

Offton and Willisham Parish Council

Minutes of the Parish Council Extraordinary meeting held on 3rd December 2018
in Offton and Willisham Village Hall.

Present	Cllr S Warnes (Chairman)	Cllr M Bolton
	Cllr A Cox	Cllr K Earl
	Cllr I Gilson	Cllr C Pinson-Roxburgh
	Cllr M Ratcliffe	Cllr A Rumsey
	Miss T Davis (Clerk)	0 members of the public attended

ACTION

1	<u>Meeting administration</u>	
a)	Chairman's Welcome The chair opened the meeting and introduced the newly appointed Clerk. There also followed a 1 minute silence for the memory of a previous clerk, Pip Sands, who's funeral it had been today. Councillors went on to speak of fondly remembered memories and the excellent work he had done.	
b)	<u>Apologies for absence</u> – Apologies were sent by Cllr D Parks & Cllr D Cattermole	
c)	<u>Declarations of interest in respect to agenda items</u> – Cllr C Pinson-Roxburgh re: Item 7a. Section Village Hall Budget Precept for 2019-20	
2	<u>Sign minutes of previous meeting of 29th October 2018 as a true record</u> - The minutes for the meeting dated 29th October were unanimously accepted as an accurate record and were duly signed by the chairman. Thanks was given to Cllr M Bolton	
3	<u>Matters arising from previous meeting 29th October 2018 minutes</u> – Item 6a, Cllr M Bolton advised of a meeting that had taken place on 22nd November regarding the current situation of the Affordable Housing Project. He is now waiting for Hastoes to get back to the Parish Council. Item 5a, Cllr M Bolton confirmed that he had received copies of the slides for the Parish Liaison Meeting and requested they were sent to all councillors by the clerk.	Clerk
4	<u>Planning:</u> None	
5	<u>Parish administration</u>	
a)	<u>Chairman and representative reports</u> The Chairman reported on the final selection for interview and appointment of the new clerk, the attendance to the WWI Commemorations and the Christmas Lunch. The Cllrs agreed that indeed the Commemoration was very well attended with over 100 people, the quality of the artwork was wonderful. The Christmas Lunch was again excellent, the volunteers were very impressive with excellent teamwork. Should anyone be interested in volunteering for next year, they would be greatly received, just speak to a councillor or notify the clerk on clerk@offton&willisham.org.uk or tel: 07719208444.	
b)	<u>Appointment of new Clerk</u> <i>It was Proposed by Cllr S Warnes, Seconded by Cllr A Cox and unanimously agreed to formally accept Miss T Davis as the new clerk</i>	
6	<u>Correspondence</u>	
a)	<u>Letter for Christmas Lunch</u> Two letters of thanks are to be sent to the two main organisers of the lunch.	Clerk
b)	<u>Letter for WWI Commemoration</u> Two letters of thanks are to be sent to the two main organisers of the commemoration.	Clerk
c)	<u>Letter for Bank Address Change</u> Discussion took place regarding the current details held by the bank and the delay in changing signatures. Cllr S Warnes and the new Clerk had attended the bank today and confirmed Cllr S Warnes as a new signature. Further information was needed to confirm Cllr D Cattermole (in the form of a letter) along with an address change form and new person form to ensure the bank	

	statement were sent to the new clerk address. This letter was to be signed at the meeting and once completed by Cllr D Cattermole forwarded to the bank. Cllr S Warnes opted to ensure this was done.	SW
7	<u>Finance</u>	
a)	<p><u>To discuss budget proposal for 2019/20 Precept</u></p> <p>Each item of the budget was discussed and most figures finalised. Insurance, Audit Fees, Clerks pay and expenses were kept the same. There was the introduction of the clerks mileage of £200, the agreement to phase out petty cash and introduce parish administration costs instead, it was left to the Clerk to enquire further into an honourarium for the Chairman position. A budget for chairman and councillor expenses was agreed, as was the figures for Training, SALC payroll and membership.</p> <p>A Proposal by Cllr M Bolton, seconded by Cllr K Earl for the donation to CAS to be increased to £50 was unanimously accepted.</p> <p>The maintenance of parish property was discussed by councillors, it was noted that there were three seats and three noticeboards in need of refurbishment. It was Proposed by Cllr M Bolton and Seconded by Cllr A Cox and unanimously agreed that an Earmarked reserves budget of £1,000 would be taken from General reserves and Cllr I Gilson suggested the expenditure of this needed to be carefully monitored over 2019-20. No column would be in this year's precept request.</p> <p>It was noted that the Dog & Litter Bin's payment to BMSDC was to increase to £35 and £41 respectively in 2019, the given figure was agreed would cover this increase.</p> <p>A discussion took place regarding the provision of the two recorders and the website, it was Proposed by Cllr M Bolton, Seconded by Cllr K Earl and unanimously agreed to pay the Ofton Recorder £100 and Willisham Recorder £50 following their reports each year.</p> <p>It was also Proposed by Cllr M Bolton and Seconded by Cllr C Pinson-Roxburgh and unanimously agreed to increase the Link Parish Magazine to £75.</p> <p>The Pensioners Lunch was to be kept at the same cost, as was the maintenance and grass cutting grant for both churches. The Village Hall budget was kept the same. The Community Fund was left as the same pending discussion at the next meeting. It was confirmed by the Chairman that following information at previous meetings no budget for a DPO (Data Protection Officer) was needed, therefore only a budget of £35 for the ICO (Information Commissioners Office). A note was made for the clerk to review the Insurance for data insurance limits. A Proposal was made by Cllr M Bolton that an additional line was made for the provision of Election Costs, to be discussed at the next meeting. The final precept request would then be confirmed and set in January's meeting.</p>	Clerk
b)	<u>To confirm only £43.50 paid for catering for WWI Commemorations</u>	
c)	<p><u>To approve payments and authorise cheques for signature :</u></p> <ul style="list-style-type: none"> • Clerk's final net pay for 1st Nov – 9th Nov 2018 - £39.67 • PAYE for Q/E 30 Nov 2018 - £39.67 - Cheque to HMRC • SALC Payroll Administration up to 30th Sept 2018 - £48.60 • SALC 2 Day Councillor Training - £123.60 <p>A discussion took place in respect of the lack of up-to-date records available for the new clerk and the past duties of the previous clerk. It was concluded that a letter was written to the previous clerk to ascertain where these records had been kept and for them to be forwarded to the new clerk. Following this it was unanimously decided to approve and authorised all requested payments by cheque.</p>	SW IG
8	<u>Discarded Trees / Branches</u> The cutting of overgrown hedges and discarded tree branches were discussed by the Councillors.	Clerk

	Branches had been dumped off Bildeston Rd between the watercourse and the road, opposite mid summer cottage. It was decided that the Clerk would report the issues to Highways.	
13	<u>Date of next meeting</u> The following Parish Council Meeting will be held in the village hall on Monday 3rd January 2019 at 1900hrs.	