

**RISBY PARISH COUNCIL**  
**Minutes of the meeting held on Thursday 6<sup>th</sup> January 2022.**

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

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

**In the absence of the Chairman, Ian Turner agreed to chair the meeting. He moved item 11b up the agenda – the Queen’s Platinum Jubilee project.**

**1. Acceptance of apologies for absence**

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

**2. Declaration of Interest in items on the agenda**

No councillors declared an interest in any items on the agenda.

**3. Approval of minutes of meeting held on Thursday 4<sup>th</sup> November 2021**

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

**4. Public session (15 minutes)**

The following issues were raised during the public session.

- The Queen’s Platinum Jubilee Project
- One resident thanked everyone for all their hard work on this project.

**5. County councillor’s report**

A written report was sent prior to the meeting. The report is available on the Parish Council’s website at <https://risby.suffolk.cloud/meetings/>

Beccy Hopfensperger spoke about the following issues:

- There is a lot of pressure in Suffolk County Council with staff shortages due to COVID.
- The 2022-23 budget will be discussed by Suffolk County Council in the next month. The proposal is for a 1.99% general increase in the Council Tax and a 1% increase in the social care element.
- A speed survey has been commissioned as part of the review on the speed limit along the Tut Hill road to Westley Roundabout. She has also asked for the road to be resurfaced from Tut Hill to the Westley roundabout.
- She has offered 50% of the cost of funding for the Platinum Jubilee Project from her locality budget.

A question was asked about school buses as two buses arrive at the same time, which go to different schools, and the children do not know which bus to get on. Beccy Hopfensperger agreed to speak to Passenger Transport Services about putting destination signs on the buses.

A question was also asked about locality funding for the new bollards. Beccy Hopfensperger asked the clerk to email her to let her know that the money put aside for skip hire is no longer required and to request that it be put towards the cost of installing the new bollards instead.

**6. District councillor’s report**

A written report was sent prior to the meeting. The report is available on the Parish Council’s website at <https://risby.suffolk.cloud/meetings/>

Susan Glossop spoke about the following issues:

- West Suffolk Council is also working on its budget at the moment.
- High staff absences due to COVID but essential services have been maintained.
- West Suffolk Council is busy working on COVID grants for business affected by the latest COVID wave.
- Susan Glossop also agreed to fund 50% of the cost of the Platinum Jubilee project.

**7. Police Issues**

No issues were raised.

**8. Update on list of actions agreed at the last meeting**

There was one outstanding councillor action.

## 9. Risby Platinum Jubilee Project

Information about the project was included in The Stile newsletter, on the Risby Facebook page and on the Parish Council website. One resident did not support the idea of a bench in Alexander Way, however all the other feedback received was positive and supported the ideas put forward in the proposal.

It was resolved that the Parish Council would support all the proposals with some amendments as detailed below:

- A Community Conversation bench would be provided on Lower Green with Guelder rose bushes on either side. Recycled plastic benches would be the preferred option as they are more durable.
- A pair of flowering Cherry trees would be planted at the entrance to Quays Road (subject to permission being obtained from the landowner).
- A Greengage tree would be planted on the Lower Green with an information board (subject to finding a suitable quote).
- A Cherry tree would be planted on the Upper Green
- Reading logs would be positioned under the Sycamore on Upper Green.
- Wildflower mats would be planted on the bank next to the bus shelter on Upper Green.
- A spiral of wildflowers would be created on Lower Green with wooden logs decorated with artwork by Risby's local wildlife artist and artwork by Risby children.
- A purple flower bed would be created on Lower Green.
- Naming plaques would be provided to show which areas are part of the project.
- The planted areas would be maintained by Risby Wildlife Group and the planting reviewed after a year.
- The Parish Council would apply for locality funding from County Councillor Rebecca Hopfensperger and District Councillor Susan Glossop to cover the cost of the project.

## 10. 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 - **£45.00**
- J P Kirk – expenses - **£4.32**

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
10/11/2021	Refund pension costs	Ousden Parish Council	£15.00
10/11/2021	Refund pension costs	Stradishall Parish Council	£15.00
10/11/2021	Refund pension costs	Stansfield Parish Council	£10.00
10/11/2021	Refund pension costs	Lackford Parish Council	£10.00
10/11/2021	Refund pension costs	Moulton Parish Council	£24.00
18/11/2021	Locality funding for HNS	Suffolk County Council	£570.75
29/11/2021	Refund 1/3 of cost of print cartridge	Dalham Parish Council	£13.58
10/12/2021	Refund pension costs	Ousden Parish Council	£15.00
10/12/2021	Refund pension costs	Moulton Parish Council	£24.00
10/12/2021	Refund pension costs	Stradishall Parish Council	£15.00
10/12/2021	Refund pension costs	Stansfield Parish Council	£10.00
10/12/2021	Refund pension costs	Lackford Parish Council	£10.00

#### Payments

Date	Minute	Description	Supplier	Total
01/11/2021	275/7f	Water costs for the allotments	Wave (Anglian Water Business)	£44.00
08/11/2021	296/10a	Grass cutting	McGregor Services	£258.00
08/11/2021	296/10a	Hedge cutting	McGregor Services	£108.00

08/11/2021	296/10a	Tree survey	Haydens	£414.00
08/11/2021	296/10a	Clerk's expenses	Ms J Kirk	£7.92
08/11/2021	296/10a	Bus shelter cleaning	Mrs C Boreham	£250.00
08/11/2021	296/10a	Poppy wreath and donation	Royal British Legion	£50.00
09/11/2021	275/7f	Data protection fee	ICO	£35.00
18/11/2021	296/10a	HNS printing costs	Community Action Suffolk	£684.90
20/11/2021	275/7f	Phone costs	Vodafone	£9.80
20/12/2021	275/7f	Phone costs	Vodafone	£11.95
Staff costs as per confidential cash book.				

d) **Bank balances as of 16<sup>th</sup> December 2021 and confirmation of bank reconciliation**

Nat West Current Account	£610.01
Nat West Reserve Account	£10,941.02
<b>Total in Banks</b>	<b>£11,551.03</b>

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) **Approval of regular payments for 2022-23**

Payment	2021/22 - Amount ex VAT	2022/23 - Amount ex VAT
<b>Admin costs</b>		
Community Action Suffolk - Insurance	£377	£377
Village hall rental - amount may vary depending on number of meetings	£100	£100
Internal audit fee	£65	£70
Scribe accounting software	£115	£120
Phone costs (shared)	£44	£50
Stationery (print cartridges - shared cost)	£20	£20
CAS Ltd - website hosting fee	£110	£110
ICO - data protection fee	£35	£35
<b>Maintenance costs</b>		
Grass cutting	£1,820	£2,000
Hedge cutting	£100	£100
Bus shelter cleaning	£250	£250
Annual tree survey	£590	£600
Defibrillator consumables (amount may vary)	£100	£100
<b>Other payments</b>		
Water bills for the allotments	£200	£200
<b>Staff costs</b>		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

g) **To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2022**

It was resolved that the Internal Control Statement would be approved.

h) **To appoint a councillor (a non-signatory) to carry out internal control checks and complete the Internal Control Report**

Steve Smith agreed to carry out the internal control checks and complete the Internal Control Report.

i) **To review the effectiveness of the internal audit**

Councillors reviewed the effectiveness of the internal audit. It was resolved that the document would be approved.

# 11. Planning

## a) Email from Pigeon requesting a meeting with the Parish Council.

It was resolved that the Parish Council would not engage with Pigeon until the results of West Suffolk Council's Preferred Options document, which is being prepared as part of their next Local Plan, are known.

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

## a) Trees

### • Specimen Tree for the Lower Green.

It was resolved that a Greengage would be planted.

### • Appointment of a tree warden

This item is ongoing.

### • Queen's Green Canopy project

It was resolved that the clerk would ask Sophie Flux if she would be willing to produce an article about the project for the newsletter.

## b) Quote from McGregor Services for grass cutting.

It was resolved that the quote of £195 + VAT, to cover all the areas detailed in the existing contract would be approved, and the contract renewed for the next three years until March 2025. The price will remain the same for the first two years and increase in line with RPI for the third year.

## c) Quote for tree works.

Two quotes have been received. It was resolved that the quote of £804 + VAT from Leon Brown would be accepted.

## d) Email from a resident about some of the trees on Upper Green and the potential risk to his property.

It was resolved that the resident would be referred to the latest tree survey which did not raise any concerns about the trees and indicated a life expectancy of 10+ years.

# 13. To approve the following GDPR information

## a) Assessment of personal data held by Risby Parish Council

It was resolved that the document would be approved.

## b) Document Retention and Disposal Policy

It was resolved that the document would be approved.

## c) Personal Data Breach Policy

It was resolved that the document would be approved.

# 14. To approve the following revised policy documents

## a) Procedure for dealing with correspondence

It was resolved that the document would be approved.

## b) Co-option Policy

It was resolved that the document would be approved.

## c) Complaints Procedure

It was resolved that the document would be approved.

# 15. To discuss the following correspondence:

## a) Email from West Suffolk Council about the next Community Governance Review and asking parishes if there are any anomalies they would like to correct.

It was resolved that no response would be submitted as councillors did not feel that there were any anomalies which need correcting.

## b) Letter from West Suffolk Council about future parish forums.

The dates of future forums were noted. Councillors agreed to let the clerk know if there are any issues they would like raised at future parish forums.

## c) SALC e-bulletin suggesting that parish councils follow up with their MP about the possibility of holding remote meetings.

It was resolved that Risby Parish Council would send a letter to Matthew Hancock MP asking him to support the possibility of remote meetings for parish councils.

# 16. Any other business for noting or including on the agenda of the meeting on Thursday 3rd March 2022.

The following issues are for including on the next agenda:

- The gabions around the ponds
- Maintenance of ditches and hedges

**There being no further business the meeting closed at 8.30pm.**

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