

## **Offton and Willisham Parish Council**

Clerk to the Council: Miss T Davis  
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4th January 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 9<sup>th</sup> January 2023 commencing at 6.00pm with a public forum, meeting to start 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. Chair to Open Public Forum to Discuss 3 Priorities for the Parish Council over the next 5yrs**
- 2. 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
- 3. To Approve the draft minutes of 28th November 2022 and for the Chairman to sign as a true record**
  - a) Matters arising from 28<sup>th</sup> November minutes
- 4. Public Participation Session** (To hear reports from the County Councillor, District Councillor & Comments from the Public)
- 5. Chair Report**
- 6. Clerk Report, with details of emails and correspondence up to the period 3rd January 2023**
- 7. Planning & Governance Consultations**
  - i) BMSDC consultation request on the Planning Local Validation List (LVL)
- 8. To discuss and approve the slate replacement of the Offton Green Silver Jubilee Bench**
- 9. To discuss and approve action plan for the National Grid East Anglia GREEN & Dr D Poulter visit**
- 10. To discuss information received from Cty Cllr Oakes and Dst Cllr Pratt on Middlewood Cottages Parking**
- 11. To discuss Bildeston Rd Gully blockages (to be confirmed)**
- 12. Training - To approve refresh training for up-coming Elections in May for the Clerk**
- 13. Finance**
  - a) **Current Bank Balances as at 31<sup>st</sup> December 2022:-**  
Current Account = £3598.52  
Savings Account = £13542.35
  - b) **Income received - Bank Interest £42.06**
  - c) **To confirm payments made since 7th November 2022 meeting under the financial protocol**
    - i) **Clerk Wages December - £391.63**
    - ii) **Clerk backdated wage rise - £260.00**
    - iii) **Bank charges - £18.00**
  - d) **To review 2023-2024 annual Budget**
  - e) **To review and confirm the Precept for 2023-2024**

f) To review 3rd Quarter accounts, with report from Cllr Cox

g) To approve payments for January (Resolution required)

i. Clerk Wages for January – £391.63

ii. Clerk Mileage & Office Allowance - £64.55

14. Resident communication - St Marys Close Grit Bin Lid Broken

15. To discuss & confirm meeting dates up to May 2023 elections

EXCLUDED ITEM 16 - of a sensitive nature and to be heard after the Public are excluded (Public Bodies Admission to meetings Act 1960)

16. To consider the feedback from the Employment Panel formed in June on employment needs and arrange the Clerk's annual review