

**The Annual Meeting of Risby Parish Council will take place on Thursday 2<sup>nd</sup> May 2024 at 7p.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 residents 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.**

#### **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. Declaration of interest by Councillors in items on the agenda and dispensation requests.
7. To approve the minutes of the meeting held on Thursday 7<sup>th</sup> March 2024 and the planning meeting held on Thursday 4<sup>th</sup> April 2024.
8. Public session (10 minutes).
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 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 30<sup>th</sup> April 2024.
  - e) Update on the inspection of Parish Council property.
  - f) To discuss the Internal Auditor's Report.
  - g) To approve the Receipts and Payments summary for the financial year 2023 – 2024 and the explanation of significant variances (over 15%).
  - h) To complete and sign sections 1 and 2 (Annual Governance Statement and Accounting Statements of the Annual Governance and Accountability Return 2023/24).
  - i) To decide whether Risby PC should submit a Certificate of Exemption from an external audit.
  - j) To confirm the dates for the notice of the period for the exercise of public rights.
  - k) To approve the Financial Report which the Council needs to publish as part of the Transparency Code 2019.
  - l) To receive the precept information for 2024/25.
  - m) Increase in insurance values for 2024/25.
11. To discuss the following planning issues:
  - a) DC/24/0543/TCA - Laurel Lodge, Hall Lane, Risby - One Ash and one Prunus (A, B on plan) reduce branches overhanging roof of house.
  - b) DC/24/0488/VAR - linked to DC/20/1521/P3QPA - 1 The Grain Barn, Hall Lane, Risby - Variation of condition 10 (time limit - prior approval) of DC/23/1384/VAR to enable works to be completed.
  - c) Response from West Suffolk Council to Risby Parish Council's formal complaint about the truck stop applications DC/16/1723/OUT and DC/18/1182/RM.
12. To discuss any highways/Rights of Way issues/tree/transport issues.
  - a) Tree survey report
  - b) Email from a resident requesting wildlife signs along School Road.
13. Suffolk Devolution consultation which ends on 26<sup>th</sup> May.
14. To discuss the following village issues:
  - a) Email from Risby Wildlife Group relinquishing responsibility for the footpaths alongside the allotments off Welham Lane.
  - b) Email from Jon Eaton at West Suffolk Council about grants for pond improvements.
15. To discuss any correspondence.
18. Any other business for noting or including on the agenda of the meeting on Thursday 4<sup>th</sup> July 2024.