

**MINUTES TO THE MEETING OF RISTON PARISH COUNCIL
HELD ON WEDNESDAY 2ND JULY 7:30PM 2025**

The Chair Welcomes Members

Present: Councillor RF Wilson (Chair); M Khuri (Vice); RS Wilson, A Taylor.

238. Received Apologies: J Britton, D France, J Aston, P Brown Pre Approved; B Fenwick Absent

239. To agree to open the meeting to Ward Councillors and members of the public

No members of the public in attendance. Ward Cllr Whyte arrived during the meeting.

240. Declaration of Pecuniary or Non-Pecuniary Interest

Cllr RF Wilson declared and interest to receive reimbursements as detailed in Item 249d expenses

241. Minutes of Previous Meeting

(To approve and sign the minutes of the Meeting held on) **14th May 2025**

Proposed by Cllr M Khuri and Seconded by Cllr RS Wilson. All voted to approve.

242. Grants 2025/2026

The Council thanked all applicants for this year's grant funding and confirmed support had been awarded to several local organisations, including the Church, HART, and the Playing Fields Committee (PFC).

Councillors acknowledged the implementation of the new grant policy and expressed appreciation for community feedback during the process. A review of the documentation and criteria will take place ahead of the next funding round.

It was noted that during the PFC application discussion, clarification had been provided regarding presentation of account information. The Council confirmed that the accounts balanced and that the matter had been resolved.

243. Correspondence and items for information and action

- a. Noted and reviewed concerns raised regarding the Bench outside the VH Clerk has spoke with ERYC to have the area around the bench trimmed back, we will investigate other options for the long term.
- b. Noted ERNLLCA Newsletter May & June Additions
- c. To Nominate Two representatives of the Parish Council for the ERNLLCA AGM will be attended by Cllr RS Wilson and Cllr A Taylor

244. Working Parties Reports (To receive updates and note points detailed below)

a. **Events**

1. Thank you letters of support
2. Autumn Scarecrow Competition
3. Christmas Lights and Décor Competition

The Chair provided the Council details of the suggestions the Events Group wishes to proceed with, these items have been reviewed by the council, details to follow of any up and coming events been organised.

b. **Street Scene**

1. Agreed the next steps for the Cycle Path Long Riston to White Cross Roundabout AT Proposed Cllr RS Wilson and Seconded Cllr M Khuri – All voted to Approve letters to be sent

2. Received updates and agreed next steps from Speed watch meeting It was agreed to explore all options presented at the speed watch meeting, Proposed by Cllr RS Wilson and Seconded by Cllr M Khuri – All voted Approved.
3. Agreed replenishment of Grit bins, agreed to a maximum of £250 spend to buy 2 bulk bags of Grit as needed. Proposed Cllr A Taylor Seconded by Cllr RS Wilson – All voted to approve.

245. Agreed the formation of a Village Volunteer Group under the Street Scene Working Group. The group will engage residents in approved community improvement tasks such as litter picking and planting. Activities will be coordinated with the council’s insurance, health and safety policies, and overseen by the working group.

Proposed by Cllr M Khuri and Seconded by Cllr A Taylor – All voted to Approve

246. Reviewed and agreed to Parish Emergency Plan

Proposed by Cllr M Khuri Seconded by Cllr RS Wilson – all voted to approve

247. ERYC Planning Application

- a. Noted Planning Granted: 25/00869/PLF - Erection of two shipping containers for storage use in connection with the playing fields (part retrospective)

248. Clerks Report:

Budget Review

The budget review is currently underway and progressing well. A full report, including any proposed amendments, will be prepared and presented for discussion at the September meeting.

Policies and Procedures

A few policies and procedures have been reviewed recently. Some of these are scheduled for adoption at this meeting to ensure our governance remains robust and up to date. This is part of an ongoing process, and further reviews and updates will continue over the coming months to ensure all documentation remains current and compliant

Insurance Renewal

The insurance policy for the Village Hall recently fell due for renewal. The portion of the insurance premium attributed to the Parish Council’s cover was within the approved budget.

Clerk Training

After personally receiving grant funding, the Clerk has begun training through the SLCC training programme. This is well underway and will continue to bring new knowledge and skills to the Parish Council.

249. Finance and Accounts

- a. Received an update on 2023/2024 Financial Year External Audit
- b. Noted Account Balance as of 25.06.2025 £19,380.79
- c. Agreed on payments as per Schedule 2 May £634.12 / June £663.86 Proposed by Cllr M Khuri and Seconded by Cllr A Taylor – voted by all to Approve
- d. Agreed on payments as per Schedule 1 - Proposed by Cllr M Khuri and Seconded by Cllr A Taylor – voted by all to Approve

Scribe Accounts (DD)	£31.20
E.ON Next June (DD)	£60.11
E.ON Next May (DD)	£73.86
Bank Charges (DD)	£12.80
Microsoft Email solution Monthly (DD)	£64.26
APM - Reimbursement for tea coffee to Cllr RF Wilson	£12.63

VE 80 Event - Reimbursement for expenses to Cllr RF Wilson	£69.30
VE 80 Event - Reimbursement to Member of PTFA (Helen Duck)	£99.88
VE 80 Event – RY Tech Vocalist	£180.00
Clear Insurance renewal	£1204.96
Wix Domain annual renewal	£26.76
Wix Website Service annual renewal	£230.40

250. To review and adopt the following Policies / Governance

- a. Village Hall Health and Safety Policies & Documents Proposed by Cllr M Khuri Seconded by Cllr RS Wilson – all voted to approve (Clerk to note amendment if needed to Fire section)
- b. Pat Testing All in Agreement that Cllr A Taylor would undertake this task
- c. Reviewed and adopted terms of reference for the working groups – Proposed by Cllr M Khuri and Seconded by Cllr RS Wilson – all voted to approve
- d. Reviewed and Postponed Complaints Policy (Clerk to review points raised by council and return to next meeting)
- e. Reviewed and adopted Equality and diversity Policy Proposed by Cllr M Khuri and Seconded Cllr RS Wilson – all voted to approve
- f. Reviewed and adopted Privacy statement Proposed Cllr M Khuri and Seconded Cllr RS Wilson – all voted to approve

Ordinary Meeting closed 21.09

251. The council resolved to enter a closed session to discuss Confidential Report “0008”

Confidential Legal Matter

The Council received an update and agreed on next steps.

Additional Key outcomes included the introduction of a dedicated contact email for Village Hall use, and a review and update of hire fees. Proposals for future promotional activities and operational communications were also approved. These actions are intended to support the efficient running of the Village Hall and ensure transparency and continuity.

All decisions were proposed, seconded, and approved accordingly.

Note: Full details are recorded in the confidential minutes.

Closed Session closed: 21:56

Note: in the absence of Clerk the Minutes were taken by Cllr RS Wilson

Date of Next Meeting: Wednesday 3rd September 2025