

**RISBY PARISH COUNCIL****Minutes of the Annual Meeting of the Parish Council held on Thursday 11th May 2023.**

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

**Also present: Joanne Kirk (Clerk) and one member of the public.**

- 1. Election of chairman**  
Derrick Abrey was nominated and following a vote, it was resolved that he would be chairman.
- 2. 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.
- 3. Declarations of Acceptance of Office from parish councillors.**  
Councillors completed Declaration of Acceptance of Office forms.
- 4. Election of 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 completed Register of Members' Interest forms.
- 6. Acceptance of apologies for absence**  
Apologies were received from Chris Sutton 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 4<sup>th</sup> May 2023 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.
- 8. To sign a form agreeing to receive the summons to meetings and other information by email.**  
Councillors signed the form agreeing to receive a summons to meetings and other information by email.
- 9. To nominate a Parish Council representative to the Risby Charity.**  
It was resolved that Ben Ramsay would be nominated.
- 10. Declaration of Interest in items on the agenda and dispensation requests.**  
Ben Ramsay declared a non-pecuniary 14c on the agenda and chose not to take part in the discussions.
- 11. Approval of minutes of meeting held on Thursday 2<sup>nd</sup> March 2023 and the planning meeting held on Thursday 16<sup>th</sup> March 2023.**  
It was resolved that the minutes were correct. The chairman signed them.
- 12. Public session.**  
One resident asked if the path from South Street to the school could be cut back as it is overgrown. He offered to cut it back as a volunteer. The Parish Council explained that he would be covered by the Parish Council's insurance as a volunteer provided he adheres to the Council's risk assessment and volunteer guidance. The state of the path will be reviewed at the July meeting.
- 13. 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 - **£12.47**
    - C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£70.00**
    - Ligna Consultancy - Tree survey - Open Spaces Act 1906, ss 9 & 10 - **£378.00**
    - McGregor Services - Grass cutting - Open Spaces Act 1906, ss 9 & 10 - **£396.00.**

Payments agreed in the budget:

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

- 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 2023.**

#### Receipts

Date	Description	Supplier	Total
06/04/2023	VAT refund 2022-23	HMRC	£795.57
11/04/2023	Refund pension costs	Ousden Parish Council	£16.00
11/04/2023	Refund pension costs	Moulton Parish Council	£25.00
11/04/2023	Refund pension costs	Lackford Parish Council	£16.00
27/04/2023	Precept	West Suffolk Council	£15,847.00
11/04/2023	Refund pension costs	Stradishall Parish Council	£16.00

#### Payments

Date	Minute	Description	Supplier	Total
20/04/2023	334/9f	Phone costs	Vodafone	£12.00
Staff costs as per confidential cash book				

- d) **Bank balances as of 3<sup>rd</sup> May 2023.**

Nat West Current Account	£16,625.82
Nat West Reserve Account	£10,494.96
<b>Total</b>	<b>£27,120.78</b>

- e) **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 the Receipts and Payments summary for the financial year 2022 – 2023 and the explanation of significant variances (over 15%).**
- h) It was resolved that the receipts and payments summary for the financial year 2022 – 2023 and the explanation of significant variances would be approved.
- i) **To approve Risby Parish Council's Annual Governance Statement 2022/23 (see separate document) and section 1 of the Annual Governance and Accountability Return 2022/23.**  
It was resolved that Risby Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2022/23 would be approved. The Chairman and RFO signed section 1.
- j) **To approve and sign section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statements 2022/23.**  
It was resolved that section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statement 2022/23 would be approved. The Chairman and RFO signed section 2.
- k) **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 2022/23 was £14,152 and its expenditure was £13,477 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.
- l) **Confirmation of the dates for the notice of the period for the exercise of public rights.**  
It was resolved the dates for the exercise of public rights would be Monday 5<sup>th</sup> June 2023 – Friday 14<sup>th</sup> July 2023.
- m) **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.
- n) **Precept information for 2022/23.**

A precept payment of £15,847 was received from West Suffolk Council on 27<sup>th</sup> April 2023.

**m) Review of the Council's fixed assets and insurance values.**

Ben Ramsay had reviewed the insurance values of some of the Council's property and recommended that the insurance value of the phone box be increased to £3,000, the bus shelter near Upper Green to £20,000 and the second bus shelter near Giles Way to £10,000. More research is needed on the war memorial, therefore this item was postponed until the next meeting.

**n) Update on the NatWest Bankline account.**

The clerk, Derrick Abrey, Ian Turner and Chris Sutton have all been set up on the new account so two step authorisation can now be used. The clerk agreed to set up a WhatsApp group to notify councillors when a payment needs to be authorised and set up a payment as a trial run. If successful all future payments will be made this way.

**9. Planning**

**a) Letter from AJN Steelstock about their proposed application.**

It was resolved that a separate planning meeting would be arranged when the planning application has been validated by West Suffolk Council. The clerk agreed to let Saxham Parish Council know.

**b) DC/23/0646/TCA - Driftwood, Welham Lane, Risby - three Fir (on plan) fell.**

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

**c) DC/23/0264/HH – 1 Quay's Barns, School Road – application approved.**

A wall has been taken down which was not part of the original planning application. It was resolved that the clerk would speak to the Case Officer about the removal of the wall.

**Planning applications received after the agenda was published:**

**d) DC/23/0706/TCA - The Old Rectory, School Road, Risby - Three Sycamores (T1-T3 on plan) crown lift over building to give up to 3 metre clearance and six metres above ground level; three Sycamores (T4 -T7 on plan) crown lift to six metres above ground level.**

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

**e) DC/23/0722/LB - Dove Cottage, The Green, Risby - a. single storey rear extension b. replacement roof to rear range c. replacement of rear range windows and insertion of bi-fold doors.**

It was resolved that this application would be discussed at a planning meeting.

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

**a) Response from Highways re damage to side of road opposite the war memorial.**

*Thank you for the report regarding the verge deterioration on the bend by the war memorial, there is nothing that meet our Highways Maintenance Operational Plan (HMOP) criteria at the time of inspection, but I will keep checking on it each time I'm in or near Risby for any change.*

*The main issue is the parking on the opposite side of the carriageway the only real solution would be to pay for double yellow lines along that stretch of road, this has only been an issue for about 2 years I think maybe because the number of vehicles parking there." This will cost a large amount of money which would have to be funded out of councillors locality budget and or parish council funds as it would require a new Traffic Regulation Order and to put it quite simply I do not believe there are resources to do this.*

It was resolved that the Parish Council would challenge this decision via County Councillor Beccy Hopfensperger and ask for it to be put on record that they are not happy with this response.

**11. To discuss any village issues**

**a) Defibrillator training.**

Two residents have expressed an interest so far, however councillors felt that more people would take part once the training has been set up and advertised more widely in the village. It was resolved that the clerk would find out the price of training prior to the July meeting.

**b) Email from Risby Wildlife Group asking for permission to put some oxygenating plants in Hall Lane Pond.**

It was resolved that no decision would be made until the outstanding query about ownership of the ponds has been resolved.

**12. Correspondence**

- a) Letter from Suffolk Accident Rescue Service requesting a donation.**

It was resolved that a donation of £50.00 would be made.

- b) Letter of from Risby WI thanking Risby Parish Council for their help planting a tree in memory of Queen Elizabeth II – for information only.**

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

No issues were raised.

**There being no further business the meeting closed at 8pm.**

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