

Offton and Willisham Parish Council

Minutes of the Annual Parish Council meeting held on 1st October 2019
in Offton and Willisham Village Hall.

Present:	Cllr S Warnes (Chair)	Cllr A Cox
	Cllr D Cattermole	Cllr C Pinson-Roxburgh
	Cllr A Rumsey	Cllr A Bye
	Cllr M Bolton	Dst Cllr D Pratt
	Miss T Davis (Clerk)	2 members of the public

ACTION

1	<p><u>Meeting Administration</u></p> <p>a) Welcome by Chair and opening of the meeting; The Chair opened the meeting and thanked everyone for coming.</p> <p>b) Apologies for absence; Cllr I Gilson, Cllr K Oakes</p> <p>c) Declarations of Interest; None</p>		
2	<p>To approve the draft minutes of 2nd September 2019 & for the Chair to sign as a true record;</p> <p>a) Cllr A Cox reported details have been updated on the website by the clerk, this is a work in progress, more will be passed to the Clerk. <i>It was proposed, seconded and unanimously agreed for the Chair to then sign the minutes as a true record.</i></p>		
3	<p>Public Participation Session; To hear reports from the County Councillor, District Councillor and comments from the public</p> <p>The Chair invited District Councillor D Pratt to speak, details of the Cllr D Pratt’s report can be found within the addendum.</p> <p>Cllr M Bolton queried the response the Parish Council had received regarding Wallow Lane being classified as open countryside within the Joint Local Plan and asked Cllr D Pratt to look into why Wallow Lane with over 40 houses situated there would not have been placed in the Joint Local Plan under Willisham & Offton. Cllr D Pratt will look into this on our behalf.</p> <p>The Chair invited the residents to speak. The residents had wanted to attend the Parish Council meeting with a view to gain information into the needs of the residents of Willisham, as they are preparing a new planning application following the decline of DC/18/02924. Now there was a new speed ascertained that is much lower, and they wanted to keep the application as a mixed community/small business/residential application. They were not sure of the need for a small community hall or if it would be better suited as a sandwich/cafe with meeting room/seating area. They will be having a footpath and want to provide a recreational landscape area.</p> <p>The Cllrs answered in turn and the following was given:- A community hall is not needed as the Village Hall in Offton now exists. What is needed is a large play area/playing field for general play and sports events and somewhere a village fete could be held. A pavilion or cafe would be also beneficial. It was highlighted that providing a mixture of affordable homes and 15 homes overall would be a better number, with businesses it would also support a cafe. Some Cllrs felt there maybe a need for public toilets, some felt that a minimal maintenance but</p>		Cllr D Pratt

	<p>durable gazebo provision on the field might be better. All felt a playing field with provision of a pavilion was an excellent idea. Children in Willisham have nowhere to play. Clarification was sought as to the nature of the business facilities as new homes would not want to be disturbed by industrial work. Overall, the Cllrs felt very positive to the residents wanting to provide for their village and especially liked the playing field, cafe, pavilion.</p>	
4	<p>Clerk Report, emails received up to 25th September are in the addendum</p> <p>The Clerk briefly reported that all tasks had been carried out, a updated accessible website was still ongoing, information from SALC regarding banking had been sent to all Councillors, Joint Local Plan comments had been made, a visit to Currys regarding Chrome Books had been done, we are waiting payment from the HMRC for the VAT reclaim, and membership of Community Action Suffolk (CAS) had been carried out as it was free. The previous payment of £30 had been a donation CAS (which used to be the membership fee). The Payroll costs from SALC are approx £90 for the yr, the Clerk is waiting for confirmation. The Clerk had also undertook an asset review with the Chair ready for item 10c.</p>	
5	<p>Chair Report</p> <p>The Chair had attended the SALC liaison meeting, which mostly discussed the new accessibility regulations, details of which had been forwarded to all Councillors. The Chair also met with the Clerk to show, identify and ascertain the current condition of the assets held by Offton & Willisham. It had also been brought to the Chair's attention that the Village Hall had a current shortfall of £1,377 in raising monies for the Car Park. The Chair advised that whilst the Council in the Parish Council meeting of 25th February 2019, item 8, confirmed that a minimum of £2000 would be donated, it would be good to provide a final figure and that this would need to be an agenda item for the next meeting.</p>	Clerk
6	<p>Planning</p> <p>a) BMSDC planning Consultation DC/19/01304 of 5 Dwellings, Tollemache</p> <p>The Council held a passionate and detailed debate on this application. Some Cllrs feeling the landowner had not stuck to original plans of 3 houses and that the community had lost a light industrial/agricultural site. Other Cllrs felt that the site was currently disused and an eyesore which would be better placed to be 5 dwellings. The 5 dwellings were within the original barns footprint and the barns were scheduled for demolition anyway. Cllr D Pratt advised that this site was outside of the settlement boundary where more restrictions on housing existed than would be on a different application. The Chair requested clarification on what the Councils position was.</p> <p><i>It was Proposed by Cllr A Cox, Seconded by Cllr M Bolton and carried with 5 in favour and 2 against that the Council were in favour of the planning application.</i></p> <p>b) BMSDC planing Appeal DC/19/01304</p> <p>This was discussed and it was concluded that no new information need to be sent. The original information provided had not changed.</p>	Cllr C Pinson-Roxburgh

	<p>c) BMSDC Development Control B Committee Meeting 2nd October DC/18/05313 The Chair advised that this was set for 9:30am, but was already in Appeal due to the time taken. The meeting was therefore “What the Committee would have decided”. Lots of in-depth discussion took place in regard to the situation, the objections were reviewed and concerns raised for the wildlife and village should the appeal not go in the direction the Parish Council wanted. Both Cllr A Cox and Cllr C Pinson-Roxburgh would be attending. It was Proposed by Cllr D Cattermole, Seconded by Cllr A Cox and unanimously agreed that Cllr C Pinson-Roxburgh would speak on the Parish Council's behalf and request the Chairs report be re-read. Cllr M Bolton added that it should be declined as the village is a hamlet and it's outside of the settlement boundary, both old and new on the Joint Local Plan.</p> <p>d) Cllr D Pratt, DC/18/02924 As the landowners had requested input from the Parish Council in regard to a new planning application within the public participation, it was important for Dst Cllr D Pratt to note here that the reasons for the previous decline from BMSDC were:- Isolation of the site to the main village, footpath connectivity would be beneficial. Losing business & agricultural sites. Overall the current mood on committee that day was positive.</p>	
7	<p>Co-Option The Chair asked that all councillors are diligent in trying to find residents interested in becoming new councillors, all training given and costs paid for. The Chair also thanked Cllr Rumsey for introducing Cllr Bye.</p>	Cllrs
8	<p>Footpath Issues It was reported by a resident that one of the footpaths from Willisham to ringshall, crossing a field, had been ploughed and not reset as a path , making it very difficult to see or cross. A discussion took place regarding the rules around making a footpath usable following ploughing. In addition, Cllr D Cattermole reported that other Footpath way markers had been reported as down, yet no action had been taken. It was decided that the Clerk will contact the landowner directly regarding the ploughed field as this had a positive effect previously. The Clerk would also contact SCC to find out more about the way markers.</p>	Clerk
9	<p>To discuss switching the Parish Council to a new banking provider Following information from SALC and letters received from Barclays Bank, the council discussed the possibility of moving. <i>It was Proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr A Cox and unanimously agreed that the clerk look into securing the Co-Op bank as the Parish Council bank of choice.</i></p>	Clerk
10	<p>Finance</p> <p>a) Current Bank Balances as at 31st August 2019:- Current Account = £2,732.13 Premium Savings Community Account = £1,148.07 Premium Savings Account = £9,405.62</p> <p>b) Income – None</p> <p>c) 3-5yr Budget / Asset review</p>	

	<p>The Parish Council discussed the asset's condition and went through some of the outstanding budgeted figures for the next three years. The figures for CAS were kept, SALC Payroll figures were confirmed, and the figures for the Clerk Wages were recalculated, due to the last year incurring costs of three clerks and not a true reflection of costs this year. It was established that a £2,000 general maintenance earmarked reserved is created next year from General Reserves, as the assets were in need of refurbishment and some needed replacing. This is to be looked at in more depth in the spring, clerk to research.</p> <p><i>It was proposed by Cllr D Cattermole, Seconded by Cllr A Cox and unanimously agreed to monitor and review earmarked reserves annually.</i> The asset review and the next 3yrs figures can be found in the Addendum.</p> <p>To review and approve upper limit budget for ageing Parish Council IT equipment</p> <p>The Clerk advised that following a visit to Curry's that the Chrome Books would be a much better option. They have their own built in security, no need for a renewal of Microsoft office each year and therefore more cost effective and easier to budget for. Cllr D Cattermole had looked at the options available and identified that a budget of £500 would suffice to purchase a model to future proof the Parish Council and provide adequate security and storage. The Chair agreed to purchase the Chrome Book, to be reimbursed at the next meeting. It was advised that the Clerk would seek information from Curry's on safe and secure disposal of the old laptop.</p> <p><i>It was Proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr A Cox and unanimously agreed to purchase a Chrome Book of no more than £500 with a specification of i3-8130U Processor, 8GB Ram, 128GB Storage, EEMC.</i></p> <p>To approve payments and authorise cheques for signature (Resolution required)</p> <p>Clerk's gross pay for the period 1st September - 30th Sept – £280.54</p> <p>Clerk's Mileage Expenses for Period ending 1st October - £54.00</p> <p>BMSDC Invoice Dog & Litter Bin Clerical Error, Amount owed £22.00</p> <p><i>It was Proposed by Cllr M Bolton, Seconded by Cllr D Cattermole and unanimously agreed to authorise payments and cheques for signature.</i></p>	<p>Clerk</p> <p>Chair & Clerk</p> <p>Clerk</p>
11	<p>To Consider and Approve Christmas Arrangements</p> <p>The annual Over 65 Christmas Lunch was due to take place on 7th December 2019. It was agreed that the same sum as last year is made, a sum of £500.</p> <p><i>It was Proposed by Cllr M Bolton, Seconded by Cllr C Pinson-Roxburgh and unanimously agreed that the Parish Council should make a £500 donation to cover the costs.</i> Clerk to contact Organiser.</p>	Clerk
12	<p>To discuss and agree the next meeting date, current next meeting scheduled for 21st October 2019 7:30pm</p> <p>The councillors discussed if the scheduled meeting of 21st October was needed due to most business being conducted tonight. It was</p>	

	recommended by the Chair that the next meeting should be 2 nd December, this was unanimously agreed. Next Parish Council Meeting will take place on 2nd December 2019 at 7:30pm.	Clerk
13	Items for the next agenda Village Hall Grant/Donation Parish Council Website Parish Council Bank	
	Meeting Closed at 9:30pm	

Addendum

1. District Councillor Report Battisford & Ringshall Ward **Barking, Battisford, Great Bricett, Offton, Ringshall, Willisham** **Submitted by Councillor Daniel Pratt for October 2019**

Draft Joint Local Plan

The Green Group have submitted their response to the Draft Joint Local Plan. Our most significant change is to object to Spatial Distribution (SP04) that is heavily distributed along the A14 corridor and concentrates a heavy burden of development on four core villages. The Plan is inconsistent around the inclusion of the Ipswich Northern Route and the implied 15,000 houses. It is proposed that Environment needs to be the first of the four policy groupings and to make the transition to a zero carbon/carbon neutral future and protection of wildlife sites the aim of policy.

District Council Cabinet Member Reports

Portfolio Holders received questions in relation to matters which the District Council has powers or duties and responses are included with this report. Residents from Ringshall and Battisford ward questioned the rationale for changing the waste collection routes and round teams causing loss of knowledge of the areas the crew were familiar with. The Cabinet Member for Environment responded that the round review resulted in the generation of 100 new collection routes posing difficulties in matching areas with the old crews that had knowledge of the area. An apology was offered to the residents affected.

Community Engagement Officer Event

A public session was held with PC Stefan Henriksen on 7th September. This followed an online petition calling on police to investigate the recent series of outbuilding theft and car break-ins.

Trees and Woodland Motion

A motion was proposed to put the principles of The Charter for Trees, Woods, and People into action and increase tree cover in the district. The motion was rejected by the council at the September MSDC meeting.

Community Infrastructure Levy

The bidding round for CIL opens from 1st to 31st October. Some (15%) of the CIL received by the District Council is provided to the Parish Council where development is taking place. The remainder of the CIL is retained by the district council to support infrastructure and development in the area. Infrastructure that could be partly or wholly funded by CIL funds has included provision of community and leisure facilities, provision of waste infrastructure and public transport improvements (e.g. new bus stop). For enquiries on spending or obtaining CIL you can submit a Project Funding Enquiries Form to the Communities Team.

Locality budget

I have received some bids for locality funding. Please could any group wishing to apply for funding get in touch. The application deadline is December, but it would be helpful if we received all bids by the beginning of November.

Email: daniel.pratt@midsuffolk.gov.uk Telephone: 01473 658398

2. Item 10.c) Asset Review & Final Forecast Figures For 2020-2023

Offton & Willisham Parish Council 3yr Budget Forecast

		2020/21 Budget	2021/22 Budget	2022/23 Budget
Legal Power/Duty	Item			
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	Insurance	300.00	300.00	300.00
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	Audit	120.00	120.00	120.00
Accounts & Audit Regulations 2003	Clerks Pay	3450.00	3550.00	3650.00
LGA 1972 S112 and LGA 1972 S145	Clerks Expenses	216.00	216.00	216.00
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	Clerks Mileage	500.00	500.00	500.00
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	Administration Expenses	100.00	100.00	100.00
LGA 1972 s15(5) & 34(5)	Chairman & Councillor Expenses	250.00	250.00	250.00
LGA 1972 S111&112 and LGA 1972 S145	Training	200.00	200.00	200.00
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	SALC Payroll Service	90.00	90.00	90.00
LGA 1972 s143	SALC Membership	336.00	353.00	371.00
LGA 1972 s137	Community Action Suffolk	30.00	30.00	30.00
LGA 1972 S145	Acquisition of assets and consumables	0.00	0.00	0.00
Litter Act 1983 s 6	Dog/Litter bin waste removal	180.00	180.00	180.00
LGA 1972 s142	Village Recorder & Website	150.00	150.00	150.00
LGA 1972 s142	Link parish magazine	100.00	100.00	100.00
LGA 1972 s145	Pensioners Xmas Lunch	750.00	750.00	750.00
LGA 1972 s214 & Open Spaces Act 1906 ss9 & 10	Offton Church	750.00	750.00	750.00
LGA 1972 s214 & Open Spaces Act 1906 ss9 & 10	Willisham Church	750.00	750.00	750.00
LGA 1972 s133 s164	Offton & Willisham Village Hall	750.00	750.00	750.00
LGA 1972 s133, s137, s145	Community Fund	0.00	0.00	0.00
	Election Costs Budget	0	0	0
LGA 1972 s143	Data Protection fees for DPO	35.00	35.00	35.00
LGA 1972 S145	Maintenance of Parish Property	0.00	0.00	0.00
LGA 1972 s137	Community First Responders	0.00	0.00	0.00
	WWI Centenary	0	0	0.00
	Total expenditure	9057.00	9174.00	9292.00

Asset Review as at 1st October 2019

ITEM	LOCATION	PURCHASE DATE	ACQ COST	Disposal	Replaced
Laptop & Software	Clerk Office	Mar-13	£621.76		

3. Correspondence for the period up to 25th September 2019

Sent on 9th Sept

- 28th Aug – Suffolk Trading Standards Newsletter
- 30th Aug – SALC – Training Information
- 2nd Sept – BMSDC Planning Consultation Request DC/19/03955 (Extension granted until 2nd Oct)
- 2nd Sept – Suffolk Preservation Society (SPS) – Landscape Training
- 2nd Sept – CAS, Parish Protect
- 2nd Sept – BMSDC Planning Decision Notice DC/19/02553
- 2nd Sept – SALC, Playground Inspection Course
- 3rd Sept – SPS, Landscape Training
- 3rd Sept – Architectural Services – Gary Johs
- 4th Sept – Rural Services Network Sept Newsletter
- 5th Sept – BMSDC Final Precept Payment Confirmation
- 5th Sept – BMSDC Planning Decision Notice DC/19/03224
- 6th Sept – Cllr D Pratt response from Joint Local Plan

Sent on 13th Sept

- 10th Sept – ICO Certificate
- 10th Sept – BMSDC Planning Decision Notice DC/19/03915
- 10th Sept – BMSDC 5yr Land Supply Statement & Monitoring Report
- 10th Sept – SALC Mid Suffolk Area Forum & NALC Website Accessibility Information
- 13th Sept – SALC Bulletin

Sent on 17th Sept

- 13th Sept – BMSDC Cil Bid Round & New Legislation
- 13th Sept – SALC Bulletin
- 16th Sept – SALC Finance response re: Banks

Sent on 25th Sept

- 17th Sept – SALC Suffolk Local Authorities Local Engagement
- 18th Sept – Suffolk Trading Standards Newsletter
- 19th Sept – SALC PCC Public Meetings
- 19th Sept – SALC Local Government Consultation from NALC
- 19th Sept – Area Forum, Website Accessibility, Training
- 20th Sept – SALC Consultation Review of Governance 31st October
- 20th Sept – Area Forum Summary Notes
- 23rd Sept – BMSDC Development Control B 2/10/19 Committee Meeting
- 23rd Sept – Cllr D Pratt, Planning DC/18/02924
- 24th Sept – Local Government Boundary Commission of England (LGBCE) SCC Boundary Consultation
- 24th Sept – SALC, LGBCE SCC Boundary Briefings
- 24th Sept – BMSDC Planning Appeal AP/19/00145 for DC/19/01304
- 24th Sept – SALC Increase in Thefts in East Suffolk
- 25th Sept – Via Post, BMSDC Clerical Error re: Dog & Litter Bin