

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
69 Gardeners Rd
Debenahm
STOWMARKET
IP14 6RX
Tel: 07719 208444

2nd Feb 2022

I hereby give notice that the meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Monday 7th February 2022 commencing at 7.00pm. The Press and the Public are invited to attend, Councillors are summoned to attend. Please follow Co-vid safe guidance during the meeting, eg: hand sanitiser & social distancing.

This meeting is held in the public eye for members of the public to come to sit and listen, this Agenda is so you will know what will be discussed. Some items on the agenda might be of a data sensitive nature, if this is the case the Chairman will advise this during the meeting and the public would be asked to leave for that part of the meeting.

The Parish Council, members of the public and the press may record, film, photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and wishes to record, film, and photograph or broadcast the meeting should advise the Parish Clerk.



Public questions during a meeting: Questions can be forwarded to the Clerk prior to the meeting via email or stated during the public participation session. Members of the public may not take part in the Parish Council meeting itself, unless with the permission of the Chairman to do so.

AGENDA

1. Meeting administration

- a) Welcome by Chair, a moment of remembrance and opening of the meeting
- b) To consider & approve apologies for absence
- c) To receive Declarations of interest on agenda items

2. To Approve the draft minutes of the meeting of 6th Dec 2021 and Planning Committee meeting of 20th January 2022 and for the Chairman to sign as a true record

- a) Matters arising from 6th Dec minutes
- b) Matters arising from 20th Jan minutes

3. Public Participation Session (To hear reports from the County Councillor, District Councillor and Comments from the Public)

4. Chair Report

5. Clerk Report, with details of emails and correspondence up to the period 31st Jan 2022

6. Co-option of a new Councillor

7. Planning Consultations

i) BMSDC Householder Application DC/22/00246 - Creation of a natural swimming pond, Cottage Farm, Offton

ii) BMSDC Full Planning Application DC/22/00351 - Change of use from business (b1) to holiday let, Willisham Hall, Willisham

8. To discuss the draft Parish Plan Questionnaire Questions and a Parish Plan Committee

9. Mobile Phone Signal Update (Cllr A Bye)

- 10. Resident Communication - To discuss contents of resident email regarding social media and resolve if needed**
- 11. Finance**
 - a) Current Bank Balances as at 31st December 2021:-**
 - Community Account = £6,820.32**
 - Premium Account = £0.34**
 - Premium Savings Account = £9,004.40**
 - b) Income Received:-**
 - Bank Interest - £0.22**
 - BMSDC (Litter Hoop reimbursement) - £68.05**
 - c) To advise Payments made following 6th Dec 2021 up to 1st Feb 2022 -**
 - Clerk Wages for December - £352.95**
 - Clerk Wages for January - £352.95**
 - d) To approve payments and authorise cheques for signature (Resolution required)**
 - Clerk's Mileage Expenses & Office allowance - £72.90**
 - e) Report from Cllr Cox on 3rd Quarter accounts**
 - f) To discuss and approve the Internal Auditor for 2022-23**
 - g) To discuss and approve the Action Plan for 2022-23**
- 12. To discuss holding a Platinum Jubilee Event during 2nd-5th June Celebrations**
- 13. To discuss Community Heartbeat Support**
- 14. To confirm the Annual Parish Meeting (APM) - currently set at 16th May 2022**
- 15. To confirm the Annual Parish Council Meeting - currently set on 9th May 2022**