

**RISBY PARISH COUNCIL**  
**Minutes of the meeting held on Thursday 6<sup>th</sup> November 2025.**

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

**Also present: Joanne Kirk (Clerk), District Councillor Susan Glossop and 14 members of the public.**

**1. Acceptance of apologies for absence.**

Apologies were received from parish councillors Steve Smith and Ben Ramsay 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 and no dispensation requests were received.

**3. Approval of minutes of meeting held on Thursday 4<sup>th</sup> September 2025.**

It was resolved that the minutes would be approved. The Chair signed them.

**4. County councillor's report.**

A payment of £465 was received from Suffolk County Council on 30<sup>th</sup> October as a contribution towards the cost of the pond analysis. Cllr Hopfensperger is looking into whether the scheduled weed treatment in Risby took place.

**5. District councillor's report.**

Cllr Susan Glossop spoke about the following:

- West Suffolk Council is opening 18 centres for recycling small electrical items.
- West Suffolk Council is working on their budget.
- An update about how West Suffolk Council is trying to tackle homelessness.

**6. Public session.**

No issues were raised.

**7. Planning**

**a) Update on AJN Steelstock's planning appeal against West Suffolk Council's refusal of planning permission for a steel processing plant in Risby.**

The Chair opened the meeting up to members of the public. The following issues were raised:

- Residents are concerned about noise levels and need an independent assessment to measure noise levels when the site is up and running.
- There needs to be some sort of liaison group involving AJN Steelstock, West Suffolk Council and Risby Parish Council.

District Councillor Susan Glossop explained that there is a long list of conditions that need to be completed first. The liaison group needs to come much later in the process when the site has been built.

Cllr John Fairlie explained that conditions 18 and 22 need to be fulfilled before the site can open.

***Condition 18 - Deliveries Management Plan***

*The development shall not be occupied until a Deliveries Management Plan has been submitted to and approved in writing by the LPA. Measures within the plan shall include the route for all HGV deliveries to and from the site, details of vehicle tracking, CCTV, internal site signage and the establishment of a neighbour liaison committee. The development shall be implemented in accordance with the approved details before the development is brought into use and shall be operated in accordance with the Deliveries Management Plan for the lifetime of the development.*

***Condition 22 - Noise management plan***

*The development shall not be occupied until a Noise Management Plan (NMP) has been submitted to and approved in writing by the LPA. The NMP shall accord with the noise modelling assumptions set out in the Sharps Acoustic report dated 1 July 2024 and shall include, as a minimum, details of the following:*

- a) Details and timings of operations and activities permitted to be undertaken at the development site including details of loading and unloading of HGVs, movement and flipping of beams;*

- b) *Details of the method to be used to ensure that the flipping of beams only takes place within the buildings and on resilient plastic covered bearers or other resilient bearers with a similar or better dampening performance;*
- c) *Details of acoustic cladding to be attached to all doors, and acoustic attenuators/louvres attached to ventilation openings;*
- d) *Measure to ensure that Vehicles shall not be permitted to be left idling at the development site at any time;*
- e) *Measure to ensure that all external doors to the production shed and merchant shed shall remain closed between 2300 and 0700 hours. (This excludes internal doors between the production shed and the covered area from which vehicles are loaded);*
- f) *Measure to ensure that there shall be no use of tonal reversing alarms at the site at any time;*
- g) *Name of person(s) responsible for implementation of the NMP;*
- h) *Clear complaints procedure outlining how complaints shall be investigated, and what remedial action shall be taken and who is responsible for complaint investigation; and how documented record of all complaints shall be maintained and made available to the LPA if requested.*
- i) *The development shall be operated in accordance with the approved NMP at all times.*

The clerk spoke to the case officer Gary Hancox about the planning conditions on 1<sup>st</sup> October and he followed up with an email:

*In due course, the applicants will submit 'discharge of condition applications' (DCON's) for all conditions that require the submission of further details/documents/plans either pre-commencement or pre-occupation/first use. These are technical submissions, and we only consult with technical or statutory consultees before we decide whether to approve the details. The applications and their content will be available to view online in the normal way a planning application would be, and I would advise that the Parish Council and interested residents make use of the Council's application tracker facility, where they can register and track applications for a particular site or area. Links to the guidance and form are below. Then can then comment if they wish to.*

*I appreciate that the conditions and their requirements will attract quite a bit of public and Parish Council interest, and where possible, we will take on board any comments received, noting of course that the majority of information submitted will be technical and will involve consultation with statutory and technical consultees, who's views and comments will guide our decision as to whether or not to approve the DCON application. Also bear in mind that the discharge of condition process can take many months. The enforcement of compliance conditions is not something that we need to consider at this stage, as this is likely to be several years hence.*

The clerk has prepared a list of the planning conditions so that the parish council can check that they are being adhered to. Collectively parish councillors agreed to monitor the conditions. The clerk is also tracking the application online.

**b) Update on DC/25/1294/CLE (GAP Site).**

The decision date was pushed back to 24<sup>th</sup> October but as of 27<sup>th</sup> October the application was still with West Suffolk Council's legal team for assessment.

**c) Planning applications received between meetings or after the agenda was published.**

DC/25/1629/TCA	Dove Cottage, The Green, Risby	One Cherry (T1 on plan) crown lift to six metres above road and crown lift to three metres above ground level on the remaining, crown reduce to give up to 0.5 metre clearance to BT cables.
DC/25/1688/HH	Hyde Wood Cottage, Hyde Road, Risby	a. part two storey part single storey side extension b. vehicular access and driveway

DC/25/1688/HH - The Chair closed the meeting to give the applicants an opportunity to speak. They took pre-application advice from West Suffolk Council. The Conservation Officers is happy with the application, but West Suffolk Council suggested brick or render as an alternative to cladding. Parish Councillors agreed that the applicant was not controversial and the clerk could use her delegated powers to submit a response of no objections.

d) **Any other planning issues.**

No issues were raised.

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

a) **Quote for installing posts on the bottom section of Lower Green.**

It was resolved that posts would be installed on the bottom section of Lower Green where vehicles park and that a payment of £120 for installation would be approved. The posts will be 1m in from the edge of the road.

b) **Bus stop improvement funding.**

Risby Parish Council is waiting for a quote to replace the fascia boards.

c) **Quote for tree works in Welham Lane.**

This item will be discussed further when an additional quote has been received.

9. **Police Issues.**

No issues were raised.

10. **Update on list of actions agreed at the last meeting.**

a) **Drainage issues.**

Community Liaison Engineer for Highways Andy Moore has arranged for gulleys on the A14 flyover and in South St to be jetted out. He met Derrick Abrey, Chris Sutton and a resident and they tracked some of the drains in Welham Lane. He said the pond in Welham Lane needs dredging and suggested focusing on the small section near the pipe and making that part of the pond deeper if the budget does not allow for the whole pond to be dredged.

11. **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 – **£7.92.**
- McGregor Services – grass cutting – Open Spaces Act 1906, ss9 and 10 - **-£294.00.**

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**

Date	Description	Supplier	
13/10/2025	Refund pension costs	Moulton Parish Council	£28.00
13/10/2025	Refund pension costs	Stradishall Parish Council	£16.00
13/10/2025	Refund pension costs	Lackford Parish Council	£16.00
15/10/2025	Refund pension costs	Ousden Parish Council	£16.00
30/10/2025	Contribution to pond analysis.	Suffolk County Council	£465.00

**Payments**

Date	Minute	Description	Supplier	Total
09/09/2025	410/9a	Clerk's expenses	J Kirk	£6.31
09/09/2025	410/9a	Scribe accounting software	Starboard Systems Ltd	£165.60
09/09/2025	410/9a	Website hosting fee	Suffolk Cloud	£120.00
09/09/2025	363/9f	Grass cutting	McGregor Services	£198.00
20/09/2025	363/9f	Phone costs	Vodafone	£18.47
23/09/2025	406/6g	Pond water analysis	Technical Waste Solutions Ltd	£1,440.00
15/10/2025	363/9f	Grass cutting	MacGregor Services	£396.00
20/10/2025	363/9f	Phone costs	Vodafone	£18.40
Staff costs as per confidential cashbook				

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

Nat West Current Account	£692.06
Nat West Reserve Account	£30,138.31
<b>Total in Banks</b>	<b>£30,347.78</b>

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

**e) Inspection of Council property.**

This item is ongoing.

**f) Budget 2026/26 and reserves balance.**

The following larger amounts have been allocated in the budget:

- Pond maintenance £8,500
- Tree works £2,350

The basic cost of dredging for each pond is approximately £9,000 plus disposal of the liquid/sludge. It was resolved that Welham Lane pond would be prioritised due to the recent flooding with the work taking place in the summer when water levels have reduced as that will help reduce the cost.

**Reserve balance in 2026/27 with proposed budget allocations:**

	<b>Current Balance in 2025/26</b>	<b>Budget allocation 2026/27</b>	<b>Balance in 2026/27</b>
<b>Earmarked Reserves</b>			
Election costs	£2,046	£300	£2,346
Pond maintenance	£11,563	£8,500	£20,063
Emptying of bins	£657		£657
Village project	£1,232		£1,232
Tree survey and tree work	£6,324	£2,350	£8,674
Clerk and councillor training	£154	£20	£174
VAS	£350	£50	£400
Allotments	£136	£50	£186
War memorial	£800	£300	£1,100
Defibrillator maintenance	-£13	£100	£87
Planning advice	£1,500		£1,500
Document shredding	£20	£20	£40
<b>TOTAL EARMARKED RESERVES</b>	<b>£24,768</b>		<b>£36,458</b>

With the budget allocations, the earmarked reserves balance in 2026/27 will be **£36,458**.

It was resolved that:

- The 2026/26 budget would be approved.
- The precept request would be **£23,235**. The parish council element for a band D household will be **£75.12** per annum an increase from **£59.53** which equates to **£15.59** per annum per band D household, an increase of **26.19%**.

**g) To discuss the quote for pond maintenance and decide which pond to prioritise.**

It was resolved that Risby Parish Council would prioritise Welham Lane pond.

**h) To approve the new Vodafone contract for the clerk's work phone.**

It was resolved that new Vodafone contract would be approved with a monthly cost of £15.39 +VAT.

**12. To discuss the following allotment issues:**

**a) Use of hoses on the allotments.**

The Tenancy agreement states that the tenant shall not use any on-site water supply for any purpose other than filling water butts and containers prior to watering plants on the allotment gardens. It was resolved that the Parish Council would investigate providing water barrels for each allotment and would establish feasibility ready for the next meeting in January.

**13. To discuss the following IT issues:**

**a) Approval of Risby Parish Council's new IT policy.**

It was resolved that the new IT Policy would be approved.

**b) Setting up dedicated email addresses for parish councillors.**

Ian Turner agreed to set up a new email account.

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

No issues were raised.

**13. Correspondence.**

**a) Email from West Suffolk Council about their next Community Governance Review.**

The next CGR process will formally start in December 2025. Parish and town councils can put forward any issues that they wish to be considered and resolved as part of the review process. It was resolved that no issues would be put forward as Risby Parish Council is not aware of any anomalies.

**b) Email from West Suffolk Council about postal vote reapplications – for information only.**

Residents who applied for their postal vote on or before 31 January 2024 and wish to continue with this arrangement will need to reapply for their postal vote before 31 January 2026.

**c) Urgent dental care.**

Suffolk and North East Essex Integrated Care Board have shared the following information: Urgent care dental appointments are available across Suffolk within 1 to 7 days by contacting NHS 111. Adults and children experiencing dental pain, infection and other urgent issues can access NHS care seven days a week, including in the evenings. Go online at [111.nhs.uk](https://111.nhs.uk) or call 111 for an appointment.

**d) Email from West Suffolk Council about their consultation on Proposed Changes to the West Suffolk Local Council Tax Reduction Scheme 2026 to 2027.**

It was resolved that Risby Parish Council would support the proposals.

**e) Letter from Headway Suffolk requesting a donation.**

It was resolved that no donation would be made.

**f) Email from West Suffolk Council about the opening of small electrical recycling points across West Suffolk.**

Residents can locate their nearest recycling point via <https://maps.westsuffolk.gov.uk/>

The new collection points can be filled with small electricals including mobile phones, tablets, cables, kettles, toasters and kids' toys, anything smaller than a standard sized microwave.

The nearest locations to Risby are:

**Bury St Edmunds**

- Moreton Hall Community Centre, Symonds Rd, IP32 7EE
- Southgate Community Centre Car Park, Heron Road, IP33 2QA
- Ram Meadow Car Park, Cotton Lane, IP33 1XP
- Parkway Surface Car Park, Parkway North, IP33 3BA
- Vinery Road Car Park, Vinery Road, IP33 2JP.

**14. Any other business for noting or including on the next agenda on Thursday 8th January 2026.**

**The following items are for noting:**

- The grit bins in Risby have been filled.
- There have been reports of anti-social behaviour in the dug outs on the football pitch. The clerk agreed to contact Risby Village Hall about this.

**There being no further business the meeting closed at 8.35pm.**

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