

## Offton and Willisham Parish Council

Minutes of the Parish Council Meeting held at Offton & Willisham Village Hall on Monday 1st July 2024 at 7:30pm.

Present: Cllr T Wells  
 Cllr B Wilcox  
 Cllr S Bannister  
 1 Member of the public  
 Clerk - T Davis

Cllr L Seddon  
 Cllr A Cox

### ACTION

1.	<p><b>Meeting Administration</b></p> <p>a) <u>To open the meeting and welcome everyone</u>          The Chair welcomed everyone and opened the meeting</p> <p>b) <u>To advise on the completion of Register of Interests</u>          Chair referred to the Clerk who asked that all new councillors complete their Register of Interests and return them as soon as possible</p> <p>c) <u>To consider &amp; Approve Apologies for absence</u>          Apologies were accepted from Cllr Pinson-Roxburgh, Cllr Eves, Cty Cllr Oakes and Dst Cllr Pratt</p> <p>d) <u>To receive Declarations of interest on agenda items</u>          None</p>	
2.	<p><b>To Approve the draft minutes of the Annual Parish Council Meeting held on 28th May 2024 and for the Chairman to sign as a true record</b></p> <p>No issues were raised and the minutes were Unanimously AGREED</p>	
3.	<p><b>Public Participation Session</b> (To hear reports from the County Councillor, District Councillor and Comments from the Public)</p>	
4.	<p><b>Chair Report</b></p> <p>Chair reported that the Willisham Yard Development owner had been in touch in respect of the planning application and this has been referred to the District Councillor, Cllr D Pratt. The phone box invoice has been received and payment will be arranged and the telephone box is looking very good.</p>	
5.	<p><b>Clerk Report, with details of emails and correspondence up to the period 24th June 2024</b></p> <p>Since the last meeting on 28th May I have had a few contacts from residents. One particular concern was the debris (fallen trees) over Holly road. I have reported this to the emergency line at Suffolk County Council and would like to advise the parish council that the residents who contacted me are concerned the bank is degrading further causing this to happen. The accounts are now advertised for public viewing in accordance with legislation, details can be found on the parish council website or the noticeboards. The data policy has been drafted for review this evening. I have instructions ready for the new council emails for new councillors along with a request to complete their details in order to change the banking mandate. I would also ask that new councillors return their Register of Interest forms to both myself and Mid Suffolk District Council as soon as possible. The National Grid Norwich to Tilbury consultation has been extended until 26th July. Due to the run up to the general election please be aware that legislation comes into force around this time to ensure no political party influence is made by Councillors or Officers during their roles, up to 4th July in this case, so please be aware of this during the public meeting.</p>	

<p><b>6.</b></p> <p><b>i.</b></p> <p><b>ii.</b></p> <p><b>iii.</b></p>	<p><b>Standing Items agreed from the Parish Plan EGM</b></p> <p><b>Road Erosion - Cty Cllr Oakes</b> - This was referred to the next meeting</p> <p><b>The Flood Plan - Cllr Seddon</b> The Chair handed to Cllr Seddon, who asked the council what they wanted to do in respect of creating a flood group or having a warden and linking up with the risk management authorities (RMA). A discussion took place in respect of who to involve, engagement of residents, a working group, early warnings, the different bodies involved, such as Suffolk County Council as flood lead and the Environment Agency, as well as types of flooding. Clerk advised of contact at the SCC to provide specialist help and advice. It was Proposed by Cllr Wells, Seconded by Cllr Cox and Unanimously AGREED that a working group (consisting of Cllr Seddon and supported by Cllr Bannister) be formed to gather information to look at these issues in more detail and engage people.</p> <p><b>Overhanging Vegetation on roads - to discuss SCC Community Self Help</b> The item of SCC Self Help was deferred till the next meeting. The Council was positive in moving forward with dealing with the vegetation on the roads. It was decided that an initial informal approach to respective landowners who had overhanging vegetation would be made about cutting the vegetation back. Councillors will provide a list to the clerk of any issues to be reported.</p>	
<p><b>7.</b></p>	<p><b>Planning &amp; Governance Consultations - none</b></p>	
<p><b>8.</b></p>	<p><b>To consider and approve the suggested NALC Data Protection Policy &amp; SALC Template</b> The Chair suggested that council adopt and approve the documents as a working document to look at in more depth and raise concerns if any. It was Proposed, Seconded and Unanimously AGREED</p>	
<p><b>9.</b></p>	<p><b>To discuss and approve councillor emails and potential cost for the provision of 2 additional emails</b> Clerk confirmed to council that no extra cost would be incurred for the additional emails. New emails would be given to each new councillor, Cllr Cox would take up the Vice Chair email.</p>	
<p><b>10.</b></p> <p><b>a)</b></p> <p><b>b)</b></p> <p><b>i.</b></p> <p><b>ii.</b></p> <p><b>iii.</b></p> <p><b>c)</b></p>	<p><b>Finance</b></p> <p><b>Current Bank Balances as at 31<sup>st</sup> May 2024:-</b> <b>Current Account = £4,362.00</b> <b>Savings Account = £14,466.04</b></p> <p><b>To Review and Authorise payments:-</b></p> <p><b>i. Viking Office Supplies (High Vis Jackets &amp; Long Handled Litter Pickers) £263.88</b></p> <p><b>ii. Clerk Wages £396.15</b></p> <p><b>iii. MSDC Annual Bin emptying £268.97</b></p> <p>It was Proposed, Seconded and Unanimously AGREED to pay these items i.-iii.</p> <p><b>To discuss and confirm new Councillor banking viewing and authorisation</b> Clerk provided a form for each new councillor to enable them to be viewers of the online banking.</p>	
<p><b>11.</b></p>	<p><b>Next meeting scheduled for Monday 2nd Sept 2024</b> Chair confirmed the next meeting and closed the meeting</p>	

Meeting closed 8.53pm