

	<p>Dst Cllr D Pratt's report can also be found in the addendum.</p> <p>A resident also spoke about the concerns they had for the email sent by MP Dr D Poulter. The Resident advised that they disagreed with point 2 and 3 and could this be looked into by Parish Council.</p> <p>The resident also wished to highlight that the Village Hall had not received a grant last year and that the amount this year should be more. The Chair thanked the resident for bringing this information to the meeting.</p>	
4	<p>To discuss the General Power of Competence (GPC)</p> <p>It was advised by the Clerk that as only one person had been elected for Willisham, the GPC could not be used at this time.</p>	
5	<p>To discuss Co-option of Councillors</p> <p>No members of the public were present who wanted to be co-opted. Cllr Cox advised that they may know of someone who might be willing to become a councillor.</p>	
6	<p>Clerk report, with mention of emails & correspondence received</p> <p>Since the last meeting on 21st April, a number of residents have been in contact in respect of the history of the parish, the parish website and the annual Offton Church fete. The accounts have been prepared for Audit and given to the Auditor for review. We have had our Auditor report with no recommendations and a full bill of health, which is on the agenda this evening. The AGAR has been completed and is due for review on the agenda this evening. Payments have been made and new payments are ready for payment which are on the agenda. A new banking mandate will need to be created following the election and this is also on the agenda. All planning consultations have been placed on the agenda. An annual review of our policies and fees have also been placed on the agenda. Two outstanding grant application requests are also on the agenda for the new elected council to consider.</p> <p>A resident has also been in contact in respect of a long term goal set by a previous parish plan - improving/creating footpaths in Willisham and this will be on the next agenda.</p> <p>A number of things are in progress within the council office:-</p> <ol style="list-style-type: none"> 1. 'gov.uk' domain, emails and new website. 2. Bank account online viewing, removal of old councillors & new mandate for incoming Councillors 3. Exemption Certificate and Public Rights following the Audit 4. VAT reclaim <p>Other items waiting for feedback from outside sources still ongoing:-</p> <p>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.</p>	

7	<p>To discuss and agree proposed dates for Parish Council meetings up to May 2024 and the APM for 2024</p> <p>The following dates suggested by the Clerk were discussed and the dates can be found at the bottom of the minutes</p> <p>These dates were unanimously agreed by Council subject to booking with the Village Hall which Cllr Pinson-Roxburgh will carry out.</p>	Cllr
8	<p>To discuss & adopt policies:-</p> <ul style="list-style-type: none"> i) Internal Control policy review ii) Risk Assessment & Management Policy iii) Financial Protocol iv) NALC Standing Orders, the 2022 revision v) LGA Model Councillor Code of Conduct 2020 vi) Equality & Diversity Policy vii) Transparency Code for Smaller Authorities viii) ICO Model Publication Scheme & Information Publication Policy & Fees ix) Data Policies, Cookie, Retention & Privacy x) Grants & Donations Policy <p>The Councillors had reviewed these documents and were happy with them.</p> <p>It was Proposed, Seconded and the motion carried with 5 agreed and 1 abstention for Council to re-adopt items i - x.</p>	Clerk
9	<p>To discuss forming new committees, panels or working groups for 2023-2024 eg: Pylon Working Group, Planning Committee, Employment Panel, Parish Plan Committee</p> <p>This item was discussed in light of the current issues faced by the Parish and the needs of the council currently.</p> <p>A Pylon Working Group was suggested, so that members of the public can join. Cllr Pinson-Roxburgh and Cllr Eves agreed to be part of this group. It was Proposed, Seconded and Unanimously AGREED to have a Pylon Working Group and for Cllr Pinson-Roxburgh to lead this with a view to invite residents of the parish and gain expertise and report back to Council.</p> <p>It was then established by Cllr Cox that the employment panel needed to be recreated. Cllr Cox, Cllr Eves and Cllr Chaplin agreed to go on the panel. It was Proposed, Seconded and unanimously AGREED for the employment panel to continue in it's new form.</p>	Cllr Cllr
10	<p>To review the public forum on 9th January regarding the Parish Plan (suggest setting EGM)</p> <p>Councillors discussed this item, some being new to the process were brought up to date. Councillors then discussed how best to represent their priorities to the parish based on what findings. eg: Summaries and Action points.</p> <p>It was AGREED that a separate EGM would be appropriate for a proper discussion and good conclusions to be made and this would take place on 21st June.</p>	Clerk

11	<p>To review draft notice prepared by SCC Highways for Middlewood Parking</p> <p>Discussion took place in respect of the parking issues and new councillors were brought up to date. Cty Cllr Oakes had provided contact details of the owners of the fence where a sign could be placed and offered to pay for the signs. It was Proposed, Seconded and unanimously AGREED for the Clerk to contact the owners of the fence to request permission to hang the signs.</p>	Clerk
12	<p>To (re)appoint new councillor(s) to maintain the Parish Council Defibrillator</p> <p>This item was briefly discussed. It was AGREED that Cllr Cox and Cllr Wells will maintain the Defibrillator, the next is due on 12th June. Cllr Cox also highlighted the the Defibrillator needs to be updated and will look into how to do this.</p>	Cllr(s)
13	<p>To review training needs for Councillors</p> <p>The Clerk advised of the training available from SALC that was sent to councillors via email (Suffolk Association of Local Councils) and that Councillors can advise the clerk of what training they would like to go on. The Chair requested Chairman Training and this was AGREED.</p>	Clerk
14	<p>To appoint Councillor to review financial accounts prepared by the RFO each quarter</p> <p>It was AGREED that Cllr Cox will continue to do this.</p>	Cllr
15	<p>To discuss & approve Bankers for 2023-24 (RFO recommends continuing with Unity Bank Online)</p> <p>This was Unanimously AGREED</p>	Clerk
16	<p>To discuss & approve new signatures for Banking Mandate for next 4yrs</p> <p>This item was discussed and Councillors completed the mandate details for the Clerk to enable them to view the accounts online and for three of the councillors to have authorisation rights.</p>	Clerk
17	<p>To discuss & approve Internal Auditor for 2023-24 (RFO recommends keeping Heelis & Lodge)</p> <p>The Councillors were very happy with the current Internal Auditor of Heelis & Lodge.</p> <p>It was Proposed by Cllr A Cox, Seconded by Cllr C Pinson-Roxburgh and unanimously agreed to approve Heelis & Lodge as Auditors for 2023-24.</p>	Clerk
18	<p>To discuss & approve Workplace Pension Scheme for 2023-2024</p> <p>The Clerk advised that the Clerk pay amount did not qualify for a pension contribution to be made by the Parish Council and that a letter would need to be sent to the Clerk to confirm this. The Council approved of this.</p>	Clerk

	<p>Current Account = £1,292.02 Savings Account = £13,605.91 Barclays residual = £00.04</p> <p>b) Known Income received as at 30th April 2023 – i. BMSDC Precept - £3207.20 ii. BMSDC Precept - £2292.80</p> <p>c) To confirm payments made since 17th April 2023 meeting i. APA (Annual Parish Award) - £42.44</p> <p>d) To approve payments and authorise cheques for signature (Resolution required) i. Clerk Wages for May - £391.63 ii. Clerk Mileage, Expenses & Office Allowance - £115.40 iii. Heelis & Lodge (Internal Auditor) - £130.00 iv. SALC Annual Membership Fee - £311.70 v. MSDC (annual dog & litter)- £215.18 It was Proposed, Seconded and Unanimously AGREED to be paid</p> <p>e) To discuss and decide on the Offton & Willisham Village Hall Grant application of £700 Discussion took place in respect of the application. The resident was also invited to speak on behalf of the Village Hall. The information given by the resident was looked into by the Clerk who confirmed that the grant application form was received on 11th January 2023 after the last meeting that took place in the Parish Council's 2021-2022 financial year. When the grant application was looked at during April's meeting the payment requested was deferred for the first meeting of the new council (mays). After some further discussion in respect of the verbal request for more than the amount asked for, it was agreed that the Village Hall can provide further figures for the 2021-2022 financial year along with a grant application for a further sum. In respect of the amount requested, it was Proposed, Seconded and Unanimously AGREED for the full amount of £700 to be paid.</p> <p>f) To discuss and decide on the St Marys Church Offton Grant application of £800 (above budget by £200) Again this grant request had been deferred from the meeting held in April. A discussion took place in respect of the grant, how it had been applied for and why the amount had been increased. As the grant request related to the maintenance of the grounds where the annual fete was held and that trees had needed quite expensive care, it was Proposed, Seconded and AGREED by 5 with 2 Abstentions to pay the £800 requested from the existing budget and from general reserves. It was also advised that should St Mary's Church apply for a further grant, then a Grant Application must be completed with accounts.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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26	<p>The Chair then asked members of the public to leave due to the Openness of Local Government Bodies Act 2014 s1.2</p> <p>To discuss the findings of the Employment Panel</p> <p>It was highlighted by Cllr Cox that the Job description needs to be updated, the clerk will review over the next 2 mths set working days before this is done, the new Employment Panel will review pay, holiday arrangements & Health and Safety.</p>	Clerk Panel
27	<p>To discuss and approve Clerk holiday request</p> <p>Holiday was briefly discussed and agreed</p>	Clerk
28	<p>Date of the next meeting was agreed for Monday 3rd July 2023.</p> <p>Thursday 18th May 2023 for the APM Monday 21th June 2023 EGM for the Parish Plan Monday 3rd July 2023 Monday 4th September 2023 Monday 6th November 2023 Monday 8th January 2024 Monday 4th March 2024 Monday 13th May 2024 Annual Parish Council Meeting & APM</p>	

Meeting end 9:45pm

ADDENDUM

1. County Council Report

County Council report – May 2023

Princes Street's police and fire station receives royal seal of approval

Suffolk's largest joint emergency services hub was officially opened by HRH The Princess Royal today (Tuesday, 28 March), with the new facility in Ipswich marking the latest milestone in a highly successful collaborative scheme.

The Princess Royal was joined by local dignitaries, including Suffolk's High Sheriff, the county's Police and Crime Commissioner, Deputy Chief Constable and Chief Fire Officer, councillors from Suffolk County Council and the Mayor of Ipswich for the grand opening of the shared site earlier this afternoon (Tuesday, 28 March).

During her time at the new station, HRH The Princess Royal spoke to staff from Suffolk Constabulary and Suffolk Fire and Rescue Service who have already begun to benefit from using the state-of-the-art facility.

Demonstrations of some of the fire service's work, including water and animal rescues, also formed part of the visit, along with a tour of the building, which has undergone extensive renovations since work started on the project in December 2020.

Situated in the heart of Suffolk's county town, the facility will help maintain public safety, ensure a swift response to incidents, and promote partnership working.

Councillor Andrew Reid, Suffolk County Council's Cabinet Member for Public Health and Public Protection, commented:

"It was an honour to welcome HRH, The Princess Royal, for the opening of the largest combined police and fire facility in Suffolk today, cementing the station's status as the jewel in our county's crown and celebrating the latest in a long line of hugely successful collaborations with our emergency services partners.

He added: "We have already started to see the vast benefits of this shared site, which enables the efficient and cost-effective delivery of response activity in an environmentally responsible manner, ensuring continued value for money for our residents whilst supporting our council's net-zero ambitions.

"I would like to thank everyone involved in delivering the new building; their attention to detail has resulted in a modern, fit-for-purpose station we can all be proud of, not just locally but on a national level, with Suffolk's integrated blue light hub scheme heralded as an exemplar by central government."

Tim Passmore, Suffolk's Police and Crime Commissioner, added:

"Our county was very privileged to welcome the Princess Royal for the official opening of the new joint Police and Fire Station in the centre of Ipswich.

He added: "Our joint estates programme is one of the most important and significant examples of joint working nationally and is an excellent example of what can be achieved by pooling resources and working together. A great result for Suffolk."

The multi-million-pound project has also boosted the local economy, following the use of Suffolk-based companies Concertus and RG Carter for the station's design and construction.

99% of pupils receive a preferred primary school place on National Offer Day

99.18% of children were offered a place on National Offer Day at one of their three preferred primary schools and 95.78% were offered a place at their first preference school.

Suffolk County Council received 7,056 applications from parents and carers indicating which primary school they would prefer their child to join in September 2023.

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 (17 April 2023).

Allan Cadzow, Director of Children's, and Young People Services for Suffolk County Council said:

"It is great news that the majority of families have once again been offered a place at one of their preferred schools, especially with so many being offered a place at their first preference school."

“We appreciate that not all families may have received a place at their preferred school. If a parents’ preference for a Suffolk school is refused, we will automatically add their child’s name to the waiting list for that school. Parents and carers will also be advised about how to lodge an appeal should they wish to do so.”

Once school places have been confirmed, parents 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 12 May 2023 with details of how to opt in.

Any parents or carers with a child born between 1 September 2018 and 31 August 2019 who have not yet applied for a school place should make an application immediately.

Information on how to make an application can be found on the [School admission pages](#) or by contacting Suffolk County Council on 0345 600 0981.

Suffolk to mark Dementia Action Week with event

A drop-in event for people with dementia, their families, and carers, will be held next month at Trinity Park in Ipswich.

Representatives from more than 34 care organisations across Suffolk will host stalls at the event, which will showcase the wide range of information, advice, and support available to people living with dementia and their carers, to help them to get the right support from the right providers, at the right time.

Running alongside the marketplace will be keynote sessions on a range of topics including how to live well with dementia from those with lived experience, memory assessment and the importance of a timely diagnosis.

There will also be the opportunity for people with the condition and their carers to hear about the development of a countywide dementia strategy for Suffolk, and provide feedback on their experiences, needs and priorities for support.

The event, which is being facilitated by the Suffolk Dementia Action Partnership and Care Development East, will be held on Tuesday 16 May from 10 am, during Dementia Action Week.

Dr Ros Tandy, Mental Health Clinical Lead for the NHS Suffolk & Northeast Essex Integrated Care Board, said:

“Dementia and Alzheimer’s Disease are the leading causes of death in England and there are around 15,000 people in Suffolk living with the condition, so it is essential that those who care for them have a full picture of the support available to them.

“I am really looking forward to attending this event and hearing from members of our community about their experiences of our local dementia services. It’s great that there will be activities for people with dementia to take part in at the event so their carers are able to look around and learn more about what support is available from all the different stalls.”

Georgia Chimbani, Director of Adult Services at Suffolk County Council said:

“I hope that this event will give people the opportunity to explore the wide range of dementia support which is available in Suffolk. I am also pleased that Suffolk Dementia Action

Partnership, with support from Care Development East, intend to follow this event with smaller locality-based roadshows across Suffolk, to help as many people as possible access this information.”

The event will feature a designated 'Quiet Room' with activities for people with dementia to allow their carers time to look at the stalls and attend the presentations.

Tea and coffee will be available throughout the day, and other drinks and food can be purchased from the onsite bar.

To book your ticket please visit the Eventbrite website.

2. District Council Report

District Cllr Report Battisford and Ringshall Ward

Barking, Battisford, Great Bricett, Offton, Ringshall, Willisham

May 2023

Elections 2023

In Mid Suffolk, 34 councillors have been elected, with 24 seats for the Green Party, six seats for Local Conservatives, and four for the Liberal Democrats. The first meeting of the newly elected council will be the Annual Council Meeting held on Monday 22nd May. Councillors will elect their leader and chair and the cabinet then appointed by the council leader.

Electoral Commission and Voter Identification

These were the first set of elections in England where voters had to show a specific form of photographic identification before being issued with a ballot paper in the polling station. This requirement was introduced in The Elections Act 2022. We acknowledge there were a number of voters across Mid Suffolk who were unable to vote due to not having one of the specific forms of identification. MSDC will submit all necessary data regarding the impact of the new legislation to the Electoral Commission.

Ringshall Village Play Area official opening

The new Play Area was officially opened on 6th May, also marking the day of the Coronation. The ribbon was cut by a young resident of Ringshall who proposed the idea, highlighting the need for a recreation area for the children of the village. The project benefitted from a MSDC CIL grant.

Cost of Living Support

MSDC is continuing to provide support for those who are struggling with the ongoing rise in the cost of living. Further information can be found online: <https://www.babergh.gov.uk/benefits/cost-of-living-support/>

Community Grants available in Mid Suffolk

A range of grants are available for projects that have a clear and beneficial impact on our local communities. These include:

Capital Grants – these are aimed at assisting community groups in making improvements and repairs to village halls, play areas, sports clubs, recreational facilities and other social infrastructure. They can cover to up to 100% of total project costs to a maximum grant of £10,000. Capital Grants are open for applications from the 1st April 2023 to 2nd June 2023.

Community Development Grants – provides financial support to help with the delivery of local place-based initiatives and activities, where gaps in provision have been identified. The grants is available towards either revenue (ongoing) or capital (new or one-off) projects. It can cover up to 100% of project costs to a maximum of £20,000. Applications are open for applications from the 1st April 2023 to 23rd June 2023.

Councillors Locality Award – the award will be open for applications towards the end of May 2023.

Dr Daniel Pratt

Mid Suffolk District Councillor

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