

**RISBY PARISH COUNCIL****Minutes of the Annual Meeting of the Parish Council held on Thursday 2<sup>nd</sup> May 2024.**

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

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

**1. Election of chairman**

Derrick Abrey was nominated and following a vote, it was resolved that he would be chairman. In the absence of Derrick Abrey, Ian Turner chaired the meeting.

**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 will be asked to sign a Declaration of Acceptance of Office.

**3. Election of a vice chairman**

Ian Turner was nominated and following a vote, it was resolved that Ian Turner would be vice-chairman.

**4. Register of Members' Interests form.**

Councillors reviewed their Register of Members' Interest forms. No amendments were made.

**5. Acceptance of apologies for absence**

Apologies were received from parish councillor Derrick Abrey and Ben Ramsay and the reason for absence accepted.

**6. 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.

**7. Approval of minutes of the meeting held on Thursday 7<sup>th</sup> March 2024 and the planning meeting held on Thursday 4<sup>th</sup> April 2024.**

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

**8. Public session.**

No issues were raised.

**9. To receive an update on the list of actions agreed at the last meeting.**

There were no outstanding councillor actions.

**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 - **£5.58**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£75.00**
- Ligna Consultancy - Tree survey - Open Spaces Act 1906, ss 9 & 10 - **£402.00**
- 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:**

One payment was authorised between meetings, a payment of £20 for use of VH for a police community engagement meeting – GPC.

**c) Statement of receipts and payments made since 1<sup>st</sup> April 2024.****Receipts**

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
08/04/2024	VAT refund 2023-24	HMRC	£744.93
10/04/2024	Refund pension costs	Moulton Parish Council	£25.00
10/04/2024	Refund pension costs	Lackford Parish Council	£16.00

11/04/2024	Refund pension costs	Stradishall Parish Council	£16.00
15/04/2024	Refund pension costs	Ousden Parish Council	£16.00

### Payments

Date	Minute	Description	Supplier	Total
03/04/2024	363/9f	Village hall rental for meetings	Risby Village Hall	£96.00
03/04/2024	363/9f	Grass cutting	McGregor Services	£96.00
08/04/2024	334/9f	PAYE	HMRC	£329.20
15/04/2024	364/9f	Defibrillator pads	Community Heartbeat Trust	£74.35
20/04/2024	363/9f	Phone costs	Vodafone	£12.10
29/04/2024	363/9f	Water costs for the allotments	Wave (Anglian Water Business)	£47.91
Staff costs as per confidential cashbook				

d) **Bank balances as of 3<sup>0th</sup> April 2024.**

Nat West Current Account	£ 17,617.18
Nat West Reserve Account	£15,228.52
<b>Total in Banks</b>	<b>£32,845.70</b>

It was resolved that some of the funds in the current account would be transferred to the reserve account once the payments agreed at this meeting have been made.

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 2023 – 2024 and the explanation of significant variances (over 15%).**

It was resolved that the receipts and payments summary for the financial year 2023 – 2024 and the explanation of significant variances would be approved.

h) **To approve Risby Parish Council's Annual Governance Statement 2023/24 and sections 1 and 2 of the Annual Governance and Accountability Return 2023/24.**

It was resolved that Risby Parish Council's Annual Governance Statement and sections 1 and 2 of the Annual Governance and Accountability Return 2023/24 would be approved. The Chairman and RFO signed section 1.

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 2023/24 was £18,473 and its expenditure was £13,222 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.**

It was resolved the dates for the exercise of public rights would be Monday 3 June – Friday 12 July 2024.

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 2023/24.**

A precept payment of £16,755 was received from West Suffolk Council on 25<sup>th</sup> April 2024.

m) **Increase in insurance values for 2024/25.**

It was resolved that insurance values would be increased by 10%.

11. **Planning**

a) **DC/24/0543/TCA - Laurel Lodge, Hall Lane, Risby - One Ash and one Prunus (A, B on plan) reduce branches overhanging roof of house.**

It was resolved that Risby Parish Council would accept the recommendations of West Suffolk Council's tree officer.

b) **DC/24/0488/VAR - linked to DC/20/1521/P3QPA - 1 The Grain Barn, Hall Lane, Risby - Variation of condition 10 (time limit - prior approval) of DC/23/1384/VAR to enable works to be completed.**

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

**c) Response from West Suffolk Council to Risby Parish Council's formal complaint about the truck stop applications DC/16/1723/OUT and DC/18/1182/RM**

Risby Parish Council has received a response from West Suffolk Council, but answers had not been given to the specific questions which Risby Parish Council had asked. The letter also said that Risby Parish Council could make a formal complaint, which it had done already.

Part of the response in the letter from West Suffolk Council related to planning application DC/23/0657/FUL. It was resolved that the clerk and Cllr John Fairlie would be authorised to formulate a response to the comments about the Steelstock application, saying that West Suffolk Council should commission an independent noise assessment as there are a number of flaws in the original report. In particular the Noise Assessment does not include a long enough period. The EHO (Environmental Health Officer) should visit the Kentford site and measure noise levels there and register his concern about noise levels even if minimum requirements have been met, as the EHO is there to represent West Suffolk Council and the community and negotiate the technical detail which is beyond the expertise of a lay person.

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

**a) Tree survey report**

The report has not been received yet. Cllr Chris Sutton met the consultant on site to make sure all the trees have a number on and the name of each species recorded. He also requested a better map if possible.

**b) Email from a resident requesting wildlife signs along School Road.**

It was resolved that this would be raised with County Councillor Beccy Hopfensperger during the Annual Parish Meeting.

**13. Suffolk Devolution consultation which ends on 26<sup>th</sup> May 2024.**

It was resolved that the clerk would email the consultation questionnaire to councillors. Specific comments to include in the response would be that electing the Leader of the Council would add another layer of bureaucracy and expense to what is already a very bureaucratic organisation, with very little benefit to the community. The money would be better spent on things that matter to residents such as highways, housing, schools and adult and social care. The amount of money to be given to Suffolk over the 30 year time period will not be enough to make any real difference especially as the amount will not increase in line with inflation and will reduce in real terms over time.

**14. To discuss the following village issues:**

**a) Email from Risby Wildlife Group relinquishing responsibility for the footpaths alongside the allotments off Welham Lane and the Green – for information only.**

**b) Email from Jon Eaton at West Suffolk Council about grants for pond improvements.**

The email confirmed that pond improvements would not fit the criteria for a Community Chest grant.

**15. Correspondence.**

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

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

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

The following items are for including on the July agenda:

- Revisiting the use of Glyphosate on paths in Risby.

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

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