the Code of Conduct.**

Information about the new Code of Conduct is available on the Council's website.

16. Any other business for noting or including on the next agenda on Thursday 2nd March 2023.**The following items are for noting:**

The next parish council elections will take place on 4th May and councillors will take office from 9th May. The Annual Meeting of the Parish Council and Annual Parish Meeting will take place on Thursday 11th May 2023, which is the second Thursday in May, not the first.

There being no further business the meeting closed at 8.24pm.

Signed (Chairman) Dated