

The next meeting of Risby Parish Council will take place Thursday 3rd March 2016 at 7.15pm. in the Gift Horse Room in Risby Village Hall.

Members of the public are welcome to attend and may speak to the Council about any items on the agenda during the Open Forum at the start of the meeting. Members of the public are welcome to stay and observe the rest of the meeting, but are not allowed to speak to the Council during the meeting.

AGENDA

1. To accept apologies and reason for absence.
2. Declaration of interest by councillors in items on the agenda.
3. To approve the minutes of the meeting held on Thursday 7th January 2016 and the planning meeting held on Thursday 4th February 2016
4. To discuss any police issues
5. To receive a report from Councillor Hopfensberger
6. To receive a report from Councillor Glossop
7. To receive an update on the list of actions agreed at the last meeting
8. To discuss the following financial issues:
 - a) Approval of any payments authorised between meetings
 - b) Approval of any payments and signing of Schedule of Payments
 - c) Signatory to complete the checklist of Internal Controls
 - d) To receive a statement of receipts and payments made since the last meeting
 - e) To review all regular payments including the clerk's salary and approve payments relating to these services for 2016 - 2017
 - f) To review the clerk's salary for 2016/17 and approve online payment.
 - g) To review the income and expenditure for 2015/16 against the budget and discuss the level of reserves for general and earmarked expenditure.
 - h) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate
 - i) To review the Council's risk assessment
 - j) To check that the levels of liability insurance are adequate
 - k) To review the Council's Financial Regulations Orders and ensure that they are being complied with
 - l) To appoint a councillor to check the accounts and complete the checklist of internal controls including salary details and PAYE tax codings
 - m) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2016 and complete the inspection checklist.
 - n) To appoint an internal auditor to complete section 3 of the annual return
 - o) To review the effectiveness of the internal audit.
 - p) To review the Council's Standing Orders
 - q) To receive information about the Council's precept request and check that the amount and any grants received are correct.
 - r) Letter from the Pensions Regulator confirming that the Declaration of Compliance has been completed and that no employees are eligible for auto-enrolment.
 - s) To receive an update on the Anglian Water bill
 - t) To complete an application form to amend the direct debit to Fidelity FundsNetwork following the clerk's change of name
9. To discuss any planning applications
 - a) DC/16/0026/LB - Gage Cottage, The Green, Risby - listed building application - replacement porch
 - b) DC/16/0175/FUL - Lindum Lodge, 2 Orchard Close, Risby - proposed new dwelling house with detached double garage (alternative to that allowed under appeal application ref - DC/13/0375/FUL)
 - c) DC/16/0081/FUL - Risby Business Park, Newmarket Road, Risby - (i) retention of renovated and reconfigured steel portal frame building for the repair and maintenance of hire equipment, storage and office use (ii) new steel portal frame building for repair and maintenance of hire equipment, storage and office use (iii) creation of hard surfaced container storage area of plant and equipment (iv) creation of hardsurfaced yard space and vehicle parking areas (v) extension of existing business park access road to southern edge of site
10. To discuss any highways/Rights of Way issues/Transport issues
11. To discuss the finding of the annual tree survey and decide what action to take (see schedule of work and monitoring report)
12. To confirm a revised date for the next meeting as the Village Hall is booked. The VH has been booked provisionally on Thursday 28th April
13. To discuss the following correspondence:
 - a) Letter from SCC in response to Risby Parish Council's letter about the Saturday bus service
 - b) E-mail from SEBC giving date of the next Parish Conference on Monday 11th April
 - c) Letter from St Edmundsbury Newstalk requesting a donation

- d) Information from Suffolk County Council about a survey regarding Recycling Centre opening hours and the suggestion to close on a Wednesday and open for longer on Sundays, Bank Holidays and one day a week during summer hours.
14. Any other business for noting or including on the agenda of the next meeting