**RISBY PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Thursday 1st May 2025.**

**Councillors present: Derrick Abrey (Chairman), John Fairlie, Simon Gray, Chris Sutton, Ben Ramsay and Steve Smith.**

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

1. **Election of chairman**
   Derrick Abrey was nominated and following a vote, it was resolved that he would be chairman.

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 signed 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 councillors Ian Turner (Vice -Chairman) and the reason for absence accepted.

6. **Declaration of Interest in items on the agenda and dispensation requests.**
   Derrick Abrey declared an interest in item 10b. No dispensation requests were received.

7. **Approval of minutes of the meeting held on Thursday 6th March 2025.**
   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. **Planning**
    a) **Update on DC/23/0657/FUL**
       West Suffolk Council has informed Risby Parish Council that the applicant is appealing but an official notification of the appeal has not been received yet. The Planning Inspectorate is currently scheduling a hearing Inspector.
    b) **DC/24/1247/RM - Charman's Farm, School Road, Risby - Reserved matters application - submission of details under DC/20/2231/OUT the means of access, appearance, landscaping, layout and scale for one dwelling and hardstanding. Amended plans.**
       It was resolved that the Parish Council would object to this application in line with its previous response in September 2024 as the footprint is now larger than the consented outline.
    c) **DC/25/0640/HH – West Glebe, School Road, Risby - a. single storey rear extension b. conversion of existing garage to habitable space and increase of roof height c. detached single storey garage with storage.**
       It was resolved that no objections would be made to this application.

11. **Finance.**
    a) **Approval of any payments and signing of Schedule of Payments**
       It was resolved that the following payments would be approved:
       - JP Kirk – expenses - LGA 1972, s111 - **£6.80**
       - C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£80.00**
       - McGregor Services - Grass cutting - Open Spaces Act 1906, ss 9 & 10 - **£312.00**
       - Community Action Suffolk – Insurance - Open Spaces Act 1906, ss 9 & 10 - **£763.31.** This figure includes a 5% increase in the insurance values.

The clerk is trying to obtain a comparison quote from Zurich before the renewal date. It was resolved that the Parish Council would accept the cheapest quote provided that the cover is comparable.

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:**

No payments were authorised between meetings.

**c) Statement of receipts and payments made since 1st April 2025.**

**Receipts**

| Date | Description | Supplier | Total |
|---|---|---|---|
| 04/04/2025 | VAT refund 2024-25 | HMRC | £710.83 |

**Payments**

| Date | Minute | Description | Supplier | Total |
|---|---|---|---|---|
| 01/04/2025 | 393/9f | Village hall rental for meetings | Risby Village Hall | £90.00 |
| 01/04/2025 | 401/16a | IT Services @ CAS Ltd | IT Services @ CAS Ltd | £49.00 |
| 02/04/2025 | 363/9f | Grass cutting | McGregor Services | £228.00 |
| 21/04/2025 | 363/9f | Phone costs | Vodafone | £15.20 |
| 30/04/2025 | 363/9f | Water costs for the allotments | Wave (Anglian Water Business) | £19.27 |
| Staff costs as per confidential cashbook | | | | |

**Transfers**

| Date | From | To | Amount |
|---|---|---|---|
| 08/04/2025 | Nat West Reserve Account | Nat West Current Account | £500.00 |

**d) Bank balances as of 28th April 2025.**

| | |
|---|---|
| Nat West Current Account | £1,017.59 |
| Nat West Reserve Account | £20,554.85 |
| **Total in Banks** | **£21,572.44** |

**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 2024 – 2025 and the explanation of significant variances (over 15%).**

It was resolved that the receipts and payments summary for the financial year 2024 – 2025 and the explanation of significant variances would be approved.

**h) To approve and sign sections 1 and 2 of the Annual Governance and Accountability Return 2024/25.**

It was resolved that sections 1 and 2 of the Annual Governance and Accountability Return 2024/25 would be approved. The Chairman and RFO signed sections 1 and 2.

**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 2024/25 was £19,344 and its expenditure was £16,623 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 Tuesday 3rd June 2025 – Monday 14th July 2025.

**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 2025/26.**

A precept payment of £18,046 was received from West Suffolk Council on 28th April 2025.

**12. Highways issues**

**a) Replacement grit bin for Quay's Road**

It was resolved that the clerk would order a replacement grit bin for Quay's Road and that a payment of up to £250 would be approved.

**b) Tree survey.**

It was resolved that the next tree survey would be arranged in March 2026.

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

**a) Replacement log bench for Upper Green.**

It was resolved that a medium Curtis Bench (for 3 people) would be ordered from Realise Futures and that a payment of up to £300 would be approved.

**b) Bus shelter cleaning.**

Simon Gray agreed to clean the bus shelter near The Avenue. Derrick Abrey agreed to clean the one on Upper Green.

**14. Correspondence.**

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

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

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

**The following items are for including on the July agenda:**

- Litter along laybys
- Dog waste bags being hung on trees.

**The following items are for noting:**

Ben Ramsey asked for his thanks to Chris Lilley to be recorded for taking on the role of Chairman of the Risby Charities and the sterling work he does.

**There being no further business the meeting closed at 7.46pm.**

Signed …… (Chairman) Dated ……