RISBY PARISH COUNCIL

Minutes of the meeting held on Thursday 3rd July 2025.

Councillors present: Derrick Abrey (Chairman), Ian Turner (Vice-chairman), Simon Gray, Chris Sutton, Steve Smith and John Fairlie.

Also present: Joanne Kirk (Clerk), District Councillor Susan Glossop and County Councillor Rebecca Hopfensperger.

1. Acceptance of apologies for absence.
Parish Councillor Ben Ramsay sent his apologies and the reason for absence was accepted.

2. Declaration of Interest in items on the agenda and dispensation requests.
No councillors declared an interest in any items on the agenda and no dispensation requests were received.

3. Approval of minutes of the Annual Meeting of the Parish Council held on Thursday 1st May 2025 and the planning meeting held on Thursday 29th May 2025.
It was resolved that the minutes were correct. The chairman signed them.

4. Public Session.
No issues were raised:

5. Update on list of actions agreed at the last meeting.
There were no outstanding councillor actions.

6. 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 – **£306.60**
- HMRC – Employer's NI - LGA 1972, s111 - **£42.36**
- J P Kirk – expenses - LGA 1972, s111 – **£4.32**
- McGregor Services - Grass cutting - Open Spaces Act 1906, ss 9 & 10 - **£432.00**
- J Kirk - Microsoft Office Lifetime $^{1}/_{6}$ - LGA 1972, s111 - **£20.00.**

Chris Sutton and Steve Smith signed the Schedule of Payments.

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
15/05/2025	Refund pension costs	Ousden Parish Council	£16.00
10/06/2025	Refund pension costs	Moulton Parish Council	£28.00
10/06/2025	Refund pension costs	Stradishall Parish Council	£16.00
10/06/2025	Refund pension costs	Lackford Parish Council	£16.00
10/06/2025	Refund pension costs	Moulton Parish Council	£28.00
10/06/2025	Refund pension costs	Stradishall Parish Council	£16.00
10/06/2025	Refund pension costs	Lackford Parish Council	£16.00
16/06/2025	Refund pension costs	Ousden Parish Council	£16.00

Payments

Date	Minute	Description	Supplier	Total
06/05/2025	402/11a	Clerk's expenses	J Kirk	£6.80
06/05/2025	402/11a	Internal audit fee	Mrs C Whitaker	£80.00
06/05/2025	402/11a	Donation	Risby Village Hall	£500.00
06/05/2025	363/9f	Grass cutting	McGregor Services	£312.00
07/05/2025	404/14a	Donation	Suffolk Accident Rescue Service	£50.00
20/05/2025	363/9f	Phone costs	Vodafone	£16.19
20/05/2025	402/11a	Insurance	Business Services at CAS Ltd	£763.31
11/06/2025	363/9f	Grass cutting	McGregor Services	£312.00
20/06/2025	363/9f	Phone costs	Vodafone	£16.19

Staff costs as per confidential cashbook

Transfers

Date	From	To	Amount
08/04/2025	Nat West Reserve Account	Nat West Current Account	£500.00
06/05/2025	Nat West Current Account	Nat West Reserve Account	£15,000.00

d) Bank balances as of 30th June 2025.

Nat West Current Account	£1,276.29
Nat West Reserve Account	£35,554.85
Total in Banks	**£36,831.14**

Chris Sutton verified and signed the bank statements.

e) Approval of the continued use of electronic banking and BACS payments, the Council's banking arrangement with Nat West, and the use of variable direct debit or standing order where appropriate.
It was resolved that Risby Parish Council would continue to use electronic banking with NatWest and direct debits or standing orders where appropriate.

f) Update on the Inspection of Council property.
This item is ongoing.

g) Quote for sampling village ponds.
Risby Parish Council has received a quote of £1,200 from Technical Waste Solutions to sample activities and produce three separate analysis reports, one for each pond, so that they can find out how the spoil from the ponds would need to be disposed of. It was resolved that the quote would be accepted and the payment approved.

7. District Councillor's Report
Susan Glossop spoke about the West Suffolk Local Plan. The Local Plan will be adopted at West Suffolk Council's next full council meeting on Tuesday 15th July 2025.

8. County Councillor's Report
Councillor Hopfensperger asked whether Risby Parish Council would still like a traffic survey. Councillors agreed to postpone the survey for the time being. Cllr Hopfensperger agreed to fund 50% of the cost of the pond sampling.

9. Planning.

a) Steelstock appeal procedure
It was resolved that information about the appeal hearing would be circulated to residents. For those unable to attend the full hearing, people would be encouraged to register to attend on the first day.

b) Planning applications received after the agenda was published

TDC/25/1050/TCA	The Gate House, School Road, Risby	One unknown species (marked on plan) fell

It was resolved that the Parish Council would accept the recommendation of West Suffolk Council's Tree officer.

c) Email from Anglian Water about proposals for a Nitrate Treatment Plant in Cavenham.
Anglian Water sent details of the proposals prior to submitting a planning application. Councillors had reviewed the documents prior to the meeting and had no specific issues they wished to raise at this stage.

d) West Suffolk Local Plan – Inspectors' Report
The report has now been published with the following conclusion and recommendation:

Overall Conclusion and Recommendation

378. The West Suffolk Local Plan has a number of deficiencies in respect of soundness and legal compliance for the reasons set out above, which mean that we recommend non-adoption of it as submitted, in accordance with section 20(7A) of the 2004 Act. These deficiencies have been explained in the main issues set out above.

379. The Council has requested that we recommend main modifications to make the Plan sound and legally compliant and therefore capable of adoption. We conclude that the duty to cooperate has been met and that with the recommended main modifications set out in the Appendix the West Suffolk Local Plan satisfies the requirements referred to in section 20(5)(a) of the 2004 Act and is sound.

The Local Plan will be adopted by West Suffolk Council on 15th July 2025.

10. To discuss any highways/Rights of Way issues/tree/transport issues/pond issues.

a) Lorry survey in South Street.
See item 8 above.

b) Replacement grit bin.
It was resolved that the clerk would order a yellow, 200L grit bin at a cost of £124 ex VAT, delivery and any fixings and that the payment would be approved.

11. To review the following policy documents:
It was resolved that all the documents would be approved with any amendments as detailed below.

a) Financial Regulations.
No changes made.

b) Updated Standing Orders based on NALC model.

c) Scheme of Delegation.
No changes made.

d) Contact Privacy Notice.
Updated with new contact details.

e) Procedural policies as listed in appendix A.

f) **Freedom of Information, data protection policies and policies for dealing with the press/media as listed in appendix B.**

g) Employment policies and procedures as listed in appendix C.

h) Other policies as listed in appendix D.

i) Planning documents listed in appendix E.

12. Village issues.

a) Litter along Newmarket Road.
District Councillor Susan Glossop had already raised this with Waste Management at West Suffolk Council and received the following response:

Further to my email last week, the team here have advised me that we did recently replace a warning banner about littering in the area as it is a hot spot. I believe the lorries are parking up along the double yellow lines late at night and leaving early morning before enforcement action can be taken but we will check.

We have just raised a Service Request for the operations team to sweep along the yellow lines, despite there being no kerb line, as some of them have become obscured by detritus. This should hopefully ensure they are more visible and might be more of a deterrent to drivers parking there and littering.

13. Correspondence.

There was no urgent correspondence to discuss.

14. Any other business for noting or including on the next agenda on Thursday 4th September 2025.

The following items are for including on the next agenda:

- Review of cutting under the trees on greens.
- Parking on the Green by contractors vehicles.

There being no further business the meeting closed at 8.25pm.

Signed …… (Chairman) Dated ……

Appendix A – Procedural policies

- **Complaints Procedure.**
  No changes made.
- **Procedure for Dealing with Correspondence.**
  No changes made.
- **Procedure for the Public Session.**
  Word forum amended to 'session'.
- **Co-option Policy.**
  Contact details updated.
- **Email policy for councillors.**
  No change made.
- **Electronic Communication Policy.**
  Updated to include email address and WhatsApp as a form of contact. Clerk's working days have been removed. The policy states that the clerk works part-time and will respond when she can.
- **Code of Conduct**
  No changes made. SALC model code of conduct used as a template.
- **Persistent and vexatious complaints and correspondence policy**
  No change made.

Appendix B – Freedom of Information, data protection policies and policies for dealing with the press/media.

- **Data Protection and Information Management Policy.**
  New policy which merges previous data protection policies into a simpler template provided by SALC (Document Retention Policy, Personal Data Breach Policy).
- **Social media policy.**
  No changes made.
- **Filming and Recording at Meetings Policy.**
  No change made.
- **Subject Access Request Policy.**
  Contact details updated.
- **Procedure for Handling Requests for information.**
  No changes made.
- **Freedom of Information Publication Scheme.**
  Updated in line with SALC model template.
- **Assessment of personal data held by Risby Parish Council.**
  Updated.

Appendix C - Employment policies and procedures.

- **Equal Opportunities Policy.**
  No changes made.
- **Sexual and General Harassment Policy and Procedure.**
  New policy.
- **Disciplinary and Grievance Policy**
  New policy.

Appendix D – Other policies.

- **Weed Control Policy.**
  No changes made.
- **Wildlife Policy.**
  No changes made.
- **Volunteer Policy.**
  No changes made.
- **Risk Assessment for volunteer litter pickers.**
  COVID guidance removed.
- **Hedge Policy.**
  No changes made.

Appendix E – Planning documents

- **The Role of Risby Parish Council in Dealing with Planning Applications.**
  Updated.
- **Planning applications and how to respond.**
  Updated.