

The next meeting of Risby Parish Council will take place on Thursday 7th March 2019 at 7.15p.m. in Risby Village Hall (Gift Horse Room)

Members of the public are welcome. There will be an Open Forum at the start of the meeting to give members of the public and 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 3rd January 2019 and the extraordinary meeting held on 7th February 2019.
4. County Councillors Report
5. District Councillor's report
6. Police issues
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 payments and signing of Schedule of Payments
 - b) Approval of payments authorised between meetings
 - c) To receive a statement of receipts and payments (including online payments) made since the last meeting
 - d) Councillor to complete the checklist of internal controls
 - e) To review all regular payments including the clerk's salary and approve payments relating to these services for 2019 - 2020
 - f) To review the clerk's contract of employment
 - g) To check the PAYE details and tax code for the clerk's salary
 - h) To review the income and expenditure for 2018/19 against the budget and discuss the level of reserves for general and earmarked expenditure
 - i) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate
 - j) To review the Council's risk assessment
 - k) To check that the levels of liability insurance are adequate
 - l) To appoint an internal auditor to check the Council's system of internal controls and review the effectiveness of the internal audit. The internal auditor must be independent from the Parish Council.
 - m) To review the effectiveness of the Council's internal controls
 - n) To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2019 and complete the inspection checklist.
9. To discuss any planning issues
 - a) Planning update. From 1st May paper copies will no longer be sent to parish councils
 - b) Submitting responses to planning applications online
10. To discuss any highways/Rights of Way issues/tree/transport issues
 - a) Parking on The Green and quote for posts
 - b) Email from Tree Warden about trees that have been donated by the Tree Council
 - c) Decide on a date for the next tree survey
 - d) Email from Suffolk County Council re changes to school transport and the need for families to opt-in by 31st May 2019 if they require school transport
 - e) Possibility of moving the bus stop for the Westley school bus
 - f) Resistograph assessment from Haydens for the sycamore tree in School Road and quote for recommended tree works
 - g) Email from Connecting Communities confirming that from 1 April 2019 all Connecting Communities passengers will be charged fares, and free bus passes will no longer to be accepted.
11. Parish Elections on 2nd May 2019
 - Nomination forms
 - Letter from West Suffolk re cost of an uncontested in May 2019 and from 2020.
 - Pre-election Purdah

12. To discuss any village issues:
 - a) To discuss the possibility of running a pollinator project in Risby
13. To discuss the following correspondence:
 - a) Email from the Voluntary Network about their services and requesting a donation
 - b) Letter from SARS requesting adonation
14. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Thursday 9th May 2019 at 7pm or the Annual Parish Meeting at 8pm