

RISBY PARISH COUNCIL
Minutes of the meeting held on Thursday 7th July 2022.

Councillors present: Derrick Abrey (Chairman), Simon Gray, John Fairlie, Steve Smith and Chris Sutton.

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

- 1. Acceptance of apologies for absence.**
Apologies were received from Ben Ramsay 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.**
No councillors declared an interest in any items on the agenda and no dispensation requests were received.
- 3. Approval of minutes of the Annual Meeting of the Parish Council held on Thursday 5th May 2022.**
It was resolved that the minutes were correct. The chairman signed them.
- 4. Public Session (10 minutes)**
The following issues were raised:
 - Speed of vehicles driving through the village.
- 5. District Councillor's report**
Susan Glossop spoke about the following:
 - The new Suffolk and Northeast Essex Integrated Care System.
- 6. County Councillor's report.**
A written report was sent prior to the meeting.
- 7. Police issues.**
The following issues were raised.
 - An incident of trespass at the primary school.
- 8. Update on list of actions agreed at the last meeting.**
There was one outstanding councillor action.
- 9. 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 – **£312.30**
 - J P Kirk – expenses - LGA 1972, s111 - **£7.32**
 - McGregor Services – grass cutting – Open Spaces Act 1906, ss 9 & 10 – **£294.00**
 Chris Sutton signed the Schedule of Payments. The Chairman countersigned it.

 It was also resolved that the clerk would be authorised to make Land Registry searches as and when required by Risby Parish Council and that an annual payment of £30 would be approved.
 - b) Approval of payments authorised between meetings.**
No payments were authorised between meetings.
 - c) Statement of receipts and payments made since 1st July 2022.**
It was resolved that the statement of receipts and payments would be approved.

Receipts

Description	Supplier	Total
Allotment rent	Allotment holders	£5.00
Refund pension costs	Ousden Parish Council	£15.00
Refund pension costs	Moulton Parish Council	£24.00
Refund pension costs	Stradishall Parish Council	£15.00
Refund pension costs	Lackford Parish Council	£10.00

Payments

Date	Minute	Description	Supplier	Total
09/05/2022	313/12a	Grass cutting	McGregor Services	£396.00

09/05/2022	315/16a	Donation	Suffolk Accident Rescue Service	£50.00
09/05/2022	313/12a	Donation	Risby Village Hall	£500.00
09/05/2022	313/12a	Clerk's expenses	Ms J Kirk	£41.47
09/05/2022	313/12a	Internal audit	Mrs C Whitaker	£70.00
09/05/2022	312/13a	Village hall rental for meetings	Risby Village Hall	£60.00
20/05/2022	301/10f	Phone costs	Vodafone	£10.62
24/05/2022	302/12c	Tree works	Leon Brown Arb-Agri Contracting	£804.00
24/05/2022	314/12a	Insurance	Business Services at CAS Ltd	£564.65
06/06/2022	301/10f	Grass cutting	McGregor Services	£294.00
08/06/2022	301/10f	Print cartridge	The Cartridge People	£60.90
20/06/2022	301/10f	Phone costs	Vodafone	£10.62
Staff costs as per confidential cashbook				

d) **Bank balances as of 27th June 2022.**

Nat West Current Account	£2,077.65
Nat West Reserve Account	£15,941.55
Total in Banks	£18,019.20

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.**

This item is ongoing.

g) **Approval of the continued use of electronic banking.**

It was resolved that Risby Parish Council would continue to use electronic banking.

h) **Future repairs to VAS.**

It was also resolved that the clerk would be authorised to make payments of up to £300 for replacement parts for the VAS should they be required.

i) **Sundry expenditure for the allotments.**

It was resolved that the clerk would be authorised to make payments of up to £50 for sundry items for the allotments should they be required.

10. **Planning.**

a) **West Suffolk Council's Preferred Options consultation.**

West Suffolk Council has asked the following questions:

Part one

Do you agree with the categorisation of Risby as a type A village?

Part two

Has West Suffolk Council identified the correct new development management policies?

Is anything missing?

Part three

No sites have been allocated in Risby; however West Suffolk Council has made the following comments: *For those Type A Villages which do not have any allocated sites infill development will be appropriate, however paragraph 4.48 of Part One of the plan should be taken into account which states that a maximum scheme size of 20 dwellings will be appropriate in these villages. We are also keen to hear of any new sites that have not been previously submitted to us that could be appropriate for development.*

It was resolved that the following comments would be submitted to West Suffolk Council:

- Risby Parish Council supports the categorisation of Risby as a type A village.
- West Suffolk Council has identified the correct development management policies.

11. **Review the following policy documents.**

a) **Financial Regulations.**

It was resolved that no amendments were necessary.

b) **Standing Orders.**

It was resolved that the following amendments would be made and the amended version uploaded onto the website:

1. MEETINGS

- a)** *Meetings of the Council will be held in the Gift Horse Room in Risby Village Hall on the first Thursday (excluding Bank Holidays) in January, March, May, July, September and November unless otherwise notified. Dates of meetings can only be changed with the agreement of the Chairman and clerk if a meeting is not going to be quorate. Meetings will commence at 7.15p.m. ~~unless members of the public are present in which case the meeting will start at 7.30pm following the open forum.~~*
- b)** *A public session will be held near the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.*
- c)** *If public meetings are not allowed (as for example during the Coronavirus outbreak in 2020), remote meetings will be held via Zoom. Members of the public are welcome to join Zoom meetings. Login details will be included on the published agenda. A public session will be held near the start of the meeting at which members of the public are invited to speak to councillors about any items on the agenda.*

12. New Model Code of Conduct 'Other Disclosable interests' forms.

Councillors present completed the forms.

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

a) Review of tree survey recommendations and prioritising which work should be carried out first.

Chris Sutton and Derrick Abrey have prioritised the tree work recommended in the tree survey:

It was resolved that:

- The clerk would obtain a quote from Leon Brown Arb- Agri contracting.
- That Leon Brown Arb-Agri contracting would be chosen as Council's regular contractor to quote for the following work. This will be reviewed in 2025.
 - T7 (Tag 998) - Remove deadwood.
 - T9 (Tag 952) - Remove deadwood and 'scaffolding failure'.
 - T11 (Tag 766) - Remove deadwood.
 - T26 (Tag 904) - Remove deadwood.
 - T28 (Tag 750) - Remove significant deadwood.

It was also resolved that:

- The clerk would submit TCA applications for the work above.
- The Parish Council would obtain a separate quote for reducing the height of T21, T24, T26, T28 by 5m.
- If the resident who has requested the work agrees to meet the cost, the clerk will submit a TCA application.
- The clerk would contact Risby Wildlife group to ask if they would water the two newly planted trees.

Chris Sutton agreed to do the following:

T29 (Tag 702) – put bark mulch around it.

T3 (Tag 979) - put bark mulch around it.

T13 (Tag 915) – remove stake.

The clerk agreed to contact Ligna Consultancy about T014 and T015 on the Hayden's map which have not been included in their report and about T26 and T28 which do not appear on their map.

T20 was Identified as 'Ownership uncertain. If it is accepted that an adjoining property owns up to centre line of a watercourse, then this tree would appear to be owned by the neighbouring bungalow. Derrick Abrey agreed to speak to the owners.

b) Quote for tree works.

See 13a above.

c) Poplar trees in Welham Lane.

See 13a above.

d) Welham Lane pond.

A land registry search shows that Welham Lane pond is the boundary of the Crown and Castle pub.

e) Phone call from Barrow PC about pond works – for information only.

John Pearson from Barrow Parish Council contacted the clerk to find out about the depositing of silt from ponds. The quote they had from R&M ponds did not include the disposal of silt and traffic management and drawing up a health and safety risk assessment. Highways quoted £20,000 for the disposal of silt.

f) Fish in Hall Lane Pond – for information only.

A number of fish were put in the pond in School Road without the Parish Council's permission or consideration for the welfare of the fish or the risk of spreading disease.. As the pond is fed by run off from School Road, it is not an ideal habitat for fish, especially during the summer when water levels reduce. Having sought advice, moving the fish is not a simple process as there is a risk of spreading infection. The Parish Council has found a quarantine pool willing to take some of the fish and they have been removed to reduce the number of fish in the pond.

The clerk agreed to put something in the newsletter explaining this decision and making residents aware that the best solution for the future welfare of fish is for them not to be put in the pond in the first place.

14. Allotments.

a) New tenants

All the allotments have now been rented.

b) Water supply to the allotments.

A watering system needs to be installed. Chris Sutton agreed to organise costings for the work.

15. Village issues.

No issues were raised.

16. Correspondence.

a) Email from West Suffolk Citizen's Advice requesting a donation.

The clerk attended a presentation by West Suffolk Citizen's Advice. They supported 45 people in Risby ward last year. It was resolved that a donation of £50 would be made.

b) Emails from residents supporting the wildlife areas in Risby – for information only.

17. Any other business for noting or including on the next agenda on Thursday 1st September 2022.

The following items are for including on the next agenda:

- A review of the wildlife areas in Risby. The clerk agreed to ask Sophie to present her plans for the wildlife areas at the next meeting.
- Weeds on the footpaths.

There being no further business the meeting closed at 9pm.

Signed (Chairman) Dated