RISBY PARISH COUNCIL

Minutes of the meeting held on Thursday 3rd September 2026.

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

Also present: Joanne Kirk (Clerk) and District Councillor Susan Glossop.

1. Acceptance of apologies for absence.
Apologies were received from Cllr Steve Smith and the reason for absence accepted.

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 2nd July 2026.
It was resolved that the minutes were correct. The Chair signed them.

4. Public Session.
No issues were raised.

5. County Councillor's report.
No report or apologies were received. Councillors expressed their disappointment that the new County Councillor for Risby has not responded to correspondence from the Parish Council or attended any meetings. The clerk was asked to write to the Reform Group at Suffolk County Council to express their concern about this.

6. Police issues.
No issues were raised.

7. Update on list of actions agreed at the last meeting.
There was one outstanding councillor action.

Update on the clerk's actions:
- The Council's website has been checked and updated to ensure that it meets with accessibility requirements.
- City Fibre has been asked about moving their wire onto the BT pole on The Green and removing the pole but there has been no response yet.
- The mural protection paint has been ordered. Derrick Abrey agreed to carry out the work.
- The clerk has started compiling information to show Risby Parish Council has maintained the pond in Welham Lane but more evidence is required.

8. District Councillor's report
District Councillor Susan Glossop spoke about the following:
- Proposals for a unitary council. Norfolk, Suffolk and Essex are all challenging the Government. The Government still hasn't put the Structural Change Order through.
- West Suffolk Council's Call for sites. Some developers have been carrying out consultations before West Suffolk Council has made any decisions about which of the 328 sites are suitable for inclusion in the Local Plan and this is causing a lot of concern among residents.

9. Finance

a) Approval of payments and signing of Schedule of Payments.
- J P Kirk - expenses - LGA 1972, s111 – **£36.98.**
- Starboard Systems – Scribe Accounting Software - LGA 1972, s111 – **£231.94**.
- HMRC – PAYE - LGA 1972, s111 – **£337.40**
- HMRC – NI - LGA 1972, s111 - **£65.42.**

Risby Parish Council has also received notification of the latest NALC annual pay award for local government employees backdated to 1st April 2026. It was resolved that the clerk would be paid the new rate with immediate effect and that a payment of for 5 months back pay would be approved. Chris Sutton checked that the new rate and pay calculations were correct.

b) Approval of payments authorised between meetings.
No payments were authorised between meetings.

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c) Approval of the record of receipts and payments made since the last meeting.

Receipts

Date	Description	Customer	Total
07/07/2026	Wayleave payment	UK Power Networks	£43.62
10/07/2026	Refund pension costs	Moulton Parish Council	£28.00
10/07/2026	Refund pension costs	Lackford Parish Council	£16.00
13/07/2026	Refund pension costs	Stradishall Parish Council	£16.00
15/07/2026	Refund pension costs	Ousden Parish Council	£16.00
31/07/2026	Bank interest received	Nat West	£32.69

Payments

Date	Minute	Description	Supplier	Total
06/07/2026	421/9e	Grass cutting	McGregor Services	£350.00
15/07/2026	421/9e	Water costs for the allotments	Wave (Anglian Water Business)	£120.71
20/07/2026	421/9e	Phone costs	Vodafone	£17.42
20/07/2026	421/9e	Defibrillator pads	Community Heartbeat Trust	£66.75
21/07/2026	432/12a	Tree survey	Ligna Consultancy	£398.00
10/08/2026	421/9e	Grass cutting	McGregor Services	£90.00
20/08/2026	421/9e	Phone costs	Vodafone	£17.42
Staff costs as per confidential cashbook				

Transfers

Date	From	To	Amount
08/07/2026	Nat West Reserve Account	Nat West Current Account	£1,000.00

d) Bank balances and confirmation of bank reconciliation as of 31st August 2026.

Nat West Current Account	£704.37
Nat West Reserve Account	£44,027.92
Total in Banks	**£44,732.29**

e) Six-month budget review.

Overspends as of 31st August 2026

Other admin costs		**Explanation**
Budgeted	£0	
Actual	£1,044	
Difference	**-£1,044**	Legal fees for registering the Greens.
Annual Tree Survey	**Amount**	
Budgeted	£350	
Actual	£398	
Difference	**-£48**	Increase in cost of survey.

Reserves balance as of 31st August 2026

	Opening Balance	Transfers	Spend	Receipts	Current Balance
Earmarked reserves					
Election costs	£2,046.09	£300.00			£2,346.09
Pond maintenance	£11,563.00	£8,500.00			£20,063.00
Emptying of bins	£657.00				£657.00
Village project	£1,232.01				£1,232.01
Tree survey and tree work	£6,324.00	£2,350.00	£398.00		£8,276.00
Clerk and councillor training	£153.76	£20.00			£173.76
VAS	£350.00	£50.00			£400.00
Allotments	£557.13	£50.00	£165.37		£441.76

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War memorial	£800.00	£300.00		£1,100.00
Defibrillator maintenance	-£13.45	£100.00	£66.75	£19.80
Planning advice	£1,500.00			£1,500.00
Document shredding	£20.00	£20.00		£40.00
TOTAL EARMARKED RESERVES	**£25,189.54**	**£11,690.00**	**£630.12**	**£36,249.42**
GENERAL FUND				£8,482.87
TOTAL FUNDS				**£44,732.29**

f) Purchase of a poppy wreath and donation and approval of online payment.
A poppy wreath has already been ordered.

g) Switching the Parish Council website to One Suffolk.
It was resolved that the Parish Council's website would be moved from Pear Space to One Suffolk. Although there is a migration fee of £150, the annual cost is £55 + VAT compared to £120 for Pear Space. It was resolved that the payment of £150 to One Suffolk would be approved (LGA 1972, s111).

10. Planning.

a) Planning applications received between meetings and after the agenda was published:

DC/26/1128/FUL	Land West off Fornham Lane, Westley	Change of use from agricultural land to Suitable Alternative Natural Greenspace (SANG) and Green Corridors, with associated access from Fornham Lane and provision of public car park.

b) Email from Higham Parish Council about a large site that has been put forward for development as part of the latest call for sites in the Local Plan.
Higham Parish Council has been contacted by a developer about a site that has been put forward in West Suffolk Council's call for sites and has asked Risby Parish Council to make residents aware of the proposals.

It was resolved that the clerk would email Higham PC to say that Risby Parish Council feels that it is too premature to be notifying residents as the site may not be included in the Local Plan and that, having had a similar experience in the last call for sites, Risby Parish Council will not engage with developers until the Parish Council knows a site has been included in the Local Plan.

c) Local Plan Call for Sites update from West Suffolk Council.
West Suffolk is at an early stage in preparing a new local plan for the area. A 'call for sites' consultation has also been undertaken to inform preparation of the new local plan. In total 328 sites submitted by developers and landowners, some of whom have decided to carry out their own public engagement about their sites.

Each site is now being assessed by West Suffolk Council in accordance with government guidance to understand if it is potentially suitable, available, and deliverable. They are working to publish a map including details of all 328 sites next month, and then their initial assessment of them in the autumn. This initial site assessment process does not make decisions about the allocation of sites in the Local Plan.

The outcomes of the scoping consultation and site assessments will inform the next stage of consultation on the local plan in 2027 which will seek the views of local communities on how new housing growth is to be distributed across the district over the plan period. There will also be a further public consultation scheduled for 2028 on a draft Local Plan for West Suffolk.

The key messages at this stage are:
- This is an early stage in the preparation of the new West Suffolk Local Plan.
- No decisions have been made on the sites submitted to West Suffolk Council.
- West Suffolk Council is assessing over 300 sites.
- West Suffolk is listening to the concerns of local residents.
- West Suffolk Council will publish details later in the year including of those that meet the first cut (are deemed available, suitable, and deliverable).
- There will then be further work on the plan.

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- There will a public consultation in 2027 seeking views on spatial strategy options and the distribution of housing. No decisions will be made on the allocation of sites at this stage.
- A further stage of public consultation will be undertaken in 2028 on a full draft local plan which will include proposed allocations.
- Local residents can register on our local plan consultation system on https://westsuffolk.inconsult.uk/system/register

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

a) Update on the meeting with Cllr Chris Sutton and Highways Community Liaison Engineer Andy Moore about damage to the top of Lower Green.

It was resolved that the clerk would apply to Suffolk County Council for a Street Furniture Licence to install planters at the top of Lower Green. Chris Sutton agreed to provide the information needed.

a) Parking on Lower Green.

The new homes next to Lower Green have all been sold and have allocated parking. Councillors agreed to monitor the situation once all the homes are occupied.

b) Quotes for tree work in Welham Lane.

The clerk sought three quotes but only two have been received. It was resolved that the Parish Council would accept the quote of £6,700 from Owen Jones as this was the most competitive quote. The clerk agreed to submit a TCA application.

12. Allotments.

a) Watering system for the allotments.

This item was postponed until the next meeting.

b) Review of allotment usage.

All the allotments are occupied at present and there are two people on the waiting list.

13. To discuss any village issues:

a) Email from a resident about the pond in School Road.

The resident suggested using an aerator on the pond. It was resolved that the clerk would respond thanking the resident for the suggestion and explaining that aeration will only put oxygen into the water, it won't remove salt and other pollution which is the issue with both ponds in School Road as they are highways overflow sumps fed solely by water from the roads.

14. Correspondence:

a) Email from East Anglian Air Ambulance requesting a donation

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

b) Email from West Suffolk Council about their updated Register of Members' Interests form where the home address of councillors has been removed – for information only.

c) Email from Well Being Suffolk giving details of the mental health services they provide.

People aged 16 or over and living in Suffolk, can self-refer directly to the service without needing to see a GP or have a formal mental health diagnosis. Ben Ramsay agreed to share the information on the Risby Facebook page.

15. Any other business for noting or including on the agenda of the meeting on Thursday 5th November 2026.

a) Councillor Ben Ramsay announced his intention to step down. He said he would be happy to post information on the Risby Facebook page and act as a liaison between the Parish Council and the Risby Charity. The clerk agreed to notify West Suffolk Council of the vacancy.

b) The clerk was asked to follow up with Suffolk County Council about the street light near Charman's Farm which still has not been fixed.

There being no further business the meeting closed at 8.21pm.

Signed …… (Chairman) Dated ……

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