RISBY PARISH COUNCIL

Minutes of the meeting held on Thursday 4th September 2025.

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

Also present: Joanne Kirk (Clerk), District Councillor Susan Glossop and 3 members of the public.

In the absence of the Chair, Vice-Chair Ian Turner chaired the meeting.

1. Acceptance of apologies for absence.

Apologies were received from Parish Council Chair Derrick Abrey and the reason for absence accepted. County Councillor Rebecca Hopfensperger also sent her apologies.

2. Declaration of Interest in items on the agenda and dispensation requests.

No councillors declared an interest in any items on the agenda. No dispensation requests were received.

3. Approval of minutes of the meeting held on Thursday 3rd July 2025.

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

4. Public Session.

The following issues were raised:

- Flooding at Mulberry Farm which was made worse by storm water coming out of Risby Business Park into Welham Lane. The resident has spoken to the owner of Risby Business Park and asked him to check that their drainage system is working properly. The Parish Council advised the resident to report it online to Suffolk County Council and the clerk also agreed to raise it with County Councillor Rebecca Hopfensperger and ask her to arrange for all the drains in Risby to be jetted out as blocked drains exacerbated the flash flooding. The pond in Welham Lane being silted up, especially in Welham Lane, does not help the situation.

5. County Councillor's report.

Beccy Hopfensperger sent a written report. She also emailed through the following comments:

- She is trying to find a way of reallocating her locality funding for the pond analysis.
- The weeds in Risby are due to be treated in the next week, but this may depend on the weather. She would like the Parish Council to let her know if they are treated. The clerk has requested a visit from the road sweeper (WSC) to sweep the whole village and pavements.

6. District Councillor's report

District Councillor Susan Glossop spoke about the following:

- She is surprised that the Inspection's decision for the Steelstock application has not been published yet.
- Brookes School has closed but the nursery remains open.
- Tim Passmore has been elected as the Conservative candidate to stand as mayor for the new devolved administration.
- She and Cllr Hopfensperger both gave money for new men's toilets in Risby Village Hall.

7. Police issues.

No issues were raised.

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

There were no outstanding councillor actions.

9. 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 – **£6.31**
- HMRC – PAYE - LGA 1972, s111 – **£323.00**
- HMRC – Employer's NI - LGA 1972, s111 – **£54.65**
- Starboard Systems – Scribe Accounting Software - LGA 1972, s111 – **£165.60**.
- Suffolk Cloud – website hosting fee - LGA 1972, s111 - **£120.00**
- McGregor Services - Grass cutting - Open Spaces Act 1906, ss.9 and 10 – **£198.00**

Risby Parish Council has also received notification of the latest NALC annual pay award for local government employees backdated to 1st April 2025. It was resolved that the clerk would be paid the new rate with immediate effect and that a payment of **£65.55** for 5 months back pay would be approved.

Chris Sutton and Steve Smith checked and 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
10/07/2025	Refund pension costs	Moulton Parish Council	£28.00
10/07/2025	Refund pension costs	Stradishall Parish Council	£16.00
10/07/2025	Refund pension costs	Lackford Parish Council	£16.00
15/07/2025	Refund pension costs	Ousden Parish Council	£16.00
18/07/2025	Wayleave payment	UK Power Networks	£42.80

Payments

Date	Minute	Description	Supplier	Total
04/07/2025	405/6a	Clerk's expenses	J Kirk	£4.32
04/07/2025	405/6a	Microsoft Office 1/6	J Kirk	£20.00
04/07/2025	405/6a	Grass cutting	McGregor Services	£432.00
29/07/2025	363/9f	Water costs for the allotments	Wave (Anglian Water Business)	£164.60
21/07/2025	363/9f	Phone costs	Vodafone	£16.19
21/07/2025	404/13a	New bench	Realise Futures	£337.19
05/08/2025	363/9f	Grass cutting	McGregor Services	£318.00
11/08/2025	404/12a	New grit bin	Broxap Limited	£178.80
19/08/2025	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
04/07/2025	Nat West Reserve Account	Nat West Current Account	£1,000.00
11/08/2025	Nat West Reserve Account	Nat West Current Account	£1,000.00

d) Bank balances as of 31st August 2025.

Nat West Current Account	£480.92
Nat West Reserve Account	£33,638.31
Total in banks	**£34,119.23**

Chris Sutton and Steve Smith verified and signed the bank statements.

e) Six-month budget review.

Overspends as of 31st August 2025

Insurance	Amount	Explanation
Budgeted	£700	
Actual	£763	
Difference	**-£63**	Higher annual premium.
Village project		
Budgeted	£0	
Actual	£281	

Difference	**-£281**	New bench for Upper Green. Reserves used.
National Insurance		
Budgeted	£0	
Actual	£42	
Difference	**-£42**	Change in threshold means RPC now has to pay employer's NI

Reserves balance as of 31st August 2025

Earmarked Reserves	Opening Balance	Transfers	Spend	Receipts	Current Balance
Election costs	£1,746	£300			£2,046
Pond maintenance	£10,763	£2,000			£12,763
Emptying of bins	£657				£657
Village project	£1,513		£281		£1,232
Tree survey and tree work	£3,974	£2,350			£6,324
Clerk and councillor training	£134	£20			£154
VAS	£300	£50			£350
Allotments	£356	£50	£184		£222
War memorial	£500	£300			£800
Defibrillator maintenance	-£113	£100			-£13
Planning advice		£1,500			£1,500
Document shredding		£20			£20
Total	**£19,829**	**£6,690**	**£465**		**£26,055**
TOTAL EARMARKED RESERVES	**£19,829**	**£6,690**	**£465**		**£26,055**
GENERAL FUND					£8,065
TOTAL FUNDS					**£34,119**

f) Inspection of Council property.
This item is ongoing.

g) Purchase of a poppy wreath and donation and approval of online payment.
It was resolved that Chris Sutton would organise a poppy wreath and that a payment of £50, to include a donation, would be approved.

10. Planning.

a) DC/25/1294/CLE - Block F, Rebvale Industrial Estate, Newmarket Road, Risby - Application for lawful development certificate for existing use or development - seeking regularisation of an existing building and associated hard standing as shown edge in red on the accompanying location plan for certificate of lawfulness regarding existing building and associated hard standing.
The clerk had asked the Case Officer what this application means. She confirmed that the applicant is asking a legal question as to whether the site can used lawfully.

Councillors asked the clerk to seek clarification from the Case Officer about the planning history for the site and whether the fact that the applicant is applying for a lawful certificate means that they are not able to demonstrate that they had planning permission in the first place.

The Design and Access Statement for the 2016 application DC/16/2793/FUL says the building was completed in October 2015 and the Inspector's report at the appeal hearing against enforcement action taken by West Suffolk Council in 2017 says the building was extended, but Risby Parish Council cannot find any applications for either the building or this extension. Two were submitted by the applicant but subsequently withdrawn. Risby Parish Council has asked West Suffolk Council's legal team whether planning permission was ever secured for what is there now as it is concerned that the applicant will apply the '10-year rule' if no planning permission is in place.

The clerk was also asked to find out whether the drainage system on the site has been adopted by Anglian Water now as Anglian Water would not adopt the drainage system previously because it

needed work doing. There has been an ongoing issue with flooding in Welham Lane with water coming off the Business Park.

b) Planning applications received between meetings:

- DC/25/1150/TCA - The Gate House, School Road, Risby - One yew (T2 on plan) overall crown reduction by three metres, one oak (T1 on plan) fell.

  The applicant has withdrawn the application to remove the oak tree on the driveway as it is considered worthy of retention and engineering solutions may be available to address the issues raised.
- DC/25/0130//TCA - Gate House Cottage, School Road - One holly (T1 on plan) crown lift to four metres above ground level, one Robinia (T2 on plan) crown lift to eight metres above ground level, one yew (T3 on plan) crown lift to five metres above ground level.

11. Highways/Rights of Way issues/tree/transport issues/pond issues.

a) Letter from Moulton Parish Council about Community Road Safety.

It was resolved that Risby Parish Council would join the group and that the clerk would be authorised to make representations on behalf of Risby Parish Council and act on any recommendations made by the group.

b) Quote for tree works in Welham Lane.

The quote has not been received yet.

c) Parking of contractors' vehicles on the Green.

It was resolved that the Parish Council would get quotes to put posts along the edge of Lower Green where vehicles are currently parking. Simon Gray agreed to speak to Derrick Abrey about how many posts are required.

d) Quote for dredging the ponds.

Risby Parish Council discussed the quote from TWS. The analysis report show that the water is not hazardous waste, just water and hydrocarbons from run off from the road (oil/petrol). The cost for all three ponds is £26,294 plus the additional cost of £24 per ton to dispose of any liquid and £28 per ton to dispose of any solid waste. As 1 ton equates to 1 cubic metre this would double the total cost (and possibly more) depending on how much is disposed of.

It was resolved that the clerk would talk to Derrick Abrey about the work and how much liquid and silt would need to be removed so that a more accurate estimate of the total cost can be produced.

12. Allotments.

a) Review of water bills for the allotments.

Risby Parish Council is aware that some of the allotments holders are breaching their allotment agreements and using hoses, despite an email requesting restraint.

It was resolved that Risby Parish Council would discuss this again at their next meeting when the bill for the third quarter of the year is in and look at possible options.

The clerk was also asked to find out from Wave whether a smart meter can be installed.

13. To discuss any village issues:

a) Registering the Greens with the Land Registry.

Councillors did not feel there was any need to register the Greens as Risby Parish Council has proof of ownership if required.

b) Review of grass cutting under the trees on the greens.

A resident has offered to strim the grass under the trees on the greens as these areas have not been properly maintained.

It was resolved that Risby Parish Council would ask McGregor Services to resume cutting the grass under the trees on the greens during the next grass cutting season as the maintenance schedule agreed with the Wildlife Group has not been adhered to. The wildlife spiral will be retained as some residents are looking after it.

c) Email from the Risby Charities about the possibility of storing a bleed kit in the defibrillator cabinet.

The clerk agreed to let the Risby Charities know that whilst they support the project, the defibrillator cabinet only has space for the defibrillator. Possible solutions would be to install a larger or second

cabinet in the phone box or put a kit in the village hall. The clerk had checked with the East of England Ambulance Service and they have confirmed that they do not actively deploy community bleed kits, but will direct people to one if they ask for it when they ring 999, provided a risk assessment is in place.

d) Email from a resident about weeds between the road surface and the kerb and whether it can be sealed to prevent weeds growing.

As Suffolk County Council is the Highways Authority for Suffolk, the decision to seal the gap between the kerb and the road surface would be theirs. The clerk agreed to forward the resident's request on to County Councillor Rebecca Hopfensperger and ask her to raise this with Highways and respond to the resident. The clerk has also requested that the roads and pavements in Risby be swept by West Suffolk Council. They have confirmed that the roads were last swept in March 2025 and that Risby has been added to the list of villages to be swept.

14. Correspondence:

a) Email from West Suffolk Council about the next Parish and Town Council Forum which will be held on 21st October 2025 West Suffolk House.

No councillors wished to attend.

b) Email from the Suffolk Joint Emergency Planning Group about Community Emergency Rest Centre Training on Thursday 23rd October.

No councillors wished to attend.

15. Any other business for noting or including on the agenda of the meeting on Thursday 6th November 2025.

There being no further business the meeting closed at 8.40pm.

Signed …… (Chairman) Dated ……