

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
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Debenahm
STOWMARKET
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NEW CONTACT Tel: 07425 672631

10th May 2022

I hereby give notice that the ANNUAL meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Monday 16th May 2019 commencing at 7.00pm. The Press and the Public are invited to attend Councillors are summoned to attend.

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 remote meeting: Questions can be forwarded to the Clerk prior to the meeting via email (as above) or given in person during item 3 - Public Participation. 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 Elect the Chair and Vice Chair of Offton & Willisham Parish Council
 - b) To sign Acceptance of Declaration of Office & Data Consent Forms
 - c) To consider & Approve Apologies for absence
 - d) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of 7th February 2022 and for the Chairman to sign as a true record**
 - a) Matters arising from 7th February 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 8th May 2022**
- 6. To discuss and agree proposed dates for Parish Council meetings up to May 2023 and the APM for 2023**
- 7. To discuss & adopt or re-adopt policies:-**
 - i) Internal Control policy review
 - ii) Risk Assessment & Management Policy
 - iii) Financial Protocol
 - iv) NALC Standing Orders, the 2020 revision
 - v) LGA Model Councillor Code of Conduct 2020
 - vi) Equality and Diversity Policy
 - vii) Transparency Code for Smaller Authorities
 - viii) ICO Model Publication Scheme & Information Publication Policy and fees
 - ix) Data Policies, Cookie, Retention & Privacy
 - x) Grants and Donations Policy
- 8. To discuss continuing the existing planning committee and/or forming new committees or Working Groups for 2022-2023**
- 9. To consider the voluntary service provided by residents for the saving and repair of the St Mary's Close noticeboard following the high winds in late February**

10. To discuss & finalise Jubilee Plans following information from the Resident Jubilee Committee
11. To discuss the outcome from the Police regarding Speeding in the village
12. To discuss email received from Ringshall Parish Clerk re: Rignshall Plans for siting a Dog Bin and Sign
13. To discuss email received from ASTCO for offering a Clothing Bank collection point
14. To discuss and approve the Asset List & Report
15. To approve RFO's application for the reclaim of VAT for £267.77 for the period 1st Apr 21 - 31st Mar 22
16. To discuss & approve Bankers for 2022-23 (RFO recommends Unity Bank Online)
17. To discuss & approve Internal Auditor for 2022-23 (RFO Recommends keeping Heelis & Lodge)
18. To discuss & approve Workplace Pension Scheme for 2022-2023
19. To discuss and approve 4th Quarter (end of year Accounts)
20. To review and approve Internal Auditor Report for 2022-2023 accounts (no recommendations)
21. To review & approve the Annual Governance & Accountability Return Section 1 (Resolution required)
22. To review & approve the Annual Governance & Accountability Return Section 2 (Resolution required)
23. To review & approve the Certificate of Exemption
24. To review, discuss and approve Insurer for 1st June following quotes received as at 8th May 2022
 - a. Renewal - £257.60 (optional 3y lock in with this price)
 - b. Zurich new package increasing value of Covers - £264
 - c. Aviva (via BHIB broker) - £352.24
 - d. Aviva (via BHIB with 3yr lock in) - £332.96
 - e. CAS insurance, no quote given in time
25. Planning & Governance Consultations
 - i) BMSDC planning consultation request DC/22/02302 - Prior Approval Agricultural to Dwelling - Does Farm, Offton
 - ii) Community Governance Review Consultation (deadline 27th May 2022)
 - iii) National Grid Upgrade - GREEN consultation (deadline 16th June 2022)
26. Report from the Telephone Library Volunteer of the need for the Telephone Box to be repainted professionally
27. To discuss Middlewood Cottages Parking Problems
28. To discuss an annual award to be given at the Annual Parish Meeting
29. To discuss the ongoing maintenance of the Parish Council Website and Email provision
30. To discuss and agree on the Community Self Help form for BMSDC
31. Finance
 - a) Current Bank Balances as at 31st March 2022:-
 - Community Account = £5513.57
 - Premium Account = £9004.62
 - Premium Savings Account = £0.34
 - b) Known Income received as at 30th April 2022 –
 - i. BMSDC Precept - £2961.54
 - ii. BMSDC Precept - £2038.46
 - c) To confirm payments made since 6th February 2022 meeting
 - i. Clerk Wages for March - £352.95
 - ii. Survey Monkey (parish questionnaire) reimbursement to Chair - £384.00
 - iii. Clerk Wages for April - £352.95
 - iv. Gipping Press (paper parish questionnaires) - £184.00
 - d) To approve payments and authorise cheques for signature (Resolution required)
 - i. SALC & NALC Annual Subscription - £340.95
 - ii. SALC Payroll - £54.00
 - iii. Clerk Wages for May – £352.95
 - iv. Clerk's Mileage Expenses & Office Allowance - £125.10
 - v. Viking (Ink Cartridges) - £147.02
 - vi. Heelis & Lodge (Internal Audit) - £90.00

Remaining items 33 - 35 to be heard without the public due to meeting exemption within the Openness of Local Government Bodies Act 2014 s.1.2.

32. To discuss and approve the NALC 1.75% pay rise award and current pay scale of Clerk
33. To discuss and approve Clerk holiday

34. To discuss current office allowance and printer costs

35. Next meeting date

Proposed Meetings Dates:-

- Monday 6th June 2022 (provisional on May's meeting)**
- Monday 4th July 2022**
- Monday 5th September 2022**
- Monday 7th November 2022**
- Monday 2nd January 2023**
- Monday 6th March 2023**
- Monday 8th or 15th May 2023 for Annual Council and APM**