

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
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Debenahm
STOWMARKET
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29th June 2021

I hereby give notice that the meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Monday 5th July 2021 commencing at 7.00pm. The Press and the Public are invited to attend, Councillors are summoned to attend. **ALL** those attending will **have to show a negative lateral flow test result within the last 24hrs BEFORE** entry to the meeting. Co-vid safe guidance must be followed during the meeting, including wearing a mask. A test can be ordered at www.gov.uk/order-coronavirus-rapid-lateral-flow-tests tests are normally delivered within 1 working day.

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) To receive signed Declaration of Office Acceptance Forms and Data Consent Forms
 - b) To consider & approve apologies for absence
 - c) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of 4th May 2021 and for the Chairman to sign as a true record**
 - a) Matters arising from 4th May 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 28th June 2021**
- 6. APM Question from resident regarding footpath between School House & Middlewood Cottages and to discuss the Health and Safety for roadside working training detailed in the 'Red Book' and provided free by Suffolk Highways.**
- 7. Resident Request - Tye Lane Grass Cutting**
- 8. Resident Request - Holly Road Bank Degradation**
- 9. Resident Requests - BMSDC Half Mow Consultation for Green at St Mary's Close**
- 10. To discuss & approve the Willisham Church Grant application for 2021-2022 (budgeted for £700)**
- 11. To discuss & approve the Second Offton Church grant application for a further grant for 2021-2022 (not budgeted for in 2021-22)**
- 12. To discuss the Senior Citizens Christmas Party**

13. To discuss Speedwatch
14. To discuss & resolve the registration and maintenance of the Willisham Defibrillator and Cabinet
15. To confirm & formalise agreement to the Public Meeting for Holly Road as a Quiet Lane
16. To discuss the Clerk's Asset report, including the condition of both Village Signs
17. To discuss the Locality Budget as a source of funding for replacement of assets
18. To discuss and approve new Bin purchase for St Mary's Close Offton
19. To discuss the Footpath Fingerpost Plaques
20. To discuss & approve a Councillor for quarterly audit checks on the accounts for 2021-22
21. To discuss & approve support for the Village Hall Summer Open Day
22. Planning
 - i) Resident Request - Antler Ridge Planning Conditions (reported case no. 337130473)
 - ii) BMSDC - DC/21/03619 - Two Bay Cartlodge - Strawberries Lane, Willisham
23. Finance
 - a) Current Bank Balances as at 31st May 2021:-
 - Community Account = £8,471.90
 - Premium Account = £0.34
 - Premium Savings Account = £9003.74
 - b) Income received since 16th April as at 31st May 2021 –
 - i. None
 - c) To advise Payments made to 30th June 2021 -
 - Clerk Wages for May - £352.95
 - Clerk Wages for June - £352.95
 - d) To approve payments and authorise cheques for signature (Resolution required)
 - BMSDC Litter & Dog Bin Emptying - £193.49
 - Willisham Church Grant Letter of Application - £700
 - Clerk's Mileage Expenses & Office allowance - £96.15
 - e) To discuss the remaining unspent monies of £225 from the Locality Grant awarded for Tye Lane Bench
 - f) To discuss holding the CIL payments of £3,799.24, awarded to Willisham, in a separate account, namely the premium account with current balance of 34p.
24. Next meeting 4th October 2021 at 7pm at the Offton and Willisham Village Hall