

## **Offton and Willisham Parish Council**

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

1<sup>st</sup> Sept 2021

I hereby give notice that an Extraordinary meeting of Offton & Willisham Parish Council (EGM) will be held at the Offton and Willisham Village Hall on Monday 6<sup>th</sup> September 2021 commencing at 7.00pm. The Press and the Public are invited to attend, Councillors are summoned to attend. **ALL** those attending will need to keep to Social Distancing rules and we recommend wearing a face mask if the hall becomes crowded. Anyone with Covid-19 symptoms should not attend the meeting.

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 and open 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 5<sup>th</sup> July 2021 and for the Chairman to sign as a true record**
  - a) Matters arising from 5<sup>th</sup> July minutes
- 3. Public Participation Session** (To hear reports from the County Councillor, District Councillor and Comments from the Public)
- 4. To Discuss Developer correspondence received**
  - a) To discuss obtaining a new housing needs survey
  - b) To discuss the draft housing plan of 12 houses off Castle Road, Offton
- 5. To discuss the upcoming meeting for The Red Lion Pub**
- 6. Finance**
  - a) **Current Bank Balances as at 31<sup>st</sup> July 2021:-**
    - Community Account = £7,287.41**
    - Premium Account = £0.34**
    - Premium Savings Account = £9003.96**
- 7. Next meeting 4th October 2021 at 7pm at the Offton and Willisham Village Hall**