

## The Annual Meeting of Risby Parish Council on Thursday 6<sup>th</sup> May 2021 at 7p.m. via Zoom

Members of the public are welcome to join the meeting. There will be an open session during the meeting to give members of the public an 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.

Members of the public will be asked to switch their cameras and microphones on during the Open Session but mute their microphones during the main meeting.

The login details for the meeting are:

### Join Zoom Meeting

<https://us02web.zoom.us/j/82733250791?pwd=WUZNdUQxVExqUGdOdmJoUGVNbXFDdz09>

Meeting ID: 827 3325 0791

Passcode: 796694

### AGENDA

1. To elect a Chairman.
2. Chairman to sign a Declaration of Acceptance of Office and agreement to abide by Risby Parish Council's Code of Conduct.
3. To elect a vice chairman.
4. To update Register of Members' Interests forms
5. To accept apologies and reason for absence.
6. To confirm Risby Parish Council's eligibility for General Power of Competence
7. Declaration of interest by Councillors in items on the agenda.
8. To approve the minutes of the meeting held on Thursday 4<sup>th</sup> March 2021
9. To receive an update on the list of actions agreed at the last meeting
10. To discuss the following financial issues:
  - a) Approval of any payments and signing of Schedule of Payments
  - b) Approval of payments made between meetings but previously authorised
  - c) Approval of payments authorised between meetings
  - d) To receive a statement of receipts and payments made since the last meeting
  - e) To receive a summary of bank balances as of 30<sup>th</sup> April 2021
  - f) Councillor to complete the checklist of Internal Controls
  - g) Update on the inspection of Parish Council property
  - h) To approve the accounts for the financial year 2020 - 2021
  - i) Internal audit of the Parish Council's accounts
  - j) To approve Risby Parish Council's Annual Governance Statement 2020/21 (see separate document) and section 1 of the Annual Governance and Accountability Return 2020/21.
  - k) To approve and sign section 2 of the Annual Governance and Accountability Return 2020/21 - the Accounting Statement 2020/21
  - l) To decide whether Risby PC should submit a Certificate of Exemption from an external audit
  - m) To confirm the dates for the notice of the period for the exercise of public rights
  - n) To approve the Financial Report 2020/21 which the Council needs to publish as part of the Transparency Code 2015
  - o) To receive the precept information for 2021/22
11. To discuss any planning issues
  - a) DC/21/0887/FUL - Land adjacent to Junction 41 of the A14 at Risby - Creation of infiltration basin and associated works
12. To discuss any highways/Rights of Way issues/tree/transport issues
  - a) Ditches and who is responsible for maintaining them
  - b) Quiet lanes consultation
  - c) Annual Tree survey and information from Hayden's about the trees in Welham Lane.
  - d) Email from a resident about the Lower Green
13. To discuss the advice from the Joint Panel on Accountability and Governance (JPAG) about the importance of a secure email system for the Parish Council and councillors.
14. Update on the Housing Needs Survey
15. Update on the Emergency Plan
16. To discuss the following allotment issues
  - a) Water costs for the allotments
17. To approve the following documents:
  - a) Risk assessment for litter picking

- b) Volunteer guidance for litter picking
  - c) Volunteer guidance for village maintenance
  - d) Amendment to the Scheme of Delegation
18. To discuss the following village issues:
- a) Roadside nature reserves
  - b) Artwork on The Greens
19. To discuss the following correspondence:
- a) Email from a resident offering to provide a bench for near the pond in School Road
15. Any other business for noting or including on the agenda of the meeting on Thursday 1<sup>st</sup> July 2021.