

**RISBY PARISH COUNCIL**  
**Minutes of the meeting held on Thursday 8<sup>th</sup> January 2026.**

**Parish councillors present:** Derrick Abrey (Chair), Ian Turner (Vice-chair), John Fairlie, Simon Gray, Steve Smith, Ben Ramsay and Chris Sutton.

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

- 1. Acceptance of apologies for absence.**  
No apologies were received.
- 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 meeting held on Thursday 6<sup>th</sup> November 2025.**  
One amendment was made to paragraph 7i, the word 'then' was corrected to 'they'. The Chair initialled the amendment. It was resolved that the minutes would be approved. The Chair signed them.
- 4. County Councillor's Report**  
No report was received.
- 5. District councillor's report.**  
Cllr Susan Glossop spoke about the following:
  - West Suffolk Council's Thriving West Suffolk Magazine which was circulated to residents.
  - The new recycling scheme will start in April.
  - She spoke to the Case Officer Gary Hancox about the Steelstock application. None of the conditions have been discharged to date.
- 6. Public session.**  
No issues were raised.
- 7. Police issues.**  
No issues were raised.
- 8. Update on list of actions agreed at the last meeting.**  
There were two 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 - **£5.32**
    - HMRC – PAYE – LGA 1972, s111 - **£316.60**
    - HMRC – Employer's NI - LGA 1972, s111 - **£49.74**
 Chris Sutton and Ian Turner 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**

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Total</b>
10/11/2025	Refund pension costs	Lackford Parish Council	£16.00
10/11/2025	Refund pension costs	Moulton Parish Council	£28.00
11/11/2025	Refund pension costs	Stradishall Parish Council	£16.00
12/11/2025	Phone costs	Stradishall Parish Council	£26.78
20/11/2025	Refund pension costs	Ousden Parish Council	£16.00
11/12/2025	Refund pension costs	Moulton Parish Council	£28.00
11/12/2025	Refund pension costs	Stradishall Parish Council	£16.00
11/12/2025	Refund pension costs	Lackford Parish Council	£16.00
15/12/2025	Refund pension costs	Ousden Parish Council	£16.00

**Payments**

Date	Minute	Description	Supplier	Total
07/11/2025	418/12a	Clerk's expenses	J Kirk	£7.92
07/11/2025	394/9f	Data protection fee	ICO	£47.00
07/11/2025	421/9g	Poppy wreath and donation	Royal British Legion	£50.00
07/11/2025	363/9f	Grass cutting	McGregor Services	£294.00
20/11/2025	363/9f	Phone costs	Vodafone	£18.40
19/12/2025	363/9f	Phone costs	Vodafone	£16.19
Staff costs as per confidential cash book				

**Transfers**

12/11/2025	Nat West Reserve Account	Nat West Current Account	£500.00
08/12/2025	Nat West Reserve Account	Nat West Current Account	£500.00

**d) Bank balances and confirmation of bank reconciliation as of 30<sup>th</sup> December 2025.**

Nat West Current Account	£984.62
Nat West Reserve Account	£28,806.56
<b>Total in Banks</b>	<b>£29,791.18</b>

Chris Sutton and Simon Gray verified and signed the bank statements.

**e) Approval of regular payments for 2026-27.**

Payment	2025/26 - Amount ex VAT	2026/27 - Amount ex VAT
<b>Admin costs</b>		
Community Action Suffolk - Insurance	£700	£700
Village hall rental - amount may vary depending on number of meetings	£100	£120
Internal audit fee	£80	£80
Scribe accounting software	£138	£160
Phone costs (shared)	£36	£40
Stationery (print cartridges and paper - shared cost)	£20	£20
Suffolk Cloud - website hosting fee	£120	£130
ICO - data protection fee	£47	£50
<b>Maintenance costs</b>		
Grass cutting	£2,100	£2,500
Hedge cutting	£150	£150
Annual tree survey	£400	£400
<b>Other payments</b>		
Water bills for the allotments	£271	£300
<b>Ongoing authorisations (as and when required)</b>		
Replacement parts and ongoing maintenance of defibrillator.	£200	£200
Replacement parts and ongoing maintenance of VAS	£200	£200
Maintenance of fixed assets	£500	£500
Urgent tree works	£500	£500
<b>Staff costs</b>		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)	£6,331	£6,400

**f) Inspection of Council property.**

The following maintenance needs to be carried out:

- The Bus Shelter in South Street is in need of repair. There are roof tiles missing, the wooden edging needs replacing, the guttering needs to be cleaned out and there is broken glass inside. Ian Turner agreed to organise a quote for the work.
- The outside of the phone box needs cleaning. John Fairlie agreed to do this.
- Remove foliage around the bench in Welham Lane.
- The gabions in the ponds need repairing or replacing. This item is ongoing as Risby Parish Council needs to raise the funds to dredge the ponds and for the work which will be in excess of £20,000 per pond.

**g) To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2026.**

It was resolved that the Internal Control Statement would be approved.

**h) To appoint a councillor to carry out internal control checks and complete the Internal Control Report.**

Steve Smith agreed to carry out the checks again this year.

**i) To appoint an internal auditor.**

It was resolved that Mrs Cathy Whitaker would act as Internal Auditor again this year for a fee of £85.00

**j) To review the effectiveness of the internal audit.**

Councillors reviewed the effectiveness of the internal audit. It was resolved that the document would be approved.

**10. Planning**

**a) Planning applications received after the agenda was published.**

DC/26/0022/TCA	Little Manor, The Green	Two ash (marked T4 and T5 on plan) fell
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It was resolved that Risby Parish Council would accept the recommendations of West Suffolk Council's Tree officer.

**11. Highways/rights of way matters/tree or transport issues.**

**a) VAS report from 11/12/2025 to 29/12/2025.**

- 85th Percentile Speed - 30.6MPH
- 85th Percentile Vehicles - 11,086 counts
- Maximum speed recorded - 75.0 MPH on 13/12/2025 at 09:25.
- Total Vehicles - 13,042 counts.
- Average daily peaks AM - 11:00 to 12:00, PM - 13:00 to 14:00

**12. Allotments.**

**a) To discuss the possibility of installing water barrels on the allotments**

This item is ongoing. Two allotments are currently vacant.

**12. To discuss any village issues.**

**a) Additional telegraph pole on Lower Green.**

When City Fibre installed the fibre cable in Risby, they were given permission to install one telegraph pole on Lower Green, however since then BT has also installed an additional pole without permission from Risby Parish Council. Up Connect has confirmed that BT cannot install a pole on private land without permission. It was resolved that Risby Parish Council would register an objection with BT. Councillors also agreed to revisit the possibility of registering the Greens and Welham Lane at the next meeting. The clerk agreed to get quotes.

**13. Correspondence.**

**a) Email from Suffolk County Council about the Government's consultation on the Local Government Review which ends on 11<sup>th</sup> January 2026.**

It was resolved that Risby Parish Council would submit a response in support of three unitary councils as it believes that a more localised approach would serve Risby better, however each unitary should have co-ordinated national systems for planning, IT and other areas of responsibility to ensure consistency throughout Suffolk.

**b) Email from Citizen's Advice West Suffolk requesting a donation.**

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

**14. Any other business for noting or including on the next agenda on Thursday 5th March 2026.**

**The following items are for noting:**

- Suffolk County Council is debating a new 20mph speeding policy.

**There being no further business the meeting closed at 8pm.**

Signed ..... (Chairman) Dated .....

DRAFT