

RISBY PARISH COUNCIL**Minutes of the meeting held on Thursday 4th November 2021.**

Councillors present: Ian Turner (Vice -Chairman), John Fairlie, Ben Ramsay, Simon Gray and Chris Sutton.

Also present: Joanne Kirk (Clerk), County Councillor Rebecca Hopfensperger, District Councillor Susan Glossop and 5 members of the public.

In the absence of the Chairman, Ian Turner agreed to chair the meeting. He moved item 10 – trees and highways issues up to the item 7 on the agenda.

1. Acceptance of apologies for absence

Apologies were received from Derrick Abrey and Steve Smith and the reason for absence accepted.

2. Declaration of Interest in items on the agenda

3. Approval of minutes of meeting held on Thursday 2nd September 2021

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

4. Public session (15 minutes)

Sophie Flux gave a short presentation on a possible wildlife project to celebrate the Queen's Platinum Jubilee.

5. County councillor's report

Becky Hopfensperger spoke about the following issues

Due a rise in COVID cases, Suffolk became an enhanced response area on 1st November to try and raise awareness and to encourage people to take up vaccines and boosters.

Update on outstanding highways issues:

- The re-painting of the yellow lines in Newmarket Road has been allocated a works order and Suffolk County Council awaiting a date from the contractors for the work to be carried out.
- She has completed the locality budget application for the printing of the housing needs survey.
- She has put in a request for a review of the 40mph speed limit at the junction of Crematorium Road and Tut Hill. The first part of the review is to do a traffic and speed count which she has requested.
- She will provide some locality funding for the replacement bollards on The Green.
- Suffolk County Council's lorry survey. Ben Ramsay and Simon Gray agreed to draft a response.

6. District councillor's report

Susan Glossop spoke about the following:

- She would like to come to the meeting with West Suffolk Council and Community Action Suffolk about the Housing Needs Survey
- Rough sleeping in West Suffolk which is being tackled by West Suffolk Council.

Councillors asked Susan Glossop to ask Planning if Risby Parish Council could be consulted about applications relating to Saxham Business Park as they impact on Risby as well as the Saxhams.

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

a) Trees

- Specimen Tree for the Lower Green. J

It was resolved that the type of tree would be decided once the Platinum Jubilee Project has been finalised.

- Appointment of a tree warden

Ben Ramsay agreed to advertise this on the Risby Facebook page. The clerk agreed to include something in the next newsletter.

- Queen's Green Canopy project

It was resolved that this would be decided once the Platinum Jubilee Project has been finalised.

- Report on the decay analysis testing on tree 007

The test concluded that the wood which surrounds the cavity is still healthy and sufficiently strong enough to allow safe retention of the tree. The tree can therefore continue to be inspected under the normal regime with further decay analysis not being required for at least another three years. It was resolved that the clerk would obtain a quote for the remaining tree work recommended in the Annual Tree Survey.

- b) **Platinum Jubilee Project for the greens – wildflower areas, trees, bushes, reading trees and Community Conversation and contemplation benches.**

It was resolved that details of the proposals would be publicised in the newsletter, on the Parish Council website and on the Risby Facebook page with residents invited to comment about the proposals.

- c) **Quote from McGregor Services for grass cutting.**

No quote has been received yet.

- d) **Email from E-forests offering free trees – for information only.**

8. Police Issues

- a) **Email from the Police and Crime Commission about a survey on the Police and Crime Plan for policing in Suffolk - for information only**

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

There was one outstanding councillor action.

The clerk was asked to arrange a visit to Claas on a Thursday afternoon at 3pm if possible.

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 – **£7.92**
- Haydens Arboricultural Consultants – Open Spaces Act 1906, ss9 and 10 - £345 + VAT . Total: **£414.00**
- Mrs C Boreham- Bus shelter cleaning - Local Government (Miscellaneous Provisions) Act 1970, s1 - **£250.00**
- Royal British Legion - Poppy wreath and donation - Local Government Act 1972, s138B - **£50.00**
- McGregor Services – grass cutting – Open Spaces Act 1906, ss9 and 10 - **£366.00**
- Community Action Suffolk – stationery and printing costs of Housing Needs Survey – GPC - **£570.75 + VAT (£684.90)**. This payment will be covered by locality funding from County Councillor Rebecca Hopfensperger.

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
07/09/2021	Refund phone costs	Stradishall Parish Council	£23.90
10/09/2021	Refund pension costs	Stansfield Parish Council	£10.00
10/09/2021	Refund pension costs	Ousden Parish Council	£15.00
10/09/2021	Refund pension costs	Lidgate Parish Council	£15.00
10/09/2021	Refund pension costs	Stradishall Parish Council	£15.00
10/09/2021	Refund pension costs	Lackford Parish Council	£10.00
16/09/2021	Refund phone costs	Ousden Parish Council	£23.90
30/09/2021	Bank interest received	NatWest	£0.09
06/10/2021	Refund phone costs	Moulton Parish Council	£35.85
11/10/2021	Refund pension costs	Ousden Parish Council	£15.00
11/10/2021	Refund pension costs	Lidgate Parish Council	£15.00
11/10/2021	Refund pension costs	Stradishall Parish Council	£15.00
11/10/2021	Refund pension costs	Stansfield Parish Council	£10.00
11/10/2021	Refund pension costs	Lackford Parish Council	£10.00
12/10/2021	Refund phone costs	Lackford Parish Council	£23.90
13/10/2021	Refund 1/3 of cost of print cartridge	Moulton Parish Council	£13.58
14/10/2021	Refund pension costs	Moulton Parish Council	£24.00

Payments

Date	Minute	Description	Supplier	Total
07/09/2021	290/8a	Grass cutting	McGregor Services	£258.00
07/09/2021	290/8a	Clerk's expenses	Ms J Kirk	£23.47
07/09/2021	290/8a	Website hosting fee	Suffolk Cloud	£110.00
15/09/2021		Donation for adult gym equipment	Risby Village Hall	£1,700.00
20/09/2021	275/7f	Phone costs	Vodafone	£13.21
27/09/2021	294/15c	New bin	West Suffolk Council	£355.14
01/10/2021	290/8a	Scribe accounting software	Starboard Systems Ltd	£138.00
04/10/2021	293/10b	Bollards for the green	White Hill Direct	£1,815.60
06/10/2021	275/7f	Grass cutting	McGregor Services	£258.00
30/10/2021	275/7f	Water costs for the allotments	Wave (Anglian Water Business)	£44.00
Staff costs as per confidential cashbook				

d) **Bank balances as of 21st October 2021 and confirmation of bank reconciliation**

Nat West Current Account	£2,397.87
Nat West Reserve Account	£10,941.02
Total in Banks	£13,338.89

Chris Sutton verified and signed the bank statements after the meeting

e) **Signatory to complete the checklist of Internal Controls**

Chris Sutton completed the checklist of internal controls.

f) **Budget 2020/21, budget summary and precept request**

Budget summary

Financial Summary 2021/22 current account	
Current account balance B/F 1/04/21	£643
Plus precept	£10,779
Plus other income	£2,893
Less estimated outgoings for this financial year	£14,061
Estimated bank balance at 31/03/22	£254
Financial Summary - deposit account	
Deposit account balance B/F 1/04/21	£10,940
Plus bank interest	£0.00
Less transfers to current account	£0
Estimated balance at 31/03/22	£10,940
Predicted total in both accounts	£11,194
Less allocated reserves	£6,657
General reserve at yearend	£4,537

Reserves balance as of 21st October 2021

Earmarked			
Election costs	1,178.00	200.00	£1,378
Pond maintenance	2,500.00		£2,500
Emptying of bins	657.00		£657
Village project	1,763.00	-1,050.00	£713
Tree survey and tree works	129.00	1,100.00	£1,229
Clerk and councillor training	40.00	40.00	£80

VAS		100.00	£100
Earmarked			£6,657
TOTAL RESERVE	6,267.00	390.00	£6,657
GENERAL FUND			£6,831
TOTAL FUNDS			£13,488

It was resolved that:

- The 2022/23 budget would be approved. The precept request for 2022/23 will be £11,405. The parish council element for a band D household will be £37.99 per annum an increase from £36.16. which equates to £1.83 or 5.06%. The clerk and Chairman signed the Parish Estimates form.
- All budgeted amounts which have not been spent by the end of the financial year will be transferred into the Council's earmarked reserves.

g) Update on phone call to Nat West about the bank mandate

Two step authorisation is a paid service and the Parish Council. It was resolved that the Council would continue with the current arrangements as robust financial internal controls are already in place and have worked well since the switch to online banking.

11. Planning

No applications were received.

12. To agree a date to discuss the Housing Needs Survey findings with Community Action Suffolk

The clerk was asked to arrange a meeting on a Thursday evening.

13. To approve the following policy documents:

a) Procedure for the public session

It was resolved that the document would be approved and uploaded onto the website.

12. To discuss any village issues

a) Queen's Platinum Jubilee celebrations

The Village Hall is organising a village fete.

13. Correspondence

a) Email from BSEVC requesting a donation

It was resolved that no donation would be made.

14. Any other business for noting or including on the next agenda on Thursday 4th November 2021

No issues were raised.

There being no further business the meeting closed at 8.50pm.

Signed (Chairman) Dated