

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
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27th February 2024

I hereby give notice that a meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Monday 4th March 2024 commencing at **7.30pm**. 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 open the meeting and welcome everyone
 - b) To consider and approve apologies for absence
 - c) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of the Parish Council meeting on 15th January 2024 and for the Chairman to sign as a true record**
 - a) Matters arising from the minutes:-
- 3. Public Participation Session** (To hear reports from the County Councillor, District Councillor and Comments from the Public)
- 4. Clerk Report, with details of emails and correspondence up to the period 27th February 2024**
- 5. Chair & Councillors Report (updates and possible items for the next agenda - not requiring a decision)**
- 6. Standing Item updates**
 - i. Road Closures - None for this meeting
 - ii. A dedicated Bus Route - None for this meeting
 - iii. Speeding in the Village - None for this meeting
 - iv. A Tree for Every Household/Woodlands - None for this meeting
- 7. Planning Consultations & Governance Consultations**
 - i. Joint Local Plan Validation List (closes today)
 - ii. AP/24/00105 - 8 Middlewood Cottages, Driveway refusal appeal
 - iii. DC/24/00760 - Yew Tree Cottage, Offton - Two single storey extensions and new garage
 - iv. DC/24/00705 - Rosewood Cottage, Offton - Part Garage conversion to living space
- 8. To discuss the communication regarding Ditch Clearing from a local contractor**
- 9. Finance**
 - a) Current Bank Balances as at 31st Jan 2024:-
Current Account = £2,836.73
Savings Account = £13,870.94
 - b) To review and approve the internal auditor for the financial year 2025-26
 - c) To consider the Village Hall's need for new Fire Doors as a potential spend of Parish CIL £3799.24
 - d) To consider the Village Hall's second grant application in 2023-24 for the Fire Doors of £2,000

- e) To note the VAT reclaim for the period 23rd April 2021 to 31st Oct 2023 of £522.62
- f) To confirm receipts received since 15th January Meeting
 - i) Reimbursement by Cllr Oakes for Grit Bin - £261.96
- g) To approve and Authorise payments
 - i) Clerk Office Allowance, Mileage and Expenses - £63.20
 - ii) Clerk Wages for March - £424.25
- 10. To review and approve the Action Plan and objectives for 2025-26
- 11. To consider and approve arrangements for the APM (Annual Parish Meeting) currently following the Annual Parish Council Meeting on 20th May
- 12. Resident Request - Telephone Box repair and refurbishment
- 13. The Great British Spring Clean - 15th to 31st March
- 14. Hedgehog Highway Project
- 15. CONFIDENTIAL ITEM with Public Exclusion - HR Resources
- 16. Next meeting scheduled for Monday 20th May 2024