

The next meeting of Risby Parish Council will take place on Thursday 3rd March 2022 at 7.15p.m. in Risby Village Hall (Gift Horse Room).

Members of the public are welcome to join the meeting. Risby Parish Council invites members of the public to talk to the Council about any items on the agenda during the public session.

As this is a meeting to conduct Council business, members of the public are asked not to interrupt the meeting outside the public session.

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 6th January 2022.
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 15th February 2022.
 - e) Councillor to complete the checklist of internal controls.
 - f) Update on the financial checks carried out by a councillor.
 - 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 30th April 2021 and complete the inspection checklist.
 - l) Appointment of an internal auditor.
10. To discuss any planning issues.
 - a) DC/22/0053/EIASCR – proposed new steel storage, distribution and processing facility – land to west of Saxham Business Park, Saxham.
11. To discuss any highways/Rights of Way/tree/transport/pond issues.
 - a) Quotes for annual tree survey.
 - b) Replacement holly tree for Upper Green and installation of bollards to protect it.
 - c) Installation of bollards on Upper Green
 - d) Maintenance of ditches and hedges.
 - e) Gabions around the ponds.
 - f) Tree inspections.
 - g) Request from the Wildlife Working Group to provide additional duck ramps at the ponds.
 - h) Meeting with neighbouring parish councils about creating footpath links between local villages.
 - i) Trees near Welham Lane pond.
12. To review the following documents.
 - a) Scheme of Delegation.
 - b) Updated Contact Privacy Statement.
13. Allotments
 - a) Allotment vacancies.
14. To discuss any village issues:
 - a) Update on the Housing Needs Survey.
 - b) Update on the Queen's Platinum Jubilee Project.
15. To confirm the dates of meetings in 2022/23.
 - Thursday 5th May 2022 Annual Meeting of the Parish Council followed by the Annual Parish Meeting
 - Thursday 7th July 2022 Meeting
 - Thursday 1st September 2022 Meeting

- Thursday 3rd November 2022 Meeting
- Thursday 5th January 2023 Meeting
- Thursday 2nd March 2023 Meeting

16. To agree the procedure and possible items for the Annual Parish Meeting.
17. To discuss the following correspondence.
 - a) Information about the Suffolk Walking Festival which runs from 14th - 29th May 2022. For more information visit <https://suffolkwalkingfestival.co.uk/>
 - b) Email from Festival of Suffolk asking for someone from Risby to act as torch bearer on Sunday 15th May 2022 to herald the start of the Festival of Suffolk and the Queen's Platinum Jubilee.
18. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Thursday 5th May 2022 at 7pm or the Annual Parish Meeting at 8pm.
19. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information
 - a) To discuss staffing matters.