

## Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis  
69 Gardeners Rd  
Debenahm  
STOWMARKET  
IP14 6RX  
Tel: 07425 672631  
[clerk@offtonandwillisham.org.uk](mailto:clerk@offtonandwillisham.org.uk)

11th April 2023

I hereby give notice that the meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Monday 17<sup>th</sup> April 2023 commencing at 7pm. 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 (given above) or provided in person during item headed - 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) Chair to welcome & open the council meeting
  - b) To consider & Approve Apologies for absence
  - c) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of 9th January 2023 and for the Chairman to sign as a true record**
  - a) Matters arising from 9<sup>th</sup> January minutes
- 3. Public Participation Session** (To hear reports from the County Councillor, District Councillor & Comments from the Public)
- 4. Chair Report**
- 5. Clerk Report, with details of emails and correspondence up to the period 6th April 2023**
- 6. Planning & Governance Consultations**
  - i) BMSDC consultation request on JLP (joint Local Plan) Modification
  - ii) Planning Application to vary condition No2 DC/23/01601 - Tollemache Business Park, Offton
  - iii) Householder Application DC/23/01720 single storey rear extension - 23 Fiske Pightle, Willisham
- 7. To discuss using CIL to aid traffic calming along Middlewood Cottages following feedback from Cllr Oakes meeting with Highways Liaison Officer**
- 8. To review the public forum on 9th January regarding the Parish Plan**
- 9. To discuss and approve an action plan following Dr D Poulter MP visit**
- 10. To (re)appoint new councillor(s) to maintain the Offton & Willisham Defibrillator**
- 11. To discuss 30mph bin stickers (Cllr Warnes)**
- 12. Finance**
  - a) Current Bank Balances as at 31<sup>st</sup> March 2023:-  
Current Account = £1,292.39  
Savings Account = £13,605.91
  - b) Income received - Bank Interest £63.56
  - c) To confirm payments made since 9th January 2023 meeting under the financial protocol
    - i) Clerk Wages February - £391.63
    - ii) OAP Luncheon Costs (receipts & invoice total) - £495.66
    - ii) Glasdon Dog Bin & Grit Bin - £499.03
    - iii) Clerk Wages March - £391.63

- iv) Bank charges - £18.00
- v) SALC 6mth payroll (late payment) - £54
- d) To discuss and decide on the Offton & Willisham Village Hall Grant application of £700
- e) To discuss and decide on the St Marys Church Offton Grant application of £800
- f) To review 4th Quarter accounts, with report from Cllr Cox
- g) To review and approve Asset register
- h) To review and approve Internal Auditor for 2023-24
- i) To approve payments for April (Resolution required)
  - i. Clerk Wages for April – £391.63
  - ii. Clerk Mileage & Office Allowance - £128.10
  - iii. Viking (printing ink) - £46.64
  - iv. SALC Payroll 6mths to March 2023 - £54.00
  - v. SALC Councillor Training Appraisal Skills - £31.20
  - vi. SALC Councillor Training
  - vii. Insurance renewal (2nd yr of 3yr lock in) £257.60
- 13. Resident communication - Big Lunch for the King's Coronation
- 14. Resident communication - Multi Parish Litter Pick
- 15. Resident communication - Pylons Group
- 16. To take nominations for the Annual Parish Award
- 17. To consider & approve arrangements for the Annual Parish Meeting as being held on 15th May