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| | <p>clarified that it was the District Council who would do this once they had their training and formed committees.</p> <p>A resident wanted to know if the Parish Council were going to do anything regarding the Anglian Water change of view. Cllr C Pinson-Roxburgh confirmed the Parish Council would re-confirm that the on-the-ground information shows that the current facility would not be fit for purpose, when the time came. It was asked of those attending the meeting if anyone would make notes of the sewage lorry arrivals and the frequency.</p> <p>The Chair confirmed this would forward the issue at the planning committee, once the date has been confirmed.</p> | |
| 4 | <p>To discuss & approve County Councillors Offer to Pay for Highway Signage; This was qualified as the sign which needed replacing by Goat Cottage which Highways confirmed was not a mandatory sign.</p> <p><i>It was Proposed by Cllr S Warnes, Seconded by Cllr D Cattermole and unanimously agreed to thank and accept the County Councillors offer to pay for the sign.</i></p> | |
| 5 | <p>To discuss Parish Councillor vacancies by Co-Option;</p> <p>The current 3 vacancy's were discussed and how to go about advertising and asking local residents to become a parish councillor. It was confirmed that Councillors would speak to local residents and the Clerk would provide a small piece in the 'Link' magazine outlining the role and the need for local representation. The Parish Council had up to the 24th June to try to recruit before official notice would be given by the District council.</p> | Clerk |
| 6 | <p>To review and approve the new recommended NALC Standing Orders; <i>It was proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr I Gilson and unanimously agreed to adopt the NALC (National Association for Local Council) Standing Orders.</i></p> | |
| 7 | <p>To Review and Approve the Financial Protocol – Financial Risk Limitation; <i>It was proposed by Cllr I Gilson, Seconded by Cllr A Cox and unanimously agreed to re-adopt the Financial Protocol – Financial Risk Limitation policy.</i></p> | |
| 8 | <p>To Discuss forming a Finance Committee or Working Party;</p> <p>It was verified that the normal process of account checking carried out by the Parish Council was done quarterly by the Chair, it is hoped this would continue.</p> | |
| 9 | <p>To Discuss forming a Planning Committee or Working Party;</p> <p>Forming a committee for planning was discussed. It was decided that holding an EGM works just as well for the number of planning applications that arise throughout the year.</p> | |
| 10 | <p>To Discuss and Set Phone Box Rota</p> <p>At this item, the option of converting the Phone Box in Offton was raised. It was to be an item agenda for June. The Rota was agreed for each phone box and the Clerk will forward a copy to all.</p> | Clerk |
| 11 | <p>To Confirm and Set Date & Time for meetings to the year ending April 2020</p> <p>Following agreement of the dates for the parish council meetings, which were set in the last meeting, the time was discussed. It was agreed that a later start time of 7:30pm would be more suitable. Parish Clerk to ensure that this is advertised in the link and on the Parish Council website and forward new list to Councillors.</p> | Clerk |
| 12 | <p><u>Emails & Correspondence received up to 15th May 2019 (list in the Adendum)</u></p> | |

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| | No items were discussed the Clerk reported that the last Auditor who donated his time no longer wished to continue to do so, the Audit was therefore ready to be sent off to Heelis & Lodge. Both the Clerk and the Chair are due to visit the bank regarding the current signing and authority status. | Chair & Clerk |
| 13 | To Discuss & Approve the Annual Governance & Accountability Return Section 1 (AGAR) (resolution Required) Section 1 of the AGAR was viewed by all councillors. <i>It was proposed by Cllr D Cattermole, Seconded by Cllr A Rumsey and unanimously agreed to approve and sign Section 1 of the AGAR.</i> | |
| 14 | To Discuss & Approve the Annual Governance & Accountability Return Section 2 (resolution required) Section 2 of the AGAR was viewed by all councillors. <i>It was proposed by Cllr A Cox, Seconded by Cllr I Gilson and unanimously agreed to approve and sign Section 2 of the AGAR.</i> | |
| 15 | Planning a) BMSDC Planning Application for conservatory DC/19/02068 This application was discussed and no objections were raised. Clerk advised to place No Objections on the District Council Planning Website. | Clerk |
| 16 | To Discuss / Approve Examples of Data Protection Documentation & Policy a) DPA Consent Form The consent form had been seen by all councillors and it was agreed to be used as the generic consent form for anyone dealing with the Offton & Willisham Parish Council. Duly agreed, the form was then completed by each Councillor and given to the Clerk. | |
| 17 | Finance a) Current Bank Balances as at 30th April 2019:- Community Account = £6,432.40 Premium Account = £1,147.50 Premium Savings Account = £9,400.93 b) Income – BMSDC £2,703.34 Precept BMSDC £1,838.67 Precept BMSDC £760.82 CIL c) To approve payments and authorise cheques for signature (Resolution required) Clerk’s gross pay for the period 1st May - 31st May – £280.54 Clerk’s Mileage Expenses for Period ending 31st May- £66.60 Clerk Allowance For April - £18.00 Insurance Premium Lock In Renewal Zurich - £257.60 Issue new Cheque with correct Payee details for Compost Toilet donation of £700 <i>It was Proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr D Cattermole and unanimously agreed to authorise payments and cheques for signature.</i> | Clerk |
| 18 | Village Hall Letter of Support request The request, of a formal letter of support, by the Village Hall was discussed. It was ascertained that the Village Hall would need a letter when applying for other grants, such as the 106 Sport and Recreation funds available at District | |

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| | Council. The Parish Council were unanimously agreed for a letter of support to be completed by the Clerk. | Clerk |
| 19 | Refresher Training from SALC (Suffolk Association of Local Councils) This was on offer by SALC and for Councillors to let the Clerk know if they wanted to attend | |
| 20 | Footpath Warden Now that Cllr K Earl had stepped down, the role of Footpath warden was vacant. It was briefly discussed and decided that Cllr D Cattermole would remain as footpath warden for Offton, with Cllr C Pinson-Roxburgh as Tree warden. Cllr S Warnes would be Willisham's representative for Footpaths and Trees. | |
| 21 | The Next Parish Council Meeting will be 24th June 2019 at 7:30pm | |
| | <i>Matters for the next meeting</i> <i>Offton Phone Box Library</i> | |
| | Meeting Closed at 8pm | |

Addendum

1. District Cllr D Pratt Report for May

I would like to thank you for electing me as your District Councillor and look forward to representing your village.

I do not have a full report for the month of May since it is my first week in my new role as District Councillor. This is partly because I am in the stage of familiarising myself with the role, and the organisation and the processes in which I will be involved. Furthermore, the period since the beginning of April has seen very little District Council decision making due to the moratorium on politically sensitive announcements. In future you will receive a full report ahead of each meeting.

On Thursday 2nd May, I am pleased to announce that the Green Party made gains in the Mid-Suffolk district doubling the original number of Councillors from 6 to 23. This result, I believe, shows that people are looking for new ideas to help our communities flourish and develop in a sustainable and low impact way. I look forward to working with the parishes to help improve the sustainability of our community assets and safeguard the biodiversity of our countryside.

2. Correspondence for the period up to 15th May 2019

Sent on 1st May

18th Apr – Highways Community Self help Launch 15th May

19th Apr – Keep Britain Tidy

23rd Apr – Thankyou Letter from PCC of Willisham re: Compost Toilet

24th Apr – Rural Service Bulletin

24th Apr – Keep Britain Tidy

24th Apr – SALC Bulletin

25th Apr – Suffolk Preservation society

25th Apr – BMSDC Planning Appeal Decision Dismissed DC/18/00448

29th Apr – Anglian Water Sign repairs job no. 56192229

29th Apr – Suffolk Trading Standards Newsletter

30th Apr – Carnegie UK Trust

30th Apr – BMSDC Planning Decision Notice DC/19/01150

Sent on 8th May – to Newly Elected Councillors

1st May – BMSDC Planning Application DC/19/02068

2nd May – Rural Services Network MAY edition

3rd May – SALC Bulletin

4th May – Zurich Insurance Renewal

8th May – From Clerk – Provisional Data Consent Form
Standing Orders
Register of Interests Form
Acceptance of Office Form
Financial Protocol

Sent on 15th May

9th May – Suffolk Trading Standards (STS) Newsletter

13th May – SALC Bulletin

14th May – Rural Services Bulletin

15th May – STS Warning re: Rogues Calling at Doors in Suffolk