

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
16 Bramley Place
Debenham
STOWMARKET
IP14 6FG
Tel: 07425 672631

8th Sept 2026

I hereby give notice that the meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Tuesday 15th Sept 2026 commencing at 7:00pm. The Press and the Public are invited to attend, Councillors are summoned to attend.

Signed; Teresa Davis, Clerk

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

- a) Chair to welcome everyone and open the meeting
- b) To Co-opt a Councillor
- c) To note Apologies for absence
- d) To receive Declarations of interest on agenda items

2. To Approve the draft minutes of 2nd July 2026 and for the Chairman to sign as a true record

- a) Matters arising from 2nd July minutes

3. Public Participation Session (To hear reports from the County Councillor, District Councillor and Comments from the Public)

4. Chair Report & reports from other Councillors not requiring a decision

5. Clerk Report, with details of emails and correspondence up to the period 7th Sept 2026

6. To review the Standing Items on the agenda:-

- i) Road Erosion
- ii) Emergency Flood Plan

7. Finance

a) Current Bank Balances as at 31st August 2026:-

Current Account = £1,841.51

Savings Account = £16,113.94

Barclays residual = £00.04

b) To note and confirm the NALC (National Association of Local Councils) pay award for 2026-27 and backdated pay request

c) To note Payments received since 2nd July 2026 meeting

- i. MSDC remaining Precept - £5995.99

d) To confirm payments made since 2nd July 2026 meeting

- i. Clerk Wages August - £436.48
- ii. Bank - £7.00
- iii. MSDC Waste Bins - £247.20
- iv. Suffolk Cloud now Pear Space - £250.00

e) Payments for authorisation (Resolution required)

- i. Clerk Back dated Pay - £73.00
- ii. Clerk Wages Sept - £451.08
- iii. Clerk Expenses & Mileage for the period 1st June to 30th Sept - £212.90

- f) To consider and agree the grant application received from the Offton Church for £750 (as budgeted)
- g) To consider and approve a second grant application from Offton Church for £100 for WiFi Booster Equipment totalling £432
- h) To note and confirm completion of the Barclays Mandate
- i) To review and agree the 1st Quarter Accounts

8. Planning & Governance Consultations

- i) BMSDC - DC/26/03398 - Erection of Detached Outbuilding - Hill Top, Willisham
- ii) BMSDC - DC/26/03823 - Glazed link extension - Mount Pleasant Farm, Offton
- iii) BMSDC - DC/26/03825 - Glazed link extension as above - Listed Building Consent

9. Resident Request : To discuss a Plaque and or Bursary for celebrating local Author H W Freeman 1899–1994

10. CAB (Citizens Advice Bureau) annual meeting 23rd October 10am

11. To discuss the non attendance and non-response of the County Councillor over the last 6 months

12. To review and approve the updated IT policy from May 2026

item 15 to be heard without the public due to meeting exemption within the Openness of Local Government Bodies Act 2014 s.1.2.

13. To note Annual Appraisal took place on 15th Sept

14. To confirm next meeting date: Scheduled Tuesday 3rd November 2026 at 7:00pm