

## Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis  
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29th June 2022

I hereby give notice that the meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Monday 4<sup>th</sup> July 2022 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 4 - 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 meeting
  - b) To consider & Approve Apologies for absence
  - c) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of 6<sup>th</sup> June 2022 and for the Chairman to sign as a true record**
  - a) Matters arising from 6<sup>th</sup> June 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 28th June 2022**
- 6. To discuss a site for a Clothing Bank collection point**
- 7. Planning & Governance Consultations**
  - i) BMSDC planning consultation request DC/22/02414 - Barn to Dwelling, Rook Hill Farm, Offton
  - ii) BMSDC listed building consultation request DC/22/02997 - Mount Pleasant Farm, Offton
- 8. To discuss the annual award to be given at the Annual Parish Meeting**
- 9. To discuss the Asset Check**
- 10. Update on Middlewood Car parking problems**
- 11. Footpaths**
- 12. Finance**
  - a) **Current Bank Balances as at 31<sup>st</sup> May 2022:-**
    - Community Account = £8,617.33
    - Premium Account = £0.34
    - Premium Savings Account = £9004.62
  - b) **To agree and sign Submission and Cash Forms for Unity Bank**
  - c) **To confirm payments made since 6th June 2022 meeting**
    - i. **BMSDC Litter & Dog Bins - £148.93**
  - d) **To approve payments and authorise cheques for signature for July (Resolution required)**
    - i. **Clerk Wages for July – £359.13**
    - ii. **Clerk Expenses & Office Allowance - £69.28**
- 13. To discuss the collection of the Parish Plan Questionnaires so far**

**14. Next Meeting scheduled for Monday 5th Sept 2022**