

**The next meeting of Risby Parish Council will take place on Thursday 7<sup>th</sup> March 2024 at 7.15p.m. in Risby Village Hall (Gift Horse Room).**

**Members of the public are welcome to join the meeting. There will be a public session near the start of the meeting to give residents an opportunity to speak to councillors informally about items on the agenda. Members of the public may stay and observe the rest of the meeting but may not address the Council.**

#### **AGENDA**

1. To accept apologies and reason for absence.
2. Declaration of interest by Councillors in items on the agenda and dispensation requests.
3. To approve the minutes of the meeting held on Thursday 4<sup>th</sup> January 2024 and the minutes of the planning meeting held on Thursday 18<sup>th</sup> January 2024.
4. Public session (15 minutes).
5. County Councillors Report.
6. District Councillor's report.
7. Police issues.
8. To receive an update on the list of actions agreed at the last meeting.
9. To discuss the following financial issues:
  - a) Approval of payments and signing of Schedule of Payments
  - b) Approval of payments authorised between meetings.
  - c) To receive a statement of receipts and payments made since the last meeting
  - d) Bank balances and confirmation of bank reconciliation as of 29<sup>th</sup> February 2024.
  - e) Update on the financial checks carried out by a councillor.
  - f) To review the income and expenditure for 2023/24 against the budget and discuss the level of reserves for general and earmarked expenditure.
  - g) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.
  - h) To review the Council's risk assessment
  - i) To check that the levels of liability insurance are adequate
  - j) Review of confidential cashbook and deductions by a councillor.
  - k) To nominate a councillor to inspect the Council's property for damage or defects by 30<sup>th</sup> April 2024 and complete the inspection checklist.
  - l) To review any contracts.
  - m) Wave water bill for the allotments – for information only.
10. To discuss any planning issues.
  - a) West Suffolk Council Local Plan Submission Consultation.
  - b) Email from Pigeon requesting a meeting with the Parish Council.
  - c) To receive an update on the meeting with George Gittus and AJN Steelstock and prepare a formal response
  - d) DC/24/0245/FUL - Heath Barn Manor Cavenham Road Risby - a. conversion of existing ground floor garage/storage to holiday let with associated parking amenity space; b. construction of fence boarded entrance to first floor.
11. To discuss any highways/Rights of Way/tree/transport.
  - a) Tree survey.
  - b) Planting a replacement tree on Lower Green.
  - c) To discuss the remaining tree works.
  - d) Email from a resident about Welham Lane pond.
12. Allotments.
13. To discuss any village issues.
14. To confirm the dates of meetings in 2024/25
15. To discuss the procedure and possible items for the Annual Parish Meeting.
16. To discuss the following correspondence:

- a) Email from Risby Wildlife Group about Suffolk Wildlife Trust's e-petition asking developers to do more to support nature.
  - b) Email from West Suffolk Council about their consultation on street trading.
  - c) Email from Suffolk County Council on their Local Transport Plan consultation.
  - d) Email from West Suffolk Council about their Homelessness Reduction and Rough Sleeping Strategy.
  - e) Email from Plug in Suffolk about the installation of EV charging points.
  - f) Email from Connecting Communities about the Community Transport Service they provide.
  - g) Email from West Suffolk Council asking if the Chair of the Council can attend a meeting.
17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Thursday 2<sup>nd</sup> May 2024 at 7pm and the Annual Parish at 8pm.