

The next meeting of Risby Parish Council will take place on Thursday 4<sup>th</sup> March 2021 at 7pm via Zoom.

Members of the public are welcome to join the meeting and can speak to councillors during the Open Forum. Members of the public may stay and observe the rest of the meeting but may not address the Council.

The login details for the meeting are:

Time: Mar 4, 2021 07:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89549777334?pwd=amxEbWMxY21SS1BEdExvMFdjRXd3UT09>

Meeting ID: 895 4977 7334

Passcode: 902855

#### 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 7th January 2021 and the planning meetings held on Thursday 21<sup>st</sup> January 2021 and Thursday 11<sup>th</sup> February 2021.
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 made since the last meeting
  - d) Bank balances and confirmation of bank reconciliation as of 28<sup>th</sup> February 2021
  - e) Councillor to complete the checklist of internal controls
  - f) To review all regular payments including staff costs and approve payments relating to these services for 2021 - 2021
  - g) Councillor to review the confidential cashbook (PAYE and salary information)
  - h) To review the income and expenditure for 2020/21 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 2021 and complete the inspection checklist.
9. To discuss any planning issues
10. To discuss any highways/Rights of Way issues/tree/transport issues
  - a) Quote from Hayden's for a tree survey
  - b) Suffolk County Council's purchase of ten Vehicle Activated Sign with Automatic Numberplate Recognition.
  - c) Email from a resident about the ditch in Welham Lane.
  - d) Update on the Quiet Lanes Project
  - e) Path clearing on Lower Green
11. Emergency planning
  - a) To appoint a councillor to be responsible for Emergency Planning
12. To discuss the following draft documents
  - a) Draft Scheme of Delegation
  - b) Draft volunteer policy
  - c) Draft risk assessments for volunteer activities including path maintenance and litter picking
13. Allotments
  - a) Water costs for the allotments

14. To discuss any village issues:
  - a) Update on the Housing Needs Survey.
  - b) Request from the Wildlife Working Group about the possibility of producing a Wildlife Policy and Suffolk County Council's Wildlife Verge Project
  - c) Request for artwork to be kept on the Greens for an additional two months
  - d) Project to purchase adult gym equipment
  - e) Appointment of a trustee for the Risby Charities
15. To confirm the dates of meetings in 2021/22
16. To discuss the following correspondence:
  - a) Two emails from a resident about the HNS and costs.
  - b) Email from a resident about the SHELAA sites in Risby.
  - c) Email from CAB requesting a donation
  - d) Email from Arthritis Action giving information about support which is available for people with arthritis
  - e) Email from a resident about Lower Green.
17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Thursday 6<sup>th</sup> May 2021 at 7pm or the Annual Parish Meeting at 8pm