

**RISBY PARISH COUNCIL****Minutes of the meeting held on Thursday 5<sup>th</sup> September 2024.**

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

**Also present: Joanne Kirk (Clerk).**

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

Apologies were received from parish councillors Chris Sutton and Steve Smith and the reason for absence accepted. County Councillor Rebecca Hopfensperger and District Councillor Susan Glossop also sent their apologies.

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

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

**3. Approval of minutes of the meeting held on Thursday 4<sup>th</sup> July 2024.**

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

**4. Public Session.**

No issues were raised.

**5. County Councillor's report.**

Becky Hopfensperger sent the following information prior to the meeting:

- All the replacement signs Risby Parish Council asked for have been ordered.
- She is in the process of looking at speed surveys to get HGV signs in place.
- She has asked Highways to revisit Risby to look at the weeds on the pavements.

**6. District Councillor's report**

No report was received.

**8. Police issues.**

No issues were raised.

**9. Update on 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 – **£4.32**
- HMRC – PAYE - LGA 1972, s111 – **£289.80**
- Starboard Systems – Scribe Accounting Software - LGA 1972, s111 – **£165.60.**
- Suffolk Cloud – website hosting fee - LGA 1972, s111 - **£120.00**
- McGregor Services - Grass cutting - Open Spaces Act 1906, ss.9 and 10 – **£198.00.**

Chris Sutton had checked the Schedule of Payments prior to the meeting.

**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          |        |
|------------|------------------|-------------------|--------|
| 10/07/2024 | Wayleave payment | UK Power Networks | £42.80 |

**Payments**

| Date       | Minute | Description      | Supplier          | Total   |
|------------|--------|------------------|-------------------|---------|
| 08/07/2024 | 379/9a | Clerk's expenses | J Kirk            | £25.56  |
| 08/07/2024 | 379/9a | Grass cutting    | McGregor Services | £396.00 |
| 20/07/2024 | 363/9f | Phone costs      | Vodafone          | £15.20  |
| 05/08/2024 | 363/9f | Grass cutting    | McGregor Services | £396.00 |

|  |        |             |          |        |
|--|--------|-------------|----------|--------|
| 20/08/2024                               | 363/9f | Phone costs | Vodafone | £15.20 |
| Staff costs as per confidential cashbook |        |             |          |        |

d) **Bank balances as of 30<sup>th</sup> August 2024.**

|                          |                   |
|--------------------------|-------------------|
| Nat West Current Account | £1,977.11         |
| Nat West Reserve Account | £25,306.50        |
| <b>Total in Banks</b>    | <b>£27,283.61</b> |

Chris Sutton had verified and signed the bank statements prior to the meeting.

e) **Six-month budget review.**

The budget is currently on track.

Reserves balance as of 30<sup>th</sup> August 2024:

| Reserve                       | Opening Balance   | Transfers        | Spend          | Receipts | Current Balance   |
|-------------------------------|-------------------|------------------|----------------|----------|-------------------|
| <b>Earmarked</b>              |                   |                  |                |          |                   |
| Election costs                | £1,446.09         | £300.00          |                |          | £1,746.09         |
| Pond maintenance              | £8,763.00         | £2,000.00        |                |          | £10,763.00        |
| Emptying of bins              | £657.00           |                  |                |          | £657.00           |
| Village project               | £1,313.00         | £200.00          |                |          | £1,513.00         |
| Tree survey and tree works    | £1,169.00         | £3,550.00        | £335.00        |          | £4,384.00         |
| Clerk and councillor training | £113.76           | £20.00           |                |          | £133.76           |
| VAS                           | £250.00           | £50.00           |                |          | £300.00           |
| Allotments                    | £256.08           | £100.00          |                |          | £356.08           |
| War memorial                  | £200.00           | £300.00          |                |          | £500.00           |
| Defibrillator maintenance     | £46.00            | £200.00          | £61.95         |          | £184.05           |
| <b>TOTAL EARMARKED</b>        | <b>£14,213.93</b> | <b>£6,720.00</b> | <b>£396.95</b> |          | <b>£20,536.98</b> |
| <b>RESERVES</b>               |                   |                  |                |          |                   |
| <b>GENERAL FUND</b>           |                   |                  |                |          | £6,746.63         |
| <b>TOTAL FUNDS</b>            |                   |                  |                |          | <b>£27,283.61</b> |

f) **Inspection of Council property.**

This item is ongoing.

g) **Purchase of a poppy wreath and donation and approval of online payment.**

It was resolved that the clerk would organise a poppy wreath and that a payment of £50, to include a donation, would be approved.

h) **Increase in Direct Debit to Fidelity.**

Moulton Parish Council has increased its pension contribution by £3. They currently pay £25 to RPC and this will increase to £28. The Direct Debit to Fidelity has increased to £100 to reflect this change.

i) **Pension automatic enrolment redeclaration of compliance.**

The clerk completed the redeclaration of compliance on 12<sup>th</sup> August 2024. She does not need to be automatically enrolled as her salary is below the threshold, however Risby Parish Council contributes to a private pension instead.

10. **Planning.**

a) **DC/24/1183/TCA - Risby Manor, North - a. one Bay (T1 on plan) fell b. one Yew (T2 on plan) overall crown reduction by four metres c. one Box (T3 on plan) overall crown reduction by 1.5 metres.**

It was resolved that no objections would be made to this application and that Risby Parish Council would accept the recommendations of West Suffolk Council's Tree Officer.

b) **DC/24/1137/TPO - 23 Woodland Close, Risby - TPO 325 (2001) tree preservation order - one Ash (T39 on plan) fell.**

It was resolved that no objections would be made to this application and that Risby Parish Council would accept the recommendations of West Suffolk Council's Tree Officer.

- c) **DC/24/1194/CLE - 7 - 9 The Green, Risby - Application for lawful development certificate for existing use or development - commencement of development.**

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

- d) **DC/24/1208/TCA - Church House, School Road, Risby - one Apple tree (T1 on plan) reduce in height by 2.5 metres.**

It was resolved that no objections would be made to this application and that Risby Parish Council would accept the recommendations of West Suffolk Council's Tree Officer.

- e) **Update on DC/23/0657/FUL – Steelstock application.**

The application was refused by West Suffolk Council's Development Control Committee.

- f) **Government consultation on changes to the National Planning Policy Framework which ends on 24<sup>th</sup> September 2024.**

The consultation covers the following key changes to the National Planning Policy Framework:

- Mandatory housing targets and the reversal of other changes made by the previous government.
- A new standard method formula for assessing housing need.
- The use of grey belt land for housing.
- New "golden rules" for land released in the Green Belt
- The aim to prioritise the types of affordable homes communities need.
- Support economic growth
- Deliver community needs
- Support clean energy and the environment.

In addition to these policy changes, the Government are also consulting on whether to reform the way NSIPS (nationally strategic infrastructure projects) applies to renewable energy, commercial and water development, as part of the first steps to their NSIP reform plans, local plan intervention policy and planning fees.

It was resolved that Risby Parish Council would submit the following comments:

- New homes need to be supported by infrastructure such as road improvements, GP surgeries and schools.
- Support for the proposal to build the types of affordable homes that communities need and in particular social housing.
- The need for new homes to have more renewable energy, in particular solar panels which are a relatively inexpensive way of generating renewable energy.

## 11. Highways/Rights of Way issues/tree/transport issues/pond issues.

- a) **To agree possible tree works.**

As all the recommendations in the tree survey are 'IBA' – if the budget allows', it was resolved that Risby Parish Council would focus initially on recommendations that it can complete itself at minimal cost. The other suggested works will be reviewed after the next tree survey.

- b) **Weeds on pavements and possible use of glyphosate.**

A resident has contacted the Parish Council about weeds on the roads and paths in Risby. Weeds on pavements are supposed to be treated by Suffolk County Council annually, but there is no evidence that this happened in 2024. Risby Parish Council has asked County Councillor Beccy Hopfensperger to follow this up and specifically whether the weeds in Risby have been treated and if so where, when and how. The Parish Council has also requested a map showing which areas are covered by the weed treatment programme.

Cllr Hopfensperger confirmed prior to the meeting on 5<sup>th</sup> September that she has asked Highways to revisit Risby to look at the weeds on the pavements.

## 12. Review of policy documents.

- a) **Hedge Policy.**

It was resolved that the updated hedge policy would be approved.

- b) **Other policy documents**

The clerk has reviewed the following policy documents:

- Procedure for the public session at parish council meetings.
- Co-option Policy.
- Complaint's Procedure.

- Email Policy for councillors.
- Data Protection Policy.
- Filming and Recording at Meetings policy.
- Procedure for handling Requests for Information.
- Persistent and vexatious complaints and correspondence policy.
- Procedure for dealing with correspondence.
- Code of Conduct, Subject Access Request Policy.
- Memorial Benches and Trees policy.
- Contact Privacy Statement.
- Procedure for the Public Session.
- Document Retention and Disposal policy.
- Personal Data Breach Policy.
- Disciplinary and Grievance Policy.
- Freedom of Information Publication Scheme.
- The Role of the Parish Council in Dealing with Planning Applications.
- Planning Applications and how to respond.
- Trees in a Conservation Area.
- Material Considerations.

No amendments are required. All these documents are on the Risby Parish Council website.

**13. Village issues.**

No issues were raised.

**14. Correspondence.**

**a) Email from West Suffolk Council about their consultation on improvements to Bury St Edmunds Leisure Centre.**

It was resolved that Risby Parish Council would send an email to West Suffolk Councillor Ian Shipp saying it was difficult to comment about the proposals when no costings and life expectancy of work have been given. Spending a large sum on refurbishment would not be cost effective if the building will need replacing in 10 years.

**b) Letter from Communities Together East Anglia requesting a donation.**

It was resolved that no donation would be made.

**15. Any other business for noting or including on the next agenda on Thursday 7<sup>th</sup> November 2024.**

Some cars have been parking on Lower Green. The clerk agreed to draft a letter asking people not to park on the Green.

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

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