

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
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29th August 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 4th Sept 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 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) To open the meeting and welcome everyone
 - b) To consider & Approve Apologies for absence
 - c) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of EGM on 31st July 2023 and for the Chairman to sign as a true record**
 - a) Matters arising from the EGM minutes:-
 - Confirmation of 3rd July Minute approval
 - Confirmation of Actions
- 3. Public Participation Session** (To hear reports from the County Councillor, District Councillor and Comments from the Public)
- 4. Chair Report**
- 5. Clerk Report, with details of emails and correspondence up to the period 29th August 2023**
- 6. Pylon Group Report**
- 7. To discuss the Terms of Reference & Communication Strategy for the Pylon group**
- 8. 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 Chaplin
 - iv. A Tree for Every Household - Cllr Wells
- 9. Planning & Governance Consultations**

None
- 10. To discuss the restoration of the Commemorative Tree on Tye Lane**
- 11. To discuss creating a footpath to Willisham Church**
- 12. To discuss advertising funding for Mobile Shop**
- 13. To discuss having a Community Wood**
- 14. Resident Communication: Willisham Roadside Hedges**
- 15. Finance**
 - a) Current Bank Balances as at 31st July 2023:-

Community Account = £2,092.51

Premium Account = £13,682.53

b) To review and approve 1st Quarter Accounts - Cllr Cox

c) To approve and Authorise payments

i) Village Hall Invoice for 2023-2024 - £180.00

ii) Clerk Office Allowance, Mileage and Expenses - £137.45

iii) Clerk Wages for Sept - £391.63

iv) Suffolk Cloud (New Website, set-up of gov.uk, Website & Emails x2yrs, support) - £710.00

d) Grant Applications & Donation requests

i) Village Hall Grant Application

ii) Offton & Willisham Xmas Luncheon request for funding

iii) Offton & Willisham Childrens Christmas Party request for funding

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

17. To confirm venue change for Meetings on 8th January and 13th May or amend dates

18. Next Meeting scheduled for Monday 6th Nov 2023