

Offton and Willisham Parish Council

Minutes of the Parish Council meeting held on 25th February 2019
in Offton and Willisham Village Hall.

Present	Cllr S Warnes (Chair) Cllr A Cox Cllr I Gilson Cllr A Rumsey Miss T Davis (Clerk)	Cllr M Bolton Cllr K Earl Cllr C Pinson-Roxburgh Cllr D Cattermole (Vice Chair) 1 member of the public attended
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ACTION

1	<p><u>Meeting Administration</u></p> <p>a) Chairmans Welcome; The chair opened the meeting welcomed the Public. The Chair then explained when the opportunity for those members of the public who wished to speak could speak.</p> <p>b) Apologies for absence; Apologies were sent by Cllr D Parks, Cllr M Ratcliffe, County & District Cllrs.</p> <p>c) Declarations of Interest; Cllr C Pinson-Roxburgh re: Item 8. Village Hall.</p>	
	<p><u>PUBLIC PARTICIPATION</u></p> <p>A resident attended on behalf of the Village Hall to provide details to aid the Parish Council in their decision with Item 8 on the agenda. The Resident advised that the next stage of the Village Hall plans will need approximately £50,000. As they were looking for different funding from different sources, it would be beneficial to find out from the Parish Council if they could not only offer financial help but also fully support the plans.</p> <p>The resident advised that in the Autumn the Village Hall are looking to raise £2,000 themselves, and looking to raise fund next spring as see this as a long term project.</p> <p>Plans are on display for Cllrs to see. The Works involve levelling the car park (a bulk of the cost at approx. £40-50,000), A barrier, Bicycle Racks, Electrical Cabling and Charging points, with the provision of a Boules Court (approx. £3,000). The Charging points were not included in the estimate as this should be funded separately.</p> <p>A discussion then took place between the councillors clarifying if the Village Hall was 'paying it's way', which was confirmed, with even a slight surplus to ensure maintenance is paid for.</p> <p>The Chair thanked the resident.</p>	
2	<p><u>Sign minutes of previous meeting of 3rd January 2019 as a true record</u></p> <p>a) No Matters were arising from the last minutes, the minutes for the meeting dated 3rd January 2019 were unanimously accepted as an accurate record and were duly signed by the chairman.</p>	
3	<p>a) <u>Clerks Report</u></p> <p>All tasks have been completed, except rather than a letter to the planning officer, an email/report was sent to the planning office via the BMSDC website.</p> <p>Training - Since you last met I have attended a full day of Cilca training,</p>	

registered with the SLCC (Society of Local Council Clerks) and have a year to complete the CiLCA training. I have also attended a morning of Election training. You will note that half the cost of the election training has been invoiced below. The CiLCA training is being paid for by Gislingham PC.

Elections - I can confirm that Elections are to be held at the beginning of May. However, in order to be elected, all councillors will need to stand down and reapply. The nomination papers for councillors to stand for election has been emailed to all existing councillors. Anyone wishing to stand as a new councillor can obtain a pack by contacting the Clerk - via telephone, email or post or download it from the District Council website from 12th March or via email at election@baberghmidsuffolk.gov.uk.

The dates for handing in your forms start from 12th March, where I will place a public notice on our notice board and the deadline for receipt of forms ends at 4pm on 3rd April. Please note that forms dated before the 12th March date will be void. I will be notified on 4th April if we will have a contested or non-contested election, which will be in the form of a notice and displayed. Every candidate must be correctly nominated. All nomination papers must be HAND DELIVERED to the Reporting Officer – or a representative from electoral services. A candidate can withdraw by completing a withdrawal notice and hand delivering it to the Reporting Officer. After 21st March all papers must be hand delivered to the central Ipswich offices. Councillors can do this themselves or ask a trusted person to take them on their behalf. The offices are open 9am-4pm Mon-Fri. Before 21st March an appointment has been booked for the clerk to hand the papers over at Stowmarket Rugby Club at 1:30pm on Thursday 14th March. There are local venues in which the electoral services are available, it would be best to contact Mandy on 01449 724 684, who is very helpful although limited on appointment times. During the period 12th March – 2nd May, we will be in a Moritorium Period (or Parduh), Publicity relating to individuals involved directly in the election should not be published (eg, minutes). The Clerk can ‘assist’ in the nomination and electoral process, and I will have the electoral roll should anyone need their role number. The Clerks’ role in more detail:-

- Is to answer potential candidates questions
- Provide ‘confirmed’ candidates with future meeting dates
- Prepare a Welcome Pack for new Councillors
- Encourage the existing council to complete any outstanding projects/paperwork
- Discourage existing council from committing the ‘new’ council to projects/expenditure

On the 4th Day after the day of the election all outgoing councillors automatically retire and persons elected take office. – this is 7th May 2019.

Meetings- The Annual Parish Council Meeting (also the first meeting of the financial year) must be held between 8th May and 23rd May. I have made setting meeting dates an agenda item this evening, as I would like an end of year Audit/Accounts meeting after the end of March as well as the date for the meeting after the elections. And to also ensure all regular yearly payments have been made.

	<p>Data Protection & Website In order to keep updated records I have a specimen Data Consent form which I can forward to all councillors and have placed Data Protection as an agenda item for councillors to discuss.</p> <p>Banking - After a lot of time and effort, we now have our new chairman as a signature with the bank, myself as the administration contact, and our Vice Chair's signature is also reaffirmed. Bank statements have now kindly been provided to me by our Chair, who has also ordered a new cheque book, which has also now arrived, and the bank have given us a £150 apology for all the delay and inconvenience caused. You will note on the agenda the bank account balances are now up to date. Having updated the records from May, there is a discrepancy of £15.51 between the bank reconciliation and receipts and payments and I would like to go to SALC to look at what is done on this occasion, as I believe this is due to lost receipts in Petty Cash.</p> <p><i>It was proposed by Cllr D Cattermole, Seconded by Cllr I Gilson and unanimously agreed to accept the findings and for the Clerk to consult with SALC for guidance</i></p> <p>b) The list of correspondence was reviewed and problems with emails were discussed. Some Councillors had not received some emails. It was agreed that with new emails being assigned and the Clerk's email account being looked at things would resolve. Individual Cllrs were to liaise with the Clerk to ensure they receive any outstanding emails.</p>	Clerk
4	<p><u>Planning</u> a) None</p>	
5	<p><u>Chair, Councillor & Representative Reports</u> a) Chair Report The Chair advised attendance to a planning committee for Willisham Barns on 30th January, which was refused. The Chair also contacted BMSDC planning dept regarding the large development and was advised that it was going to committee, but this would not be until 27th March at the earliest. A discussion then took place about who would speak at the committee. <i>It was proposed by Cllr K Earl, Seconded by Cllr D Cattermole, and carried by a 5 in favour, for the Chair to speak following a round robin of discussion.</i></p> <p>b) The Chair asked Cllr M Bolton to provide an update on Affordable Housing. Cllr M Bolton advised the council that after looking at 12 sites, all 12 were either unsuitable or landowners were unwilling to sell. Cllr M Bolton would like to seek approval of the council to look at a 13th Site which was situated behind the cottages up the lane to Castle Farm. The Parish plan indicated a need for 4-5 affordable houses which were purely for those residing in the village and kept in perpetuity (unless vacant for a certain period of time). Councillors pointed out the strong feeling of the residents to the current development, and they felt it best to place this project on hold until after the May Elections, where a newly elected council will have time to research and deliberate on the best way forward. It was proposed by Cllr D Cattermole, seconded by Cllr S Warnes and carried by 7 in favour to hold Affordable Housing until after the elections.</p>	

<p>6</p> <p>a) Current Bank Balances as at 31st January 2019:- Community Account = £3,443.90 Premium Account = £1146.93 Premium Account (Earmarked & General Reserves) = £9396.24</p> <p>b) The Following Payments were approved:- Link - £50 Willisham Recorder - £50 Offton Recorder - £75 Clerk's net pay for January - £273.36 Clerk's Mileage for Period ending 28th February- £51.93 SALC Election Training (50% shared with Gislingham PC) - £15.00 Chairman Allowance - £250 Clerk's net monthly pay £273.36 to be paid at the end of each month <i>It was Proposed by Cllr D Cattermole, Seconded by Cllr K Earl and unanimously agreed to pay and carry out the above.</i></p> <p>c) Income - £89.56 Returned from Senior Citizens Christmas Lunch</p>	<p>Finance</p>	<p>Clerk</p>
<p>7</p>	<p><u>Election Arrangements</u> The Election details on the Clerk report were discussed in detail. It was confirmed Cllr K Earl would be stepping down. It was decided that anyone wishing to have the clerk deliver their nomination papers to the Electoral Services on 14th March were to post them to the Parish Council Address. Mandy of Electoral Services can be contacted as detailed in the clerk report above.</p>	<p>Clerk</p>
<p>8</p>	<p><u>Village hall funding request</u> A brief discussion took place regarding the funds needed for the Village Hall. Cllr C Pinson-Roxburgh answered any further questions the Councillors had and did not take part in the vote. All councillors were in full support of the plans proposed, and all wished the council to make a donation. <i>A proposal to pledge a minimum £2,000 to the Village Hall was made by Cllr M Bolton, Seconded by Cllr D Cattermole and unanimously agreed.</i></p>	
<p>9</p>	<p><u>CIL Bids</u> Under direction of the Chair, items 9 & 12 were linked as one. A payment of CIL was made to the Council in October of £760.82 in relation to DC/18/01799, this will need to be a planned spend on or towards infrastructure by October 2023. Cllrs discussed the idea reintroduced by Cllr K Earl to put in a footpath from the phone box and enable those to walk to the church, which might also help the further development of the village. The original quote for a footpath was approximately £40,000. Problems arose last time regarding permissions of landowners either side, as well as permissions from Highways, and when to request funds out of CIL. It was agreed that Cllr Earl would research this more and come back with information for the next meeting.</p>	<p>Cllr Earl</p>
<p>10</p>	<p><u>Litter Pick</u> The Date of the next Litter Pick and who would arrange it was discussed. It was agreed that the 6th April would be a good day and fell within the Keep Britain Tidy Litter Pick campaign. It was agreed that Cllr I Gilson, Cllr</p>	<p>Cllr S Warnes, Cllr K Earl, Cllr I</p>

	C Pinson-Roxburgh, Cllr K Earl & the Chair would liaise.	Gilson, Cllr C Pinson- Roxburgh
11	<u>Tye Lane Coppicing</u> A resident had contacted the Clerk to enquire about coppicing. The Chair who had been advised, related the information to the Council. The area around the area of Tye lane and Holly rd, hedges had been cut down to ground level. Approximately a 200yrd stretch. Cllrs were not too concerned by this as this practice will ensure the hedge grows back and thickens.	
12	<u>New Footpath Proposal – Cllr K Earl – dealt with in item 9</u>	
13	<u>Footpath Sign Deterioration – Cllr K Earl</u> Cllr K Earl gave a report on the current situation with signs as follows:- Highways - Footpath signs at bottom of Willisham Hill on concrete pad, Footpath sign off Ipswich Road up concrete drive to Rook Hill Farm (opp. Limeburners Pub), Bridleway sign on Holly road by No.14. Hitchcock farms - A waymarker for footpath at top of hedge behind the council houses. Anglian Water – Fire hydrant and other signs on concrete pad at bottom of Willisham Hill. Cllr M Bolton advised the 30mph sign as entering Offton Village near Goat Cottage is rusted through. There are potholes on Elmsett Lane from Goat Cottage, just before forked junction.	Cllr K Earl Clerk
14	<u>Data Protection</u> The clerk asked if the council would like to have some forms and policy's prepared for the next meeting to encompass the new legislation that came into force. The councillors were happy to do this. The clerk will arrange for the forms and policy's to be distributed to all councillors.	Clerk
15	<u>GDPR Emails – Cllr D Cattermole</u> Cllr D Cattermole gave each Councillor who had requested a new email, an email. These emails will be used solely for the purpose of being a councillor. Each councillor took details to open the new email accounts. The Clerk will update the records held and forward emails to the new email addresses.	Clerk
16	<u>Date of next meeting</u> Due to the Elections, the Annual Parish Council meeting needed to be held between 8 th May – 23 rd May, as mentioned in the Clerk report. A discussion took place as to when the next meeting should be, how many and when the annual parish and annual Parish Council will take place. It was agreed that the last meeting before councillors stand down will be Thursday 25 th April. The Annual Parish Council meeting will be held on Thursday 16 th May, followed by the Annual Parish Meeting on 21 st May. The Clerk was instructed to contact the Village Recorders and Church Wardens to let them know.	Clerk

Meeting Closed at 9.40pm

Addendum

1. Correspondence for the period up to 18th February 2019

Sent on 8th January

3rd Jan – BMSDC Building Control Service for Local Magazine request

3rd Jan – District Councillors Report

4th Jan - SALC Bulletin

7th Jan – reminder from PCC for Suffolk (Police)

8th Jan – The Rural Bulletin

Sent on 11th January

9th Jan – Rural Services Network

9th Jan – Suffolk Trading Standards (STS) Newsletter

10th Jan – SCC Notice of Suffolk Minerals & Waste Local Plan Submission to Secretary of State

11th Jan – BMSDC Planning Appeal DC/18/00059 – Change of Materials

Sent on 24th January

15th Jan – Rural Services Network

16th Jan – Police (Stowmarket) Newsletter – Quarterly meeting invitation 15th March 10am

17th Jan – STS Newsletter

17th Jan – BMSDC Draft Housing Land Supply Position (closing date 28th Feb)

18th Jan – SALC Bulletin

21st Jan – BMSDC Communities Strategy Consultation (Closes 1st March)

22nd Jan – MSDC Development Control Committee Meeting

22nd Jan – Rural Services Newsletter

22nd Jan – BMSDC Paperless Billing

Sent on 29th January

24th Jan – STS Newsletter

29th Jan – Rural Bulletin

Sent on 1st February

31st Jan – STS Newsletter

31st Jan – Technology Conference London 7th March

31st Jan – LCPAS Planning Courses

31st Jan – BMSDC County Lines briefing sessions

1st Feb – SALC Bulletin

Sent on 5th February

5th Feb - Suffolk Preservation Society

5th Feb – Public Sector Executive (PSE) Newsletter

Sent on 13th February

6th Feb – The Rural Service Network FEB edition

6th Feb – BMSDC Parish & Neighbourhood Workshop

6th Feb – STS Newsletter

7th Feb – BMSDC Election Papers & Information

8th Feb – Keep Britain Tidy

8th Feb – BMSDC Elmsett Neighbourhood Plan

8th Feb – SALC Bulletin

11th Feb – BMSDC Parish & Neighbourhood Workshop (26th Feb)

11th Feb – Suffolk On Board FEB Newsletter

12th Feb – The Rural Bulletin

12th Feb – BMSDC Parish Liaison Meetings

12th Feb – BMSDC CIL Details

13th Feb – BMSDC Planning Decision Notice DC/18/02924

13th Feb – STS Newsletter

Sent on 17th February

17th Feb – SuffolkOnBoard invitation to talk about Rural Transport 15th March (deadline 1st March)

Scanned Correspondence

5th Dec – (received by Clerk on 15th Feb) BMSDC Tree Preservation Order Copy FYI only

2nd Jan – Letter from Resident (Senior Citizens Christmas Lunch 2018)

12th Feb - Barclays Bank Mandate Change confirmation