The next meeting of Risby Parish Council will take place on Thursday 3rd July 2025 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 1st May 2025 and the planning meeting held on Thursday 29th May 2025.
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 2025.
   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) Update on the Inspection of Council property.
   g) Quote for sampling village ponds.
9. To discuss the following planning issues:
   a) Steelstock appeal procedure.
   b) Email from Anglian Water about proposals for a Nitrate Treatment Plant in Cavenham.
10. To discuss any highways/Rights of Way issues/tree/transport issues/pond issues.
    a) Possibility of carrying out a lorry survey in Risby.
    b) Replacement grit bin.
11. To review the following policy documents. Financial Regulations.
    a) Updated Standing Orders.
    b) Scheme of Delegation.
    c) Updated Contact Privacy Notice.
    d) Procedural policies as listed in appendix A.
    e) Freedom of Information, data protection policies and policies for dealing with the press/media as listed in appendix B.
    f) Employment policies and procedures as listed in appendix C.
    g) Other policies as listed in appendix D.
    h) Planning documents listed in appendix E.
12. Village issues.
    a) Litter along Newmarket Road.
    b) Dog waste bags hung on trees.
13. To discuss the following correspondence:
14. Any other business for noting or including on the agenda of the meeting on Thursday 4th September 2025.

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.
- Contact Privacy Statement.
- Procedure for Handling Requests for information.
- Freedom of Information Publication Scheme.
- Assessment of personal data held by Risby Parish Council.

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.
- Risk Assessment for volunteer litter pickers.
- Hedge Policy.

Appendix E – Planning documents

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