RISBY PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Thursday 2nd July 2026.

Councillors present: Ian Turner (Chair), Derrick Abrey, John Fairlie, Simon Gray and Steve Smith.

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

1. Acceptance of apologies for absence

Apologies were received from parish councillors Chris Sutton and Ben Ramsay 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 and no dispensation requests were received.

3. Approval of minutes of the Annual Meeting of the Parish Council held on Thursday 7th May 2026.

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

4. Public session.

No issues were raised.

5. County Councillor's Report.

The new County Councillor for Risby Don Waldron was invited to the meeting but did not respond to the invitation. No apologies and no report were received.

6. District Councillor's report.

District Councillor Susan Glossop spoke about the following:

- There has been no contact from Steelstock at West Suffolk Council.
- The new Local Plan and the latest call for sites.
- A Scoping Consultation is currently underway.
- The way planning applications are decided is going to change. Most applications will be decided by planning officers.
- The Government's proposal to house 1,200 male asylum seekers at RAF Barnham.

A question was asked about West Suffolk Council's view of the proposed Forest City between Newmarket and Haverhill. Susan Glossop confirmed that West Suffolk Council does not support the application.

7. To receive an update on the list of actions agreed at the last meeting.

There was one outstanding councillor action.

Update on the clerk's actions:

- The clerk has not been able to order the paint for the artwork in the bus shelter yet as it was out of stock online.

8. 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 – **£316.40**
- HMRC – Employer's NI - LGA 1972, s111 - **£49.74**

b) Approval of payments authorised between meetings:

Three payments were authorised between meetings:

- The Pear Space invoice for a website accessibility scan was missing off the schedule of payments authorised between meetings on the May agenda - LGA 1972, s111 - **£70.00.**
- C Sutton – replacement tap for the allotments - Open Spaces Act 1906, ss 9 & 10 - **£26.42.**
- Rudlings LLP – Land Registry first registration fee - LGA 1972, s111 - **£70.00.**

c) Statement of receipts and payments made since 1st May 2026.

Receipts

Date	Description	Supplier	Total
11/05/2026	Refund pension costs	Moulton Parish Council	£28.00

11/05/2026	Refund pension costs	Stradishall Parish Council	£16.00
11/05/2026	Refund pension costs	Lackford Parish Council	£16.00
15/05/2026	Refund pension costs	Ousden Parish Council	£16.00
10/06/2026	Refund pension costs	Lackford Parish Council	£16.00
10/06/2026	Refund pension costs	Moulton Parish Council	£28.00
11/06/2026	Refund pension costs	Stradishall Parish Council	£16.00
15/06/2026	Refund pension costs	Ousden Parish Council	£16.00

Payments

Date	Minute	Description	Supplier	Total
11/05/2026	432/12a	Internal audit fee	Mrs C Whitaker	£85.00
11/05/2026	433/16a	Donation	Suffolk Accident Rescue Service	£50.00
11/05/2026	432/12a	Donation	Risby Village Hall	£500.00
11/05/2026	421/9e	Grass cutting	McGregor Services	£492.00
12/05/2026	432/12b	Insurance	Business Services at CAS Ltd	£701.08
20/05/2026	421/9e	Phone costs	Vodafone	£20.90
23/06/2026	421/9e	Grass cutting	McGregor Services	£318.00
Staff costs as per confidential cashbook				

The insurance premium quoted of £806.43 has been reduced to £701.08 as there was an offer for parish councils with a long-term undertaking.

Transfers

Date	From	To	Amount
30/04/2026	Nat West Current Account	Nat West Reserve Account	£20,000.00
15/06/2026	Nat West Reserve Account	Nat West Current Account	£1,000.00

d) Bank balances as of 30th June 2026.

Nat West Current Account	£1,658.50
Nat West Reserve Account	£45,942.72
Total in Banks	**£47,601.22**

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 and BACS payments, the Council's banking arrangement with Nat West, and the use of variable direct debit or standing order where appropriate.

f) New HMRC mileage rate.
The new HMRC mileage rate is 55p a mile.

9. Planning

a) New West Suffolk Local Plan initial resident's consultation. The consultation period is from 16th June – 28th July 2026 - https://westsuffolk.inconsult.uk/Scoping_Consultation_2026/consultationHome
It was resolved that no comments would be submitted at this stage.

b) Planning applications received between meetings or after the agenda was published.
The following applications were received:

DC/26/0841/HH	Lethrede, Hall Lane, Risby	a. cart lodge b. timber entrance gates

Cllr Derrick Abrey agreed to speak to the neighbouring property to see if they have any concerns. If they have no issues, it was resolved that the clerk would submit a response of no objections using her delegated powers.

10. Highways 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 this item would be postponed until the next meeting.

b) Parking on Lower Green.

It was resolved that this item would be postponed until the next meeting. Councillors agreed to monitor the parking situation on Lower Green.

c) To discuss the Tree Survey report.

There are a number of management recommendations which Risby Parish Council has completed and some priority actions if the budget allows. The survey recommends crown reducing the 4 poplars on Welham Lane. It was resolved that the clerk would obtain additional quotes for the work. Derrick Abrey agreed to meet contractors on site. A TCA application will be required for the work.

11. To discuss the following allotment issues:

a) Watering system for the allotments.

The item was deferred until the next meeting.

12. To review the following policy documents.

It was resolved that the amendments detailed below would be approved.

a) Financial Regulations.

No changes were made.

b) Standing Orders.

No changes were made.

c) Scheme of Delegation.

The word chairman was changed to chair.

d) Contact Privacy Notice.

No changes were made.

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.

13. Village issues.

a) Renewal of nominations for Parish Council representative for the Risby Charities.

It was resolved that Sophie Flux would be nominated.

14. To discuss the following correspondence:

a) **Information from Phonely about the switch over to digital landlines which is due to be completed by 27th January 2027 – for information only.**

The UK's old landline phone network is being switched off by January 2027 and replaced with digital phone services delivered via broadband.

Many residents will not notice a major difference, however some older home phones, telecare devices, pendant alarms and monitored home alarm systems may be affected and could require updating before the switch takes place locally. Residents are encouraged not to wait until the last minute and to contact their provider to:

- ask when their area is scheduled to switch
- check whether their current phone will still work
- check any telecare or alarm systems
- ask about emergency backup during power cuts

The full resident guide is available here:
https://www.phonely.co.uk/uk-digital-landline-switchover

b) Email from West Suffolk Council about their new online portal for private landlords where they can report tenancy issues such as non-payment in an attempt to prevent it escalating to eviction which could lead to homelessness.

It was resolved that this information would be included in the next newsletter.

15. Any other business for noting or including on the agenda of the meeting on Thursday 3rd September 2026.

No issues were raised.

16. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

a) To discuss staffing matters.

It was resolved that members of the press and public would be excluded.

There being no further business the meeting closed at 8.09pm.

Appendix A – Procedural policies

- **Complaints Procedure.**
  The word chairman was changed to chair.
- **Procedure for Dealing with Correspondence.**
  No changes were made.
- **Procedure for the Public Session.**
  The word chairman was changed to chair.
- **Co-option Policy.**
  No changes were made.
- **Email policy for councillors.**
  Paragraph 3 was amended from:
  With the introduction of GDPR in May 2018, consent is required to hold the contact details of a member of the public. The clerk keeps a record of when consent was obtained. If you receive an email from a member of the public, it is Parish Council policy to forward it to the clerk who can obtain the necessary consent. The clerk will then respond to the email in line with the Parish Council's protocol for dealing with correspondence.

  To

  If an email is sent to a parish councillor, it is the Parish Council's policy to forward it to the clerk. The clerk will then respond to the email in line with the Parish Council's protocol for dealing with correspondence.
- **Electronic Communication Policy.**
  No changes were made.
- **Code of Conduct**
  No changes were made. The SALC model code of conduct was used as a template.
- **Persistent and vexatious complaints and correspondence policy.**
  No changes were made.

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

- **Data Protection and Information Management Policy.**
  No changes were made.
- **Social media policy.**
  The word Twitter was changed to X and WhatsApp added.
- **Filming and Recording at Meetings Policy.**
  The word Twitter was removed and chairman changed to chair.
- **Subject Access Request Policy.**
  No changes were made.
- **Procedure for Handling Requests for information.**
  No changes were made.
- **Freedom of Information Publication Scheme.**
  No changes were made.

Appendix C - Employment policies and procedures.

- **Equal Opportunities Policy.**

No changes were made.

- **Sexual and General Harassment Policy and Procedure.**
  The word chairman was changed to chair.
- **Disciplinary and Grievance Policy.**
  The word chairman was changed to chair.

Appendix D – Other policies.

- **Weed Control Policy.**
  No changes were made.
- **Wildlife Policy.**
  No changes were made.
- **Volunteer Policy.**
  No changes were made.
- **Hedge Policy.**
  No changes were made.

Appendix E – Planning documents

- **The Role of Risby Parish Council in Dealing with Planning Applications.**
  This document has been amended to reflect the fact that the rules for making planning decisions have changed and that most planning applications will now be decided by planning officers.
- **Planning applications and how to respond.**
  This document has been amended to reflect the fact that the rules for making planning decisions have changed and that most planning applications will now be decided by planning officers. A link to the section on commenting on planning applications on the West Suffolk Website has also been provided.

Signed …… (Chairman) Dated ……