

The next meeting of Risby Parish Council will take place on Thursday 2nd July 2026 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.

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 Annual Meeting of the Parish Council held on Thursday 7th May 2026.
4. Public session (15 minutes).
5. County Councillors Report.
6. District Councillor's report.
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) Approval of the record of receipts and payments made since the last meeting.
 - d) Bank balances and confirmation of bank reconciliation as of 30th June 2026.
 - e) Approval of the continued use of electronic banking and BACS payments, the Council's banking arrangement with Nat West, and the use of variable direct debit or standing order where appropriate.
 - f) New HMRC mileage rate.
9. To discuss the following planning issues:
 - a) New West Suffolk Local Plan initial resident's consultation. The consultation period is from 16th June – 28th July 2026 - https://westsuffolk.inconsult.uk/Scoping_Consultation_2026/consultationHome
 - b) Planning applications received between meetings or after the agenda was published.
10. To discuss any highways/Rights of Way issues/tree/transport issues/pond issues.
 - a) Update on the meeting with Cllr Chris Sutton and Highways Community Liaison Engineer Andy Moore about damage to the top of Lower Green.
 - b) Parking on Lower Green.
 - c) To discuss the Tree Survey report.
11. To discuss the following allotment issues:
 - a) Watering system for the allotments.
12. To review the following policy documents.
 - a) Financial Regulations.
 - b) Standing Orders.
 - c) Scheme of Delegation.
 - d) Contact Privacy Notice.
 - e) Procedural policies as listed in appendix A.
 - f) Freedom of Information, data protection policies and policies for dealing with the press/media. as listed in appendix B.
 - g) Employment policies and procedures as listed in appendix C.
 - h) Other policies as listed in appendix D.
 - i) Planning documents listed in appendix E.
13. Village issues.
 - a) Renewal of nominations for Parish Council representative for the Risby Charities.
14. To discuss the following correspondence:
 - a) Information from Phonely about the switch over to digital landlines which is due to be completed by 27th January 2027.
15. Any other business for noting or including on the agenda of the meeting on Thursday 3rd September 2026.

16. 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.

Appendix A – Procedural policies

- Complaints Procedure.
- Procedure for Dealing with Correspondence.
- Procedure for the Public Session.
- Co-option Policy.
- Email policy for councillors.
- Electronic Communication Policy.
- Code of Conduct
- Persistent and vexatious complaints and correspondence policy

Appendix B – Freedom of Information, data protection policies and policies for dealing with the press/media.

- Data Protection and Information Management Policy.
- Social media policy.
- Filming and Recording at Meetings Policy.
- Subject Access Request Policy.
- Procedure for Handling Requests for information
- Freedom of Information Publication Scheme

Appendix C - Employment policies and procedures.

- Equal Opportunities Policy.
- Sexual and General Harassment Policy and Procedure.
- Disciplinary and Grievance Policy

Appendix D – Other policies.

- Weed Control Policy.
- Wildlife Policy.
- Volunteer Policy
- Hedge Policy.

Appendix E – Planning documents

- The Role of Risby Parish Council in Dealing with Planning Applications.
- Planning applications and how to respond.