**Offton and Willisham Parish Council**

Clerk to the Council: Miss T Davis

16 Bramley Place, Debenham

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 28th October 2024

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 November 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 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**
2. To open the meeting and welcome everyone
3. To consider & Approve Apologies for absence
4. To receive Declarations of interest on agenda items
5. **To Approve the draft minutes of the Parish Council Meeting held on 2nd Sept 2024 and for the Chairman to sign as a true record**
6. Matters arising from the minutes
7. **Public Participation Session** (To hear reports from the County Councillor, District Councillor and Comments from the Public and invited guest speakers)
8. **Chair Report and APA**
9. **Clerk Report, with details of emails and correspondence up to the period 28th October 2024**
10. **Updates on Standing Items agreed at the Annual Meeting**

**i. Road Erosion - Cty Cllr Oakes**

**ii. The Flood Plan - Cllr Seddon**

**iii. Overhanging Vegetation on roads**

1. **Planning & Governance Consultations**

**i. SCC Transport Review Consultation**

**ii.MSDC DC/24/01057 & DC/24/01211 - Willisham Hall, Willisham Hall Road, Willisham, Ipswich, Suffolk, IP8 4SL Appeal - further comments by 11th November 2024**

1. **To discuss Neighbourhood Plans & Housing Needs Surveys and to question guest speakers**
2. **To discuss findings from meeting with Village Hall and a way forward**

**i. Quarterly Meetings**

**ii. 3yr Improvement Plan**

**iii. Operational Inspection Service**

1. **Finance**
2. **Current Bank Balances as at 30th Sept 2024:-**

**Current Account = £5,643.55**

**Savings Account = £14,664.51**

 **b) To review and approve the 1st Quarter Accounts**

 **c) To review and approve the 2nd Quarter Accounts**

**d) To Review and Authorise payments:-**

**i. SALC Payroll - £54.00**

**ii. Suffolk Cloud Hosting and Support for 1yr - £120.00**

**iii. Clerk Wages Nov - £396.15**

**iv. Village Recorder - £75**

**v. The Link - £115**

**vi. Wreath / Donation to Royal British Legion - £50**

**vii. Clerk Mileage and Office Allowance up to 31st Oct - £141.80**

**viii. APA - £67.75**

**ix. Citizens Advice Bureau Donation - £50**

 **e) To review and approve 3yr Budget Forecast (note including Housing Needs Survey or N.Plan?)**

 **f) To review and approve the new recommended NALC payscale for 2024 - 25**

1. **To discuss an East Anglian (AIr) Ambulance Donation**
2. **To Discuss iNaturalist app, nature recording for the parish to ensure nature is protected**
3. **To discuss having meetings on an alternative day to Monday. Next meeting currently scheduled for 6th January 2025**