

The next meeting of Risby Parish Council will take place on Thursday 6th January 2022 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 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.

For the safety and protection of members of the public and councillors, we ask you to adhere to the following guidelines:

- Please sit apart from anyone outside your household.
- Please wear a face-covering. Please note that face coverings are mandatory unless you have a valid exemption.

#### 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> November 2021.
4. Public session (15 minutes).
5. County Councillor's 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) Approval of the record of receipts and payments made since the last meeting.
  - d) Bank balances and confirmation of bank reconciliation as of 16<sup>th</sup> December 2021.
  - e) Signatory to complete the checklist of Internal Controls.
  - f) Approval of regular payments for 2022-23.
  - g) To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2022.
  - h) To appoint a councillor (a non-signatory) to carry out internal control checks and complete the Internal Control Report.
  - i) To review the effectiveness of the internal audit.
10. To discuss any planning issues:
  - a) Email from Pigeon requesting a meeting with the Parish Council
11. To discuss any highways/Rights of Way issues/tree/transport issues
  - a) Trees
    - Specimen Tree for the Lower Green.
    - Appointment of a tree warden
    - Queen's Green Canopy project
    - Platinum Jubilee Project for the greens – wildflower areas, trees, bushes, reading trees and Community Conversation and contemplation benches and feedback from residents
  - b) Quote from McGregor Services for grass cutting.
  - c) Quote for tree works.
  - d) Email from a resident about some of the trees on Upper Green and the potential risk to his property.
12. To approve the following GDPR information
  - j) Assessment of personal data held by Risby Parish Council.
  - k) Document Retention and Disposal Policy.
  - l) Personal Data Breach Policy.
13. To approve the following revised policy documents
  - a) Procedure for dealing with correspondence.
  - b) Co-option Policy
  - c) Complaints Procedure
14. To discuss the following correspondence:

- a) Email from West Suffolk Council about the next Community Governance Review and asking parishes if there are any anomalies they would like to correct.
  - b) Letter from West Suffolk Council about future parish forums.
  - c) SALC e-bulletin suggesting that parish councils follow up with their MP about the possibility of holding remote meetings.
15. Any other business for noting or including on the agenda of the meeting on Thursday 3rd March 2022.