

The Annual Meeting of Risby Parish Council will take place on Thursday 7th May 2026 at 7p.m. in Risby Village Hall (Gift Horse Room).

AGENDA

1. To elect a Chair.
2. Chair 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-chair.
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 5th March 2026.
8. Public session (5 minutes).
9. To receive an update on the list of actions agreed at the last meeting.
10. To discuss the following planning issues:
 - a) DC/26/0415/FUL - Block F Risby Business Park - a. change of use of block F to flexible use (use classes E(g)(i) (offices); E(g)(ii) (research and development); E(g)(iii) (light industrial processes) and B8 (storage and distribution) b. replacement external lighting c. associated car parking and landscaping.
 - b) Planning applications received after the agenda was published.
 - c) Email from West Suffolk Council about the new Local Plan and call for sites.
 - d) Update from Anglian Water about their proposal for a Nitrate Treatment Plant near Risby.
 - e) Adoption of the West Suffolk Affordable Housing Supplementary Planning Document (SPD) as part of the updated West Suffolk Local Plan
https://www.westsuffolk.gov.uk/planning/Planning_Policies/upload/West-Suffolk-Affordable-Housing-Supplementary-Planning-Document-2026-for-web-2.pdf
11. To discuss the following financial issues:
 - a) Approval of any payments and signing of Schedule of Payments.
 - b) To discuss the insurance quote for 2026-27.
 - c) Approval of payments authorised between meetings.
 - d) To receive a statement of receipts and payments made since 1st April 2026.
 - d) Bank balances and confirmation of bank reconciliation as of 30th April 2026.
 - e) To discuss the Internal Auditor's Report.
 - f) To approve the Receipts and Payments summary for the financial year 2025 – 2026.
 - g) To complete and sign sections 1 and 2 (Annual Governance Statement and Accounting Statements of the Annual Governance and Accountability Return 2025/26).
 - h) To decide whether Risby PC should submit a Certificate of Exemption from an external audit.
 - i) To confirm the dates for the notice of the period for the exercise of public rights.
 - j) To approve the Financial Report which the Council needs to publish as part of the Transparency Code.
 - k) To receive the precept information for 2026/27.
12. To discuss any highways/Rights of Way issues/tree/transport issues.
 - a) Tree survey.
 - b) Damage to Post Road (Cavenham).
 - c) Email from a resident about the damage to the top of Lower Green.
 - d) Update from the Suffolk Parish Road Safety Group.
13. To discuss the following village issues:
 - a) Email from a resident about protecting the paintings in the bus shelter.
14. To discuss any correspondence:
 - a) Email from SARS requesting a donation.
 - b) Email from Royal British Legion asking for Risby Parish Council's help to find a replacement volunteer.
15. Any other business for noting or including on the agenda of the meeting on Thursday 2nd July 2026.