

Offton and Willisham Parish Council

Minutes of the Open forum and Parish Council Meeting held at Offton & Willisham Village Hall on Monday
17th April 2023 from 6:00pm.

Present:	Cllr S Warnes (Chair)	Cllr C Pinson-Roxburgh
	Cllr A Cox	Cllr C Taylor
	Cllr A Chaplin	
	Dst Cllr D Pratt	Cty Cllr K Oakes
	2 members of the public	Clerk - T Davis

ACTION

1	<p>Meeting administration</p> <p>a) Chair to welcome & open the meeting Cllr Warnes opened the meeting and welcomed everyone.</p> <p>b) To consider & Approve Apologies for absence The Chair confirmed apologies were received from Cllr Cattermole, Cllr Gilson & Cllr Ramsey.</p> <p>c) To receive Declarations of interest on agenda items The Chair asked if anyone had any declarations of interest, none were given.</p>	
2.	<p>To Approve the draft minutes of the 9th January 2023 and for the Chairman to sign as a true record</p> <p>a) Matters arising from the 9th January minutes - none. <i>It was Proposed, Seconded and Unanimously agreed to accept the draft minutes and the Chair signed the minutes.</i></p>	
3.	<p>Public Participation Session (To hear reports from the County Councillor, District Councillor & Comments from the Public)</p> <p>The Chair established what agenda items (item 13 & 15) the residents were here for and that they were happy to wait to speak when these items were discussed. The Chair then invited Dst Cllr D Pratt to speak. Cllr Pratt's report can be found in the addendum. Cllr D Pratt also advised that residents had contacted him in respect of the current non mowing of part of the Green in Offton and this had been passed to the Biodiversity Officer to respond.</p> <p>Cty Cllr Oakes was then invited to speak and Cllr Oakes' report can be found in the addendum. Cllr Oakes then went through the outstanding items waiting for feedback regarding the items listed on the Clerk's last report to establish if any were waiting feedback from the County Council and this was clarified with Cllr Oakes. The current clerk report below provides further details under item 5 Other items waiting for feedback from outside sources still ongoing.</p>	
4.	<p>Chair Report</p> <p>The Chair advised that they would not be seeking re-election and then gave the report below.</p> <p>Since our last meeting we have had a visit from Dr Dan Poulter our MP. It was good to see how many residents took the time to attend the Public Meeting and express their concerns regarding the proposed East Anglia Green project. A wide ranging and informative discussion took place, with Dr Poulter who stayed much longer than he had previously intended. I am sure there will be many other opinions in terms of the success of the meeting when Council discusses the matter</p>	

	<p>later on the agenda. However I thought the meeting was useful for our MP to gauge the level of concern the residents have regarding this scheme. As a Parish Council we have been proactive on this issue. I requested the EAG project was an agenda item immediately after receiving my own consultation document. Several of the Councillors myself included attended the Consultation Event held by National Grid. The Parish Council has discussed the project on numerous occasions and gave a full response to both the initial consultation and the NG scoping report. I am a little concerned that too much emphasis is being placed on the views of the Essex Suffolk Norfolk Pylons Group. This group is an excellent way for people to exchange information and is effective at putting the opposition to EAG in the media spotlight. It could be a valuable resource to the Parish Council .However it is still important as a PC we explore all avenues available to us to oppose this scheme. The County and District Councils along with SALC are likely to be crucial to the Parish Council, if the lobbying for an offshore route for cables ultimately fails.</p> <p>As this is the last scheduled meeting of the present Council, I thought this might be a good opportunity to briefly reflect on the last four years. At the beginning of our term we could not have anticipated what was in store for us. The outbreak of the Covid pandemic took every normal operating practice and turned it on its head, the rules governing Council changed from week to week. Our Council continued to meet via Zoom and conduct Council business, Planning decisions were taken and the PC financial matters were dealt with. I can assure you that many smaller Councils were not in this position. This was entirely due to the diligence of our Clerk and the goodwill of the current Councillors.</p> <p>I would also like to take this opportunity on behalf of the Parish Council to pass on our sincere thanks to the Councillors that are standing down. Our thanks must go to Cllrs David Cattermole, Alison Rumsey, Ivan Gilson and Anna Bye. It takes a lot of commitment to be a Parish Councillor, these Councillors have given up a great deal of their time to undertake this role and have done so for a lot of years.</p> <p>I would like to thank County Cllr Kay Oakes and District Councillor Dan Pratt for their attendance at our meetings and the invaluable input they have both given this Council over the last four years.</p> <p>Finally on behalf of all the Councillors I would like to thank Teresa our Clerk. At the beginning of this four year period Teresa was relatively inexperienced as a Clerk. Despite this she capably navigated us the unprecedented events during the pandemic with a superb work ethic and professionalism that is to be admired.</p> <p>I am sure the current Councillors will join with me to wish the new Council every success going forward.</p> <p>Cllr K Oakes then spoke on behalf of all present in thanking the Chair for all their hard work and efforts over the last four years. This was agreed with firm thanks yours and appreciation conveyed.</p>	
5.	<p>Clerk Report, with details of emails and correspondence up to the period 6th April 2023</p> <p>Since January it has been quite busy with rescheduling of the Pylon Forum with Dr D Poulter MP, the upcoming elections and resident communications along with normal business of the Parish. The OAP Christmas Luncheon took place in February in it's first appearance since Covid-19 and following a new volunteer to run the event. Our volunteer has agreed to take this event on and it will take place</p>	

at it's normal festive time later this year. It was attended by 72 people and heralded a great success.

I attended the first Town & Parish Liaison meeting set up by BMSDC at Stowmarket on 7th Feb and gathered some useful information for the Elections and a new Planning Pilot making it easier to create a smaller but no less important neighbourhood plan.

I also attended the Zoom training for Elections via SALC and this was a free event. I attended the Mid Suffolk Area Forum via Zoom on 14th March and this did not provide much information and was little attended.

I attended the Joint Local Plan meeting held on Teams on 30th March provided by BMSDC planning team to help answer any queries on the current consultation (which is on the agenda this evening and which they have forwarded some links to all councillors).

We have had a resident communication asking for funding to organise a Big Lunch for the King's Coronation in Willisham following the Big Jubilee Lunch as well as a request for funding for a Christmas Santa event for the children of the Parish. We have had grant applications from the Offton & Willisham Village Hall for a contribution to the general running costs and to cover the playground insurance, however no detailed costs for each item have been provided to Council. Offton Church have also made an application for a grant for the maintenance of the trees and grounds. Suggestions have been made about 30mph stickers to be fixed to Wheelie bins as well as a development of a Green at Marshmoor Park. All are on the agenda.

I have had contact with a lovely resident in the parish who has offered to become our IT expert and to recreate our website now that Solstice will need to close the existing site. Once up and running our volunteer has offered to maintain this ongoing. Different to Solstice (our current IT providers who are having to stop providing the website & maintenance due to it's age and old technology) we will now begin to incur the usual annual fees for having the website and emails, especially now that we are aiming for a gov.uk domain name and this has been estimated to be from £150-£500 annually. So it is great news that we now have a volunteer who is willing to give up their time to help the Parish into the more modern age of website creation.

Offton & Willisham's local MP, Dr D Poulter, attended a public forum on 11th March, which was attended by 46 members of the public and notes of this event can be found on the minutes page of our current website www.offtonandwillisham.org.uk

I have reported to BMSDC regarding drainage along Bildeston Rd and this is now kept in our ongoing list below. It was great to have contact with new residents who wished to become a councillor in the upcoming parish elections and I wish each one well with the Elections on 4th May. With the elections in mind, it is important to note to the existing Parish Councillors that it is recommended that large financial and new long term endeavours are placed on hold for the new elected Councillors to discuss in their new 4yr term of office and that it is hoped that loose ends are tied up as best as they can be, ready for the new Councillors, you do also have your new agreed budget for 2023-24 as a guide for this evening. A number of things are in progress within the council office:-

1. 'gov.uk' domain, emails and new website.
2. The new Dog Bin on the footpath post behind the Limeburners PH and near the small BT building
3. Bank account online viewing & new mandate for incoming Councillors
4. Preparation of accounts for both the internal and external Audit
5. VAT reclaim

	<p>The 4th Quarter accounts have been sent to all and also reviewed in detail by Cllr Cox and this is on the agenda for this evening.</p> <p>Finally, I would like to convey my sincere thanks to our Chair for all the excellent advice given, the understanding of my role and for bringing a mature, considered and practical expertise to the role of Chair for this parish. You will be missed.</p> <p>Other items waiting for feedback from outside sources still ongoing:- Fly Tipping in The Channel (Environment Agency via BMSDC 210215 Feb 2021), Holly Road - bank degrading (Environment Agency via BMSDC 315140 June 2021), Footpath cracked pipe between school house and middlewood cottages East Anglian Water via ref:52062 Suffolk County Council & SCC 301979 March 2021, Flooding in Fiske Pightle SCC 296208 Nov 2020 & blocked gullies/drainage along Bildeston Rd SCC 391635, Speeding in the Parish & Traffic Calming by Middlewood Cottages.</p>	
6.	<p>Planning & Governance Consultations</p> <p>i) BMSDC consultation request on JLP (joint Local Plan) Modification This information was noted</p> <p>ii) Planning Application to vary condition No2 DC/23/01601 - Tollemache Business Park, Offton Cllr Pinson-Roxburgh advised that he had received concerns from a resident regarding this application. These concerns were discussed and it was concluded that the concerns raised were not 'material' and therefore did not meet criteria for the Parish Council to have grounds to raise an objection. It was Proposed, Seconded and Unanimously agreed to make NO COMMENT on this application.</p> <p>iii) Householder Application DC/23/01720 single storey rear extension - 23 Fiske Pightle, Willisham This application was discussed by Council. It was Unanimously agreed to raise No Objections to this application.</p>	<p>Clerk</p> <p>Clerk</p>
7.	<p>To discuss using CIL to aid traffic calming along Middlewood Cottages following feedback from Cllr Oakes meeting with Highways Liaison Officer</p> <p>The Chair asked Cllr Oakes to speak. Cllr Oakes advised that following discussion with the Highways Liaison Officer that the current stance of SCC Highways is one of reluctance to place further items on the highway due to increasing information for road users and increasing maintenance costs. In addition there are no recorded accidents from the Police for this road. In respect of assisting with the parking problems on this road Cllr Oakes has had a suggestion from SCC Highways to create a polite notice for users of the parking bay to park sensibly. Cllr Oakes offered to contact the landowners for permission for two notices to be placed on the fence and to cover the costs of drafting a notice, which could be forwarded to Council for approval.</p> <p>Councillors unanimously AGREED for the draft notice to be placed on the next agenda for discussion.</p>	<p>Clerk</p>
8.	<p>To review the public forum on 9th January regarding the Parish Plan</p> <p>The Chair suggested this item was deferred to the next meeting for the newly elected council. This was Unanimously AGREED.</p>	<p>Clerk</p>
9 & 15.	<p>To discuss and approve an action plan following Dr D Poulter MP visit</p> <p>The Chair moved item 15 to be discussed within item 9.</p> <p>Discussion took place in respect of the response received by Dr Poulter of the current situation. The email held important up-to-date information that the residents would need to know and it was unanimously AGREED for this to be published on the Council website.</p>	<p>Clerk</p>

Copy of Email:-

Dear Teresa

Hope you all are very well and all had a lovely Bank Holiday weekend

I wanted to share with you answers for your meeting being held on 17 April 2023, please see below

If you need anything more, please do not hesitate to get in touch

1. On Wattisham Air Base— there are no recent updates of note, however the Ministry of Defence has agreed to meet with myself (Dan Poulter) to discuss the ongoing talks with Wattisham Air Base, and as soon as a meeting slot becomes available, I will take the opportunity to restate my objections and concerns.
2. Length of review- the ESO review is set to take approximately 3 months and while the statutory consultation was set to take place in April-June this year, this is likely to be delayed until after the ESO review, allowing residents and parishes to consider the results of the review and then feedback into NGET afterwards
3. ESO Review Engagement— to allow local engagement in the scope of the review, there are currently plans to hold several roundtable discussions in locations placed around the areas affected by the current proposals. ESO is currently compiling a list of affected parishes, and then final decisions will be made. If it is too difficult to ensure all affected parties can easily feed into the discussions, then there will be a more structured engagement/feedback system established. I will continue to update as soon as final decisions are taken on this engagement/feedback structure.
4. On 'Build Back Better'— while I certainly agree with residents' objections and reiterate my confusion at the nature of the proposals put forward, I should mention that 'Build Back Better' is not a formal policy outline, and is instead a general direction of travel in which the Government is heading. I understand that at the core of the NG proposals is the desire to strengthen our energy transmission infrastructure as to allow for the increase in renewable and sustainable energy sources that we are building in and working on. However, I reiterate my confusion and disagreement with the nature of the current proposals.

On decision making- ultimately the final planning decision will be made by the Government. However, there is a desire to allow NG to work on their proposals ahead of the formal planning application, and this public engagement is part of that. Until the formal planning application is put in with the required elements the Government cannot directly make decisions

With best wishes,

Data Protected

Constituency Support Officer to Dr Daniel Poulter MP

+ House of Commons, London, SW1A 0AA

<p>g)</p> <p>h)</p> <p>i)</p>	<p>To review and approve Asset register The asset register was reviewed. It was Proposed, Seconded and Unanimously AGREED to accept the Asset Register</p> <p>To review and approve Internal Auditor for 2023-24 Following the continued excellent work carried out, it was Proposed, Seconded and Unanimously AGREED to have Heelis & Lodge as the internal auditors</p> <p>To approve payments for April (Resolution required)</p> <ul style="list-style-type: none"> i. Clerk Wages for April – £391.63 ii. Clerk Mileage & Office Allowance - £128.10 iii. Viking (printing ink) - £46.64 iv. SALC Payroll 6mths to March 2023 - £54.00 v. SALC Councillor Training Appraisal Skills - £31.20 vi. n/a - ERROR ON AGENDA vii. Insurance renewal (2nd yr of 3yr lock in) £257.60 <p>It was Proposed, Seconded and Unanimously AGREED to accept and make all payments.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk & Chair</p>
<p>13.</p>	<p>Resident communication - Big Lunch for the King's Coronation The Chair thanked the resident for volunteering for this Big Lunch being held in Willisham and for past successful efforts with the Big Jubilee Lunch. The resident was happy to take on the task and requested £100 (the same amount as for the Jubilee) to cover the costs - all receipts to be provided to the Clerk for reimbursement. It was Proposed, Seconded and Unanimously AGREED to use funds held in the General Reserves to fund this for Willisham. During this discussion it was also confirmed to Council that not enough volunteers could be found to manage a similar event in Offton.</p>	<p>Resident & Clerk</p>
<p>14.</p>	<p>Resident Communication - Multi Parish Litter Pick Cllr Cox offered to organise this for Willisham. Cllr Pinson-Roxburgh confirmed that Offton had regular litter pickers already. Cllr Taylor also offered to assist Cllr Cox. It was AGREED that the Clerk would contact the resident and forward contact details for BMSDC Public Realm regarding collecting litter.</p>	<p>Cllr Cox, Cllr Taylor Clerk</p>
<p>15.</p>	<p>Resident Communication - Pylons Group Please see item 9 where this has been addressed.</p>	
<p>16.</p>	<p>To take nominations for the Annual Parish Award (APA) This was discussed at length by the Parish Councillors and some names were suggested with details of their voluntary work. A name was finally AGREED for the APA 2023 and this person will be invited to the Annual Parish Meeting (APM) by Cllr Pinson-Roxburgh. It was also Proposed, Seconded and unanimously AGREED to increase the budget amount for the Award to £90. The Chair offered to get the award and engraving completed ready for the Annual Parish Meeting.</p>	<p>Cllr Pinson-Roxburgh Cllr Warnes Clerk</p>
<p>17.</p>	<p>To consider & approve arrangements for the Annual Parish Meeting as being held on 15th May Councillors were unhappy that only the small meeting room of the Offton & Willisham Village Hall was available on 15th May. It was therefore decided that the Annual Parish Meeting would be held on 18th May instead - if the larger hall was available on that day. Cllr Pinson-Roxburgh and Clerk to organise.</p>	<p>Clerk</p>

Meeting closed 8:40pm

ADDENDUM

1. Cty Councillor K Oakes Report - Apr 2023

98% of pupils receive a place at one of their preferred secondary schools on National Offer Day

98% of children were offered a place on National Offer Day at one of their three preferred schools and 93% were offered a place at their first preference school. Suffolk County Council received 8,083 applications from parents and carers indicating which secondary school they would prefer their child to transfer to in September 2023. This is approximately 300 more applications than received last year. Families who applied online can log on to the Admissions Portal from today to see the school their child has been offered. They will also receive an email to confirm this offer. Letters will be sent to parents who made a paper application by second class post today (1 March 2023). Once school places have been confirmed, parents and carers need to consider how their child will get to and from school. If their child is eligible for Suffolk County Council funded school travel, they will receive an email by the end of March 2023 with details of how to opt-in. Further information on secondary school admissions can be found at www.suffolk.gov.uk/admissions.

Fees waived for communities to celebrate His Majesty the King's Coronation

To mark the celebration of His Majesty the King's Coronation, Suffolk County Council has waived fees associated with applications to close roads for street parties and other local authority led public events. Events will be taking place across the country, between 6 and 8 May 2023. This bank holiday gives communities and people throughout the UK the opportunity to come together and celebrate with their neighbours. Many of Suffolk's residents will also be giving up their time as volunteers to bring people together as part of The Big Help Out. For all events planned over the weekend, which is being referred to as The Coronation Big Lunch, Suffolk County Council will not be charging fees normally associated with road closures for events. Similarly, to the late Queens Platinum Jubilee, if you are looking to organise a street party as a group of residents, or if you would like to apply as a local authority, for an event in a large public space, such as a park, you can view more information at www.suffolk.gov.uk/Kings-coronation

State-of-the-art emergency services hub opens in Stowmarket

A new police and fire station off Needham Road, Stowmarket, has now opened – providing the facilities needed to enable efficient, effective, and environmentally responsible emergency services for Suffolk. Collaborative working remains a priority for Suffolk's emergency services, who recognise that this provides excellent value for money and further benefits for the county's communities. Stowmarket's new station, situated on the A1120 junction with the B1113 Needham Road, is the latest in a programme of joint blue light hubs across Suffolk. However, it is the first new build, as the other 12 combined fire and police facilities comprise of existing sites which have been extended or refurbished. The building has a range of green credentials, including photovoltaic panels to convert the sun's rays into electricity, an air source heat pump system, 14 electric vehicle charging points, and insulation informed by thermal modelling to ensure this is of the highest standard and reflects the needs of the hub's users. In addition, the station's location will enable easy access to the A14, the local road network, and in and around Stowmarket, one of Suffolk's largest market towns, helping to ensure a swift response to whatever emergencies may arise. Suffolk-based business Concertus designed the new station, which Morgan Sindall began constructing in July 2021. The project was made possible by funding of £1.24m from central government and a £431k contribution from

Mid Suffolk District Council through the Community Infrastructure Levy. Space has been provided within the station to accommodate the Salvation Army charity, which continues to provide welfare support to response staff during major incidents. The hub may also be used in future by the East of England Ambulance Service as a drop-in facility for their crews, enabling truly joined up working for Suffolk's three emergency services.

Children's expert brought in to strengthen council's focus on real-life experiences of children with special educational needs

An independent special advisor has been commissioned to further strengthen reform of special educational needs and disabilities services (SEND) at Suffolk County Council. Well-respected senior leader in children's services, consultant Anthony Douglas CBE, will work with SEND system leaders and the SEND networks to support the reforms already underway. He will draw on his years of experience to focus on how services are impacting upon the everyday experience of children and young people with SEND. In chief executive and director roles for the last 20 years, Anthony Douglas has supported children and young people with SEND and their families, across health, care, and education. He also carried out a major inquiry in 2020 within a local authority about inclusive education practices in schools and colleges. He works with organisations internationally about the service developments needed for children with special needs of all types, with a view to improving those services. Anthony has chaired the Suffolk Safeguarding Partnership since 2019.

Further support for Homes for Ukraine Sponsors

Suffolk County Council will provide additional financial support for Homes for Ukraine Sponsors who are hosting Ukrainian guests, up to a value of £900. From April, Sponsors who have hosted guests for a minimum of six months, will receive an additional £150 each month from the council. This is in addition to the £350 monthly thank you payment Sponsors receive from the UK Government, whilst their guests are staying with them. The Government's monthly payment rises to £500 after their guests have been in the UK for 12 months, at which point the council's additional payment will stop. All sponsors who currently host guests that arrived under the Homes For Ukraine Scheme will receive an email from Suffolk County Council asking them if they wish to opt in to the offer of a top up. Payments will begin from April 2023, paid one month in arrears.

New exhibition opens at Sutton Hoo telling the story of royal Anglo-Saxon Rendlesham

Rendlesham Revealed: The Heart of a Kingdom AD 400-800 is a new exhibition opening on Thursday 23 March 2023 at the National Trust's Sutton Hoo, in Suffolk.

The exhibition takes visitors on a 400-year journey to reveal how the Anglo-Saxon royal settlement at Rendlesham grew and developed and celebrates the many volunteers from the local community who uncovered the long-lost archaeological remains. This story is brought to life with over 150 archaeological finds from the settlement, ranging from food remains to gold jewellery, many of which have never been on public display before. Suffolk County Council's Archaeological Service is curating the exhibition to celebrate "Rendlesham Revealed", a community archaeology project funded by The National Lottery Heritage Fund. Over 400 volunteers from the local community have been involved in uncovering Rendlesham's past, including young adults from the Suffolk Family Carers and Suffolk Mind, and local school children from Rendlesham, Eyke and Wickham Market primary schools. Volunteering has had a positive impact on many of those who took part. The exhibition opens at Sutton Hoo on 23 March 2023 and will run until 29 October 2023. Entry to the temporary exhibition will be included in the normal admission charge to Sutton Hoo, which is free for National Trust members. Smaller displays will also be on show at Norwich Castle and the

West Stow Anglo-Saxon Village and Museum in 2024. To find out more about the Rendlesham Revealed project visit: heritage.suffolk.gov.uk/rendlesham

Suffolk County Council secures £7.9 million for active travel schemes across county

Suffolk County Council has been awarded £7.9 million to boost active schemes across the county. The money has come from Active Travel England (ATE) and will be spent on seven projects encouraging cycling and walking through measures such as cycle lanes, shared-use paths and improved crossing points on roads. The money from Active Transport England will fund schemes promoting walk and cycling across Suffolk. They include two mini-Holland schemes totalling more than £5m for Woodbridge, £1.3m for Grange Road in Felixstowe, and £1.2m for the route between Ipswich Hospital and the University of Suffolk.

2. Dst Cllr D Pratt Report - Apr 2023

Elections 2023

We are now in the pre-election period. Nominations for candidates closed on 4th April and the elections for both district and parish councils will be held on 4th May. MSDC made many errors in the publication of the nominations, but I believe that they are now correct. Residents can apply for a photographic ID statement until 25th April if needed.

Joint Local Plan

Following the Planning Inspectorate feedback, the Councils are inviting responses to the proposed modifications to the part 1 of the new joint local plan. The consultation period runs from 16th March to 3rd May. This is a technical consultation about the validity of the plan. There is no scope for any major amendments at this stage.

Planning Enforcement

Following the proposals of a working group, the new Joint Local Planning Enforcement plan was agreed by Council last week. The new plan aims to make the process of enforcement clearer and to keep all interested parties better informed about the process and outcomes of any enforcement case.

Community Infrastructure Levy Expenditure Framework

The working group undertook the 5th review of the CIL expenditure framework and the proposals were agreed by both Councils last week. The main changes included the use of ringfenced funds from catchment areas for major projects, enabling CIL funds to be used for some highway works provided they were related to active travel and were included in the LCWIP. Also, the limit for parish projects was increased to £100,000 and up to 75% of the total costs, and there will be more flexibility due to quotes becoming out of date sooner.

Stowmarket Health, Education, Leisure and Fitness project (SHELF)

A full planning application for the proposed development of Chilton Fields and Stowmarket High School has now been submitted. The site is designed to be flexible so it can accommodate a range of sports including football, basketball, badminton, cricket, rugby and volleyball. There will also be an all-weather running track and a new multi-sports pavilion.

Easter Holiday Activities

Babergh and Mid Suffolk Councils put together a programme of free Easter Holiday activities for eligible families.

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