**Offton and Willisham Parish Council**

Clerk to the Council: Miss T Davis

16 Bramley Place, Debenham

STOWMARKET

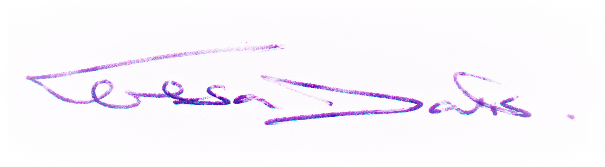
IP14 6FG

Tel: 07425 672631

[Clerk@offtonandwillisham-pc.gov.uk](mailto:Clerk@offtonandwillisham-pc.gov.uk)

**2nd January 2025**

I hereby give notice that the meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Tuesday 7th January 2025 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 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 4th November 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**
9. **Clerk Report, with details of emails and correspondence up to the period 2nd January 2025**
10. **Resident Request: To Discuss renewing the Senior Citizens Christmas Luncheon**
11. **Updates on Standing Items agreed at the Annual Meeting**

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

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

1. **Planning & Governance Consultations**

**i. Appeal - Willisham Hall, Willisham -Written Presentation Deadline 17th January 2025 (already given)**

1. **To Discuss & Approve future funding for the Village Hall (no financial details received from the VH 02/01)**
2. **Finance**
3. **Current Bank Balances as at 31st Dec 2024:-**

**Current Account = £3,361.75**

**Savings Account = £14,762.72**

**b) To Note payments made since 4th November meeting:-**

**i. Village Hall Room Hire - £135.00**

**ii.Viking Stationary - £82.93**

**iii.HMRC P30 - £36.80**

**iv.Clerk Wages Dec - £421.94**

**c) To review and approve payments:-**

**i. Clerk Wages January - £421.94**

**ii. Clerk Mileage and Office Allowance up to 31st Dec - £81.95**

**iii.East Anglian Air Ambulance DD - £50**

**d) To review and approve the 3yr Budget Forecast as recommended by the RFO**

**e) To review and approve the 20025-2026 Budget as recommended by the RFO**

**f) To review and approve the Precept as recommended by the RFO and for the Chair and Clerk to sign**

1. **To discuss Offton Housing**
2. **Next meeting currently scheduled for 4th March 2025**