

RISBY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday 7th May 2026.

Councillors present: Ian Turner (Vice-chair), Simon Gray, Chris Sutton, Ben Ramsay and Steve Smith.

Also present: Joanne Kirk (Clerk) and 2 members of the public.

1. Election of chair

Ian Turner was nominated and following a vote, it was resolved that he would be chair.

2. Signing of Declaration of Acceptance of Office form and agreement to abide by the Council's Code of Conduct by the chairman.

Ian Turner signed a Declaration of Acceptance of Office.

3. Election of a vice chairman

Ben Ramsay was nominated and following a vote, it was resolved that would be vice-chair.

4. Register of Members' Interests form.

Councillors reviewed their Register of Members' Interest forms. No amendments were made.

5. Acceptance of apologies for absence

Apologies were received from parish councillors Derrick Abrey and John Fairlie and the reason for absence accepted.

6. 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.

7. Approval of minutes of the meeting held on Thursday 5th March 2026.

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

8. Public session.

No issues were raised.

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

There were two outstanding councillor actions.

Update on the clerk's actions

- Registering the Greens and Welham Lane.

Rudlings LLP have submitted the information needed to register the Greens to the Land Registry. It will take several months for this process to be completed. Registering the land around the pond in Welham Lane has been put on hold as more information is required. Risby Parish Council will need to provide the full background as to the ownership and statements of truth from councillors confirming that Risby Parish Council has maintained the land for many years.

10. Email from a resident about protecting the paintings in the bus shelter.

This item was moved up the agenda by the chair. It was resolved that:

- The Parish Council would find out what paint was originally used to paint the mural to ensure that adding a protective surface doesn't risk damaging it.

The Parish Council would buy a litre tin of mural protection paint and that the payment of £24.95 would be approved. A test area will be used first to ensure that the artwork is not affected by the protective paint.

The Parish Council would commission an information board to explain the background to the artwork and share the cost with the Risby Coffee Morning who have already offered to match fund any costs up to £300.

- Streetlight 8 in School Road has been fixed. Councillors agreed to check if the streetlight on the corner of Hall Lane has been fixed as well.

11. Planning

- a) **DC/26/0415/FUL - Block F Risby Business Park - a. change of use of block F to flexible use (use classes E(g)(i) (offices); E(g)(ii) (research and development); E(g)(iii) (light industrial processes) and B8 (storage and distribution) b. replacement external lighting c. associated car parking and landscaping.**

It was resolved that Risby Parish Council would object to this application for the following reasons:

- It is only suitable for use as offices or research and development because of its proximity to residential properties not the other possible uses within class E.
- Impact on the residential amenity of neighbouring properties because of the lack of screening, potential noise and bright external lighting.

The Parish Council agreed to request conditions to protect neighbouring properties:

- Limiting use of the outdoor area to parking and deliveries only.
- Improved screening as the blue vertical cladding is very conspicuous and not appropriate for a building on the boundary of Risby Business Park. Planting should be extended to include the eastern boundary to screen the properties in South Street and Orchard Close.
- Limit the opening hours as proposed by the applicant along with a clear procedure for residents to report any infringements of this condition to the applicant.
- Provision of a noise mitigation scheme that includes the building upgrade and to limit the noise emissions to the level stated by the applicant.
- Odour. The applicant states that the *'No outdoor toilets or any other activity that produces odour is proposed by this planning application.'* Risby Parish Council requests that this is included as a planning condition.
- Spray Drift. The applicant states: *'No outdoor spraying activities are proposed by this planning application.'* Again, Risby Parish Council requests a planning condition that no outdoor spraying activities are permitted.
- Drainage. The applicant states that *Jet spraying is not required by this proposal. The existing washdown facility is being removed and reinstated as part of the car park.* This should also be conditioned.
- Lighting. The existing external lighting has a negative impact on neighbouring properties and is too bright for a rural area. The lighting scheme should be reassessed to take into account the impact on the properties in Welham Lane South Street and Orchard Close and conditions put in place to prevent excessive light pollution. Such conditions would include appropriate screening, reclassifying the site as E1 which would be more appropriate for a rural area, limiting the lighting to operational hours as proposed by the applicant and removing, repositioning or reducing the wattage of the two floodlights on the eastern side of the site to protect the residential amenity of the properties in South Street and Orchard Close and in particular Welham House.
- That a Management Strategy be provided by the applicant setting out clear lines of communication for Risby Parish Council and residents to flag up any breaches of planning conditions with the applicant and how they will be addressed, to prevent the need for any enforcement action in the future.

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

No applications were received.

c) Email from West Suffolk Council about the new Local Plan and call for sites.

West Suffolk Council is in the early stages of looking at the next Local Plan to meet future local housing and employment growth needs in West Suffolk until 2045. They have issued a call for sites for land suitable for new homes, employment, mixed use sites and for infrastructure growth such as community facilities, education, health and transport, and green infrastructure such as parks, allotments, play areas and other open space.

Sites submitted during the call for sites will be assessed to ensure they are suitable, available, and achievable for potential development. These assessments will be used to inform the preparation of the local plan which will cover the period to the year 2045.

d) Update from Anglian Water about their proposal for a Nitrate Treatment Plant near Risby.

The project team are preparing the planning application. They are waiting for a number of survey reports from suppliers. Once these have been received, they will be finalising the submission, hopefully by the middle/end of May.

e) Adoption of the West Suffolk Affordable Housing Supplementary Planning Document (SPD) as part of the updated West Suffolk Local Plan – for information only.

12. Finance.

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£85.00**
- Ligna Consultancy - Tree survey - Open Spaces Act 1906, ss 9 & 10 - **£398 + VAT**
- McGregor Services - Grass cutting - Open Spaces Act 1906, ss 9 & 10 - **£ 492.00**

Payments agreed in the budget:

- Risby Village Hall - donation as agreed in the budget - Local Government (Miscellaneous Provisions) Act 1976 s.19 - **£500.00**

b) To discuss the insurance quote for 2026-27.

It was resolved that the quote from CAS insurance Services of **£806.43** (LGA 1972, s111) with a 2-year long term undertaking would be accepted and the payment approved.

c) Approval of payments authorised between meetings:

One payment was authorised between meetings:

- Rudlings LLP – cost of an official plan of the Greens for the Land Registry registration - LGA 1972, s111 - **£110.00**

d) Statement of receipts and payments made since 1st April 2026.

Receipts

Date	Description	Supplier	Total
10/04/2026	Refund pension costs	Moulton Parish Council	£28.00
10/04/2026	Refund pension costs	Lackford Parish Council	£16.00
13/04/2026	VAT refund	HMRC	£861.86
13/04/2026	Refund pension costs	Stradishall Parish Council	£16.00
15/04/2026	Refund pension costs	Ousden Parish Council	£16.00
30/04/2026	Precept	West Suffolk Council	£23,235

Payments

Date	Minute	Description	Supplier	Total
20/04/2026	421/9e	Phone costs	Vodafone	£3.37
29/04/2026	421/9e	Water costs for the allotments	Wave (Anglian Water Business)	£18.24
Staff costs as per confidential cashbook				

e) Bank balances as of 30th April 2026.

Nat West Current Account	£24,658.36
Nat West Reserve Account	£26,942.72
Total in Banks	£51,601.08

f) Internal auditor's report.

No issues were raised.

g) To approve the Receipts and Payments summary for the financial year 2025 – 2026 and the explanation of significant variances (over 15%).

It was resolved that the receipts and payments summary for the financial year 2025 – 2026 and the explanation of significant variances would be approved.

h) To approve and sign sections 1 and 2 of the Annual Governance and Accountability Return 2025/26.

It was resolved that sections 1 and 2 of the Annual Governance and Accountability Return 2025/26 would be approved. The Chairman and RFO signed sections 1 and 2.

i) To decide whether Risby PC should submit a Certificate of Exemption from an external audit.

It was resolved that Risby Parish Council would submit a Certificate of Exemption from an external audit as its income in 2025/26 was £21,069 and its expenditure was £14,786 which is below the £25,000 threshold for an external audit. The Chairman and RFO signed the Certificate of Exemption.

j) Confirmation of the dates for the notice of the period for the exercise of public rights.

It was resolved the dates for the exercise of public rights would be Wednesday 3rd June 2026 – Tuesday 14th July 2026.

k) To approve the Financial Report which the Council needs to publish as part of the Transparency Code.

It was resolved that the financial report would be approved.

l) Precept information for 2026/27.

A precept payment of £23,235 was received from West Suffolk Council on 30th April 2026. £20,000 was transferred to the Parish Council's reserve account on 30th April.

13. Highways issues

a) Tree survey.

The tree survey took place on 23rd April and the Parish Council is awaiting the survey report.

b) Damage to Post Road (Cavenham).

This has already been reported online and is now marked for repair.

c) Email from a resident about the damage to the top of Lower Green.

The clerk spoke to Risby's Community Highways Engineer about the damage to Lower Green. He scanned the top corner of Lower Green and there are numerous services underneath so bollards are not an option as previously stated by Suffolk Highways. He agreed to meet one of the councillors on site to see if there might be any alternative options.

d) Update from the Parish Road Safety Group.

Suffolk County Council's new 20mph policy should make it feasible for more communities to implement 20mph schemes, however for smaller parish councils in particular, the cost of the legal process and any additional highways work would be prohibitive. A group of parish councils in West Suffolk are working together to put in a combined scheme with a view to sharing the costs to make it more affordable. A further update will be sent once more information is available as to how the scheme is progressing.

14. To discuss any village issues.

No issues were raised.

15. Correspondence.

a) Letter from SARS requesting a donation.

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

b) Email from Royal British Legion asking for Risby Parish Council's help to find a replacement volunteer.

Ben Ramsay agreed to share the information on the Risby Facebook page.

16. Any other business for noting or including on the agenda.

No issues were raised.

There being no further business the meeting closed at 7.50pm.

Signed (Chairman) Dated