

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
69 Gardeners Rd
Debenahm
STOWMARKET
IP14 6RX
Tel: 07425 672631

9th May 2023

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 15th May 2023 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 (note: Clerk to open meeting if past Chair not present following election)**
 - 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 17th April 2023 and for the Chairman to sign as a true record**
 - a) Matters arising from 17th April minutes
- 3. Public Participation Session** (To hear reports from the County Councillor, District Councillor and Comments from the Public)
- 4. To discuss the General Power of Competence (GPC)**
- 5. To discuss Co-option of Councillors**
- 6. Clerk Report, with details of emails and correspondence up to the period 8th May 2023**
- 7. To discuss and agree proposed dates for Parish Council meetings up to May 2024 and the APM for 2024**
- 8. 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
- 9. To discuss forming new committees, panels or working groups for 2023-2024 eg: Pylon Working Group, Planning Committee, Employment Panel, Parish Plan Committee**
- 10. To review the public forum on 9th January regarding the Parish Plan (suggest setting EGM)**
- 11. To review draft notice prepared by SCC Highways for Middlewood Parking**
- 12. To (re)appoint new councillor(s) to maintain the Parish Council Defibrillator**

13. To review training needs for Councillors
14. To appoint Councillor to review financial accounts prepared by the RFO each quarter
15. To discuss & approve Bankers for 2023-24 (RFO recommends continuing with Unity Bank Online)
16. To discuss & approve new signatures for Banking Mandate for next 4yrs
17. To discuss & approve Internal Auditor for 2023-24 (RFO Recommends keeping Heelis & Lodge)
18. To discuss & approve Workplace Pension Scheme for 2023-2024
19. To review and approve Internal Auditor Report for 2022-2023 accounts (no recommendations)
20. To review & approve the Annual Governance & Accountability Return Section 1 (Resolution required)
21. To review & approve the Annual Governance & Accountability Return Section 2 (Resolution required)
22. To review & approve the Certificate of Exemption
23. To confirm regular payments that will be made over £100 during 2023-2024:-
 - i. Clerk Monthly Wages £391.63
 - ii. SALC Annual Membership Fees £311.70
 - iii. Zurich Insurance final 3yr lock in £257.60
24. Planning & Governance Consultations
 - i) BMSDC planning consultation request DC/23/02080
 - ii) Government Dept for ENERGY SECURITY & NET ZERO - Community benefits for electricity transmission network infrastructure
25. Finance
 - a) Current Bank Balances as at 31st March 2023:-
 - Current Account = £1,292.02
 - Savings Account = £13,605.91
 - Barclays residual = £00.04
 - b) Known Income received as at 30th April 2023 –
 - i. BMSDC Precept - £3207.20
 - ii. BMSDC Precept - £2292.80
 - c) To confirm payments made since 17th April 2023 meeting
 - i. APA (Annual Parish Award) - £42.44
 - d) To approve payments and authorise cheques for signature (Resolution required)
 - i. Clerk Wages for May - £391.63
 - ii. Clerk Mileage, Expenses & Office Allowance - £115.40
 - iii. Heelis & Lodge (Internal Auditor) - £130.00
 - iv. SALC Annual Membership Fee - £311.70
 - v. MSDC (annual dog & litter)- £215.18
 - e) To discuss and decide on the Offton & Willisham Village Hall Grant application of £700
 - f) To discuss and decide on the St Marys Church Offton Grant application of £800 (above budget by £200)

Remaining items 21 - 22 to be heard without the public due to meeting exemption within the Openness of Local Government Bodies Act 2014 s.1.2.

26. To discuss the findings of the Employment panel
27. To discuss and approve Clerk holiday request
28. Next meeting date

For item 5 Proposed Meetings Dates:-

Monday 3rd July 2023

Monday 4th September 2023

Monday 6th November 2023

Monday 1st January 2024

Monday 4th March 2024

Monday 13th or 20th May 2024 for Annual Council and APM