

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
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Debenham
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31st October 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 6th November 2023 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) Vice Chair to open the meeting and welcome everyone and to elect new Chair
 - 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 4th Sept 2023 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 30th October 2023**
- 5. Standing Items agreed from the Parish Plan EGM**
 - i. Road Closures - Cty Cllr Oakes
 - ii. A dedicated Bus Route - Cllr Wells
 - iii. Speeding in the Village - Cllr
 - iv. A Tree for Every Household - Cllr Wells
- 6. Planning & Governance Consultations**
 - i) MSDC - Polling District, Places & Stations Consultation
 - ii) MSDC - Corporate Priorities (Have Your Say) consultation
- 7. To discuss having a Community Wood**
- 8. To review and approve the Safeguarding Policy for volunteers & employees**
- 9. To discuss the purchase of Memorial Wreaths for the Churches**
- 10. To discuss the recent flooding**
- 11. To discuss Resident Communication Request: Holly Lane - Height Markers each end to gauge height of water in flood**
- 12. Finance**
 - a) **Current Bank Balances as at 31st Oct 2023:-**
 - Community Account = £4,961.29
 - Premium Account = £13,775.46

- b) To review and approve 2nd Quarter Accounts - Cllr Cox
- c) To review the Asset Annual Check as presented by the Clerk
- d) To review the Training Budget and increase if needed
- e) To review and approve the 3yr budget
- f) To confirm receipts received since Sept 4th Meeting
 - i) MSDC Precept - £5,500.00
 - ii) Bank Interest - £92.93
- g) To approve and Authorise payments
 - i) SALC Payroll - £54.00
 - ii) Clerk Office Allowance, Mileage and Expenses - £64.55
 - iii) Clerk Wages for Oct - £391.63
 - iv) SALC Training - £150.00 (councillor training)
 - v) Donations as specified in the Budget for 2023-24 (The Link, Village Recorder & Wreaths)

EXCLUDED ITEM 12 - of a sensitive nature and to be heard after the Public are excluded (Public Bodies Admission to meetings Act 1960)

13. Confidential Item: To discuss Employee Panel members and Terms of Reference

14. Next Meeting scheduled for Monday 15th Jan 2023