

RISBY PARISH COUNCIL
Minutes of the meeting held on Thursday 5th March 2026

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

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

1. Acceptance of apologies for absence.

Apologies were received from parish councillors Simon Gray and Ben Ramsay and the reason for absence accepted.

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

The Chair, Derrick Abrey, declared an interest in item 10a on the agenda. No dispensation requests were received.

3. Approval of minutes of meeting held on Thursday 8th January 2026.

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

4. Public session.

No issues were raised during the public session.

5. District councillor's report.

Susan Glossop spoke about the following issues:

- Better Recycling and the delivery of new bins which will be taking place over the next few months.
- The election moratorium will start on 30th March because of the county council elections on 7th May.
- AJN Steelstock has not made any contact with West Suffolk Council yet about their application.
- West Suffolk has started work on the new local plan which has to be completed in 30 months.
- The increase in Council Tax bills. The average increase for a band D property will be 4.84%.

6. Police Issues.

No issues were raised.

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

Councillor actions:

The bus shelter in South Street has been repaired.

Update on clerk's actions:

- Streetlight 8 was due to be fixed the week commencing 2nd March. The clerk agreed to follow up with Suffolk County Council if it hasn't been fixed by the end of the week.
- Damage to Lower Green. Risby Parish Council is waiting for an update from the Asset Team to see if there is anything they will allow to protect the corner.
- Objection pole on Lower Green. Risby Parish Council has not heard back from BT yet.

8. 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 – **£9.92**
- CAS – annual renewal of gov.uk domain name and email address - LGA 1972, s111 – **£54.50.**
- HMRC - PAYE - LGA 1972, s111 – **£316.60**
- HMRC - NI - LGA 1972, s111 – **£49.74**

Chris Sutton and Steve Smith signed the Schedule of Payments. The Chair countersigned it.

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
12/01/2026	Refund pension costs	Moulton Parish Council	£28
12/01/2026	Refund pension costs	Stradishall Parish Council	£16
12/01/2026	Refund pension costs	Lackford Parish Council	£16

16/01/2026	Refund pension costs	Ousden Parish Council	£16
27/01/2026	Allotment rent	Allotment holders	£15
27/01/2026	Allotment rent	Allotment holders	£15
27/01/2026	Allotment rent	Allotment holders	£15
28/01/2026	Allotment rent	Allotment holders	£25
28/01/2026	Allotment rent	Allotment holders	£25
28/01/2026	Allotment rent	Allotment holders	£25
28/01/2026	Allotment rent	Allotment holders	£15
30/01/2026	Allotment rent	Allotment holders	£15
30/01/2026	Allotment rent	Allotment holders	£25
01/02/2026	Allotment rent	Allotment holders	£40
11/02/2026	Allotment rent	Allotment holders	£30
11/02/2026	Allotment rent	Allotment holders	£40

Payments

Date	Minute	Description	Supplier	Total
13/01/2026	420/9a	Clerk's expenses	J Kirk	£5.32
13/01/2026	422/13b	Donation	Citizen's Advice West Suffolk	£50.00
20/01/2026	363/9f	Phone costs	Vodafone	£18.40
29/01/2026	363/9f	Water costs for the allotments	Wave (Anglian Water Business)	£18.49
16/02/2026		Interest charged	HMRC	£0.98
20/02/2026	363/9f	Phone costs	Vodafone	£18.40
Staff costs as per confidential cashbook				

Transfers

Date	From	To	Amount
13/01/2026	Nat West Reserve Account	Nat West Current Account	£1,000

d) **Bank balances as of 28th February 2026 and confirmation of bank reconciliation.**

Nat West Current Account	£1,243.54
Nat West Reserve Account	£27,879.22
Total in Banks	£29,122.76

Chris Sutton verified and signed the bank statements.

e) **Update on the financial checks carried out by a councillor.**

Cllr Steve Smith has checked the Parish Council's accounts and signed the Internal Control Report. A few queries were raised. One page from the minutes was missing and the clerk's annual performance appraisal had not been carried out. These issues have now been addressed.

f) **To review the receipts and payments for 2025/26 against the budget and discuss the level of reserves for general and earmarked expenditure.**

Councillors reviewed the receipts and payments for 2025/26 against the budget. The following overspends occurred in 2025/26.

Overspends as of 31st March 2026			
	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.
Other payments including GPC			
Budgeted		£200	

Actual	£299	
Difference	-£99	Donation to SARS £50, replacement grit bin £149, donation RBL £50, donation West Suffolk Citizen's Advice £50
National Insurance		
Budgeted	£0	
Actual	£147	
Difference	-£147	Change in threshold means RPC now has to pay employer's NI
PAYE		
Budgeted	£1,226	
Actual	£1,246	
Difference	-£20	Annual pay increase.

Reserves

Earmarked Reserves	Opening Balance	Transfers	Spend	Receipts	Current Balance
Election costs	£1,746	£300			£2,046
Pond maintenance	£10,763	£2,000	£1,200		£11,563
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	£289	£285	£402
War memorial	£500	£300			£800
Defibrillator maintenance	-£113	£100			-£13
Planning advice		£1,500			£1,500
Document shredding		£20			£20
TOTAL EARMARKED RESERVES	£19,829	£6,690	£1,770	£285	£25,035
GENERAL FUND					£4,088
TOTAL FUNDS					£29,123

- g) **To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.**

The Parish Council's current asset value is **£55,886**. The insurance value is **£112,819**.

Two new assets were purchased in 2025-26, a replacement grit bin for Quay's Road and a bench seat for Upper Green.

It was resolved that insurance values would be increased by 5% when the insurance is next renewed.

- h) **To review the Council's risk assessment.**

It was resolved that the risk assessment would be approved.

- i) **To check that the levels of liability insurance are adequate.**

The levels of liability cover under the new Ansvar Policy are as follows:

All Risks (unspecified items)	Public Liability	Fidelity Guarantee (Dishonesty)	Personal Accident	Employers' Liability
£7k	£10m	£25k	£10k	£10m

It was resolved that the levels of liability insurance were sufficient.

- j) **Review of confidential cashbook and deductions by a councillor.**

Steve Smith reviewed the clerk's confidential cashbook as part of the internal control review of the Council's accounts and confirmed that the PAYE details and tax code were correct.

k) Update on repairs to Parish Council assets.

- The Bus Shelter in South Street has been repaired.
- The outside of the phone box needs cleaning. This item is ongoing.
- Remove foliage around the bench in Welham Lane. Derrick Abrey agreed to do this.

l) To nominate a councillor to inspect the Council's property for damage or defects by 30th March 2027 and complete the inspection checklist.

It was resolved that Steve Smith would inspect the Council's property again in January 2027.

m) To review any contracts.

The current grass cutting contract runs until March 2028.

n) Quotes for registering the Greens and the land next to Welham Lane pond.

It was resolved that Risby Parish Council would accept the quote of **£1,750** from Rudlings LLP to register the Greens and the land next to Welham Lane pond which Risby Parish Council currently maintains. Risby Parish Council also has evidence of when Risby Parish Council last dredged Welham Lane Pond.

o) Third quarter HMRC payment.

A payment of £366.34 was agreed at the meeting on 8th January. The payments were set up and authorised by a councillor on 13th January but for some reason none of the payments went through. HMRC sent a notification of non-payment and the payment was set up again, however the amount was slightly higher daily interest of 6p a day (total £0.98) was charged.

9. Planning

a) DC/26/0226/TCA - Dunroamin, School Road, Risby - Crown reduce one maple by up to 3m.

Derrick Abrey did not take part in the discussions as it was his application. It was resolved that no objections would be made.

b) Planning applications received between meetings.

DC/26/0032/TCA	Little Manor, The Green, Risby	One yew and one acacia (marked T1 and T3 on plan) overall crown reduction by three metres.
DC/26/0023/TPO	Little Manor, The Green, Risby	One cedar (T2 on plan and T1 on order) overall crown reduction by three metres
DC/26/0046/HH	11 Hanbury Paddocks, Risby	Two rooflights to front elevation and one to rear elevation

c) Changes to the National Planning Policy Framework – for information only.

10. Highways/rights of way matters/tree or transport issues.

a) Erosion on the Greens.

Although vehicles are no longer parking on Lower Green, because they are parking on the road, larger vehicles are driving onto the Green to pass them causing damage. It was resolved that Risby Parish Council would install posts 1m in from the edge of the Green along the bottom section of Lower Green adjacent to Flempton Road to prevent further damage.

b) Damage to the corner of Lower Green.

Risby Parish Council is waiting to hear back from the Highways Asset Team about whether there is a way to protect the top corner of Lower Green.

a) Update from the Suffolk Parish Road Safety Group about Suffolk County Council's new 20mph policy.

Suffolk County Council has approved a new 20mph policy but one of the biggest concerns is how smaller councils will fund the change if they wish to. As County Council elections will take place on 7th May, it was agreed that Risby Parish Council would wait until after the elections before following up on this.

c) The Government's new Road Safety Strategy and 5 related consultations – for information only.

- Proposed changes to penalties for motoring offences
- Mandatory eye testing for older drivers
- Minimum learning period for learner drivers
- Mandating safer technologies.
- Improving motorcycling training, testing and licensing.

d) Parish Council survey carried out by Suffolk Highways.

It was resolved that the clerk would submit a response on behalf of the Parish Council, including a comment that it makes no sense that when there are several potholes close together, sometimes only one is repaired.

e) Update on the resurfacing of Quay's Road – for information only.

The work has been completed.

11. Allotments update.

Allotment agreements for 2026-27 have been sent out to tenants. £410 out of £450 rental income has been received. Two half plots are still available but they should be rented out soon.

12. To discuss any village issues:**a) Request from a resident to put a memorial plaque on the bench on Lower Green.**

It was resolved that Risby Parish Council would give permission for a plaque to be installed on the bench on Lower Green.

13. To confirm the dates of meetings in 2026/27.

The following dates were confirmed:

- Thursday 7th May 2026 - Annual Meeting of the Parish Council (7pm) and Annual Parish Meeting (8pm)
- Thursday 2nd July 2026
- Thursday 3rd September 2026
- Thursday 5th November 2026
- Thursday 7th January 2027
- Thursday 4th March 2027

14. To agree the procedure and possible items for the Annual Parish Meeting.

It was resolved that the Annual Meeting of the Parish Council would take place at 7pm before the Annual Parish Meeting at 8pm following a similar format to previous years.

15. To discuss the following correspondence:

- a) Email from West Suffolk Council about their Five Dinners initiative which is free to West Suffolk Council residents- for information only.**
- b) Letter from West Suffolk Council about their review of Public Space Protection Orders – for information only.**
- c) Email from West Suffolk Council about changes to Renter's Rights which come into effect on 1st May 2026 – for information only.**

16. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Thursday 7th May 2026 at 7pm or the Annual Parish Meeting at 8pm

The following items are for including on the next agenda:

- Annual tree survey.

17. 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 for the remainder of the meeting.

There being no further business the meeting closed at 8.34pm.

Signed (Chairman) Dated