

Offton and Willisham Parish Council

Final Minutes of the Annual Parish Council meeting held on 2nd December 2019 in Offton and Willisham Village Hall.

Present: Cllr S Warnes (Chair) Cllr A Cox
Cllr D Cattermole Cllr C Pinson-Roxburgh
Cllr A Rumsey Cllr A Bye
Cllr M Bolton Cllr I Gilson
Dst Cllr D Pratt Cty Cllr K Oakes
2 members of the public

1. Meeting administration

a) The Chair opened the meeting and explained that the Clerk was not present due to an urgent personal matter. The Chair authorised this absence. The council will arrange to take its own minutes on this occasion.

b) To consider & approve apologies for absence

None, Clerk as above.

c) To receive Declarations of interest on agenda items

Cllr Pinson-Roxburgh declared a non-pecuniary interest in item 10

2. To Approve the draft minutes of 1st October 2019 and for the Chairman to sign as a true record

a) Matters arising - none

The minutes of the previous meeting were unanimously accepted as a true record and signed by the Chair

3. Public Participation Session

To hear reports from the County Councillor, District Councillor and Comments from the Public

The County and District Councillors gave their report and answered questions from councillors and members of the public.

4. Clerk report & Correspondence can be found within the addendum

During the Clerk report it was noted that it was important for an event such as the Christmas Luncheon to carry on and appreciated all the hard work. Council also agreed to pay the administration for the Cilca course.

5. Chair Report

The Chair reported attending a planning conference held by SALC. Whilst this was interesting, nothing arose that Council are not already aware of. The Chair also attended the SALC AGM in November where the new SALC constitution was adopted.

6. To Clarify a Formal Planning Procedure

Council discussed the procedure regarding planning application with deadlines that fell outside scheduled meeting times. Members were happy with the current arrangement. The Clerk will send the details of the application to all Councillors. The Chair will email all Councillors asking if they require a meeting to be held, to discuss the planning application in question. If a Councillor requires a meeting to be held, the clerk will arrange an extraordinary meeting to facilitate Councils response. Failing this the application will receive no comment.

7. Planning

a) BMSDC Planning Appeal AP/19/00175

b) BMSDC Planning Appeal AP/19/00142

The Chair read the two planning appeals on the agenda. Council agreed no further response was needed for either.

8. Finance

a) Current Bank Balances as at 31st October 2019:-

Current Account = £6721.87

Premium Savings Account = £9410.31

Premium Savings Community Account = £1148.64

b) Income – HMRC VAT Refunded £73.33

- BMSDC remaining Precept £4541.99

- Bank Interest £4.69

- Bank interest £0.57

c) To set the 1yr Budget for 2020-21 & confirm the Precept

This was unanimously agreed and signed by the Chair after the Dog Bin was increased by £10.

d) Paid - £500 to organiser of OAP Christmas Lunch

e) Paid – Clerk Gross Pay for the Period 1st October - 31st October - £280.54

f) Paid – BMSDC Dog & Litter Bin (Including VAT) - £26.40

This payment was due to an incorrect amount being sent previously by MSDC

g) To approve payments and authorise cheques for signature (Resolution required)

• SALC Payroll - £54.00

• SALC Councillor Training - £132.00

• Reimbursement to Chair for purchase of Parish Council Chrome Book - £399

• Clerk's gross pay for the period 1st November – 30th November – £280.54

• Clerk's Mileage Expenses & Office Allowance Period ending 2nd December - £91.80

Payments to be made were proposed, seconded and unanimously agreed by a show of hands

9. To discuss update from Clerk on New & Old Bank changes

Item was deferred to the next meeting due to the absence of the Clerk

10. To confirm donation amount to the Village Hall

The subject was discussed and was agreed to be put forward as an item for the next agenda

11. Grants & Donations for this year

The Chair reminded everyone that all requests for grant and donations from local organisations needed to be applied for by the end of the financial year.

12. CFR Kit

The Chair advised that the CFR kit passed back to the Council by the gentleman stepping down, is now being housed at the Village Hall. The Chair expressed Council's thanks to the Village Hall for their help in this matter.

13. To discuss Annual & Training Staff Review

The Chair will undertake the annual staff review with the Clerk in January

14. To discuss Administration of Historical Records

A brief discussion of the administration of historical records was held

15. To discuss and agree the next meeting date, *current next meeting date is scheduled for 13th January then 17th February 2019 7:30pm*

The date of the next meeting was agreed for 3rd February 2020

16. Items for the next agenda

Addendum

Correspondence received up to 25th November 2019

Sent on 7th Oct

25th Sept – Suffolk Trading Standards Newsletter

30th Sept – PCC Drop In
 30th Sept – SALC Annual Conference 18th Nov
 1st Oct – Local Police Newsletter
 1st Oct – SCC Rest Centre Training
 1st Oct – BMSDC Planning Issues
 3rd Oct – Suffolk Trading Standards Newsletter
 7th Oct – Suffolk Police Project 2025
 7th Oct – Suffolk Minerals & Waste Local Plan 18th Nov
Sent on 15th Oct
 7th Oct – SALC Partner Funded PCSO's
 8th Oct – LCPAS Newsletter
 8th Oct – BMSDC Planning Application DC/19/04448
 9th Oct – CAB AGM Invitation
 9th Oct – Suffolk Trading Standards Newsletter
 10th Oct – BMSDC Planning Application DC/19/04449
 10th Oct – Keep Britain Tidy
 10th Oct – BMSDC Planning Information
 11th Oct – SALC AGM 26th November
 14th Oct – SALC Briefing from LGBCE Suffolk Boundary Review
Sent on 28th Oct
 17th Oct – Suffolk Trading Standards Newsletter
 18th Oct – LCPAS press Release
 18th Oct – SCC Highways Complaint Response
 22nd Oct – SPS Autumn Update
 24th Oct – Zurich Insurance Winter Update
 2th Oct – Suffolk Trading Standards Newsletter
 26th Oct – PSE News Update
Sent on 5th Nov
 30th Oct – Suffolk Trading Standards Newsletter
 1st Nov – Suffolk County Council (SCC) Footpath update
 1st Nov – SCC Winter Ready
 4th Nov – SALC AGM
 4th Nov – Tracked Planning Application Notice DC/18/05313
Sent on 7th Nov
 5th Nov – BMSDC Postal Vote Deadline 26th Nov
 5th Nov – CAS Village Hall Conference 19th Nov
 6th Nov – RSN November Newsletter
 6th Nov – BMSDC Tree of Life
Sent on 13th Nov
 7th Nov – BMSDC Fly Tipping Campaign
 7th Nov – Suffolk Trading Standards Newsletter
 8th Nov – CAS (Community Action Suffolk) Newsletter
 12th Nov – BMSDC Planning Appeal AP/19/00175
 12th Nov – BMSDC Planning Appeal AP/19/00142 (DC/18/05313)
 12th Nov – BMSDC Decision Notice DC/19/04448
 12th Nov – BMSDC Decision Notice DC/19/04449
 12th Nov – NHS East Suffolk & North Essex Region
Sent on 15th Nov
 14th Nov – Headway Suffolk Update
 14th Nov – Suffolk Trading Standards Newsletter
Sent on 22nd Nov

15th Nov – HMRC Employers Newsletter
15th Nov – Zurich Insurance Flood Information
18th Nov – Cllr D Pratt BMSDC report
19th Nov – SALC Mid Suffolk Area Forum Information 3rd Dec 7pm
20th Nov – Suffolk on Board Bus Timetable Update
21st Nov – SALC Conference Summary
21st Nov – SALC Draft Constitution
21st Nov – CAS (Community Action Suffolk) Newsletter
Sent on 25th Nov
22nd Nov – BMSDC Waste Services expected increase of 3%
22nd Nov – SCC , Met Office Weather Ready Campaign
22nd Nov – SALC news Bulletin

Clerk Report

All Clerk tasks from the last meeting have been completed as follows.

Account details for the half yearly check by Cllr A Cox have been emailed, and the accounts & bank statements have been brought to the meeting for review this evening.

The existing Bank is insisting that our Chair's signature is confirmed again, and as changed over time. I have written a complaint to Barclays to request that the mandate to remove the previous clerk once removed, is carried out and ask for definitive reasoning of how the Chair's signature can change in the space of 6 months, yet all cheques remain acceptable and have been cashed. It has also been brought to my attention, when requesting a new cheque book, that the bank sent a cheque book to the old address, prior to the registered address being changed to mine. I have prepared a letter for signature to request the cancellation of this cheque book.

I have contacted the proposed new bank, Co-Op, who have advised they can no longer provide Parish Council's with a bank account. It no longer provides a free service, this was stopped approximately 1yr ago.

I have therefore looked at other major banks in much more detail and have found only one bank, Lloyds, that advertise a Treasurers Account with dual signatures. They also provide a guaranteed switch, which enables the account with Barclays to remain connected for up to 1yr to the new bank account with Lloyds for any direct debits or credits that might occur. This is a free bank account. I have placed this a item 9 on the agenda for you all to discuss.

As I have not received an annual report from the Willisham Recorder, I have therefore written to them to chase this.

I have forwarded the £500 Cheque to the organiser of the OAP Xmas Lunch, this will be their last year as organiser and they ask if anyone would be interested in organising next years.

I have been with you all as Clerk for just over 1yr and have therefore placed an annual appraisal/training review as item 13, the Cilca course for 2019-20 will just be £100 plus VAT to SLCC for the administration change.

Following the establishment of the book library in the Offton Phone box, our Insurers have brought to my attention the need to carry out regular risk assessments to enable our insurance to remain valid. Our book library volunteer has kindly made a few safety checks in regards to H&S and I would propose that an annual risk assessment of all assets takes place each year, along with the maintenance check that took place for October's meeting. There is no change to our premium. I

would therefore like to advise that a Health and Safety policy referring to this and other H&S issues is discussed at the next meeting to ascertain if you require a publicly available written policy.

I have briefly been working on the publication policy, following the new rules surrounding websites, and will forward this to you all for the next meeting.

I have received a reply from the landowners regarding the Footpath over the ploughed field. The reinstatement should have now been carried out, and a detailed leaflet defining the Landowners responsibilities has been sent to the landowner. Other Footpath issues have also been chased with SCC Highways, and they should be updated in the next few weeks.

A General Election is upon us and I have been to visit the Noticeboards to put up material pertaining to this, I also took the liberty of putting up Christmas bin collection posters at the same time.

In respect to planning consultations received over Oct with no meeting requested, I am seeking clarification on the planning procedure that the Parish Council follows. I have placed this as item 6 on the agenda.

The precept is due to be requested by 31st January, and I have therefore placed this under item 8.c. A copy of the recommended budget and precept totalling £9067 for 2020-2021 has been forwarded to all councillors, including a small change (for BMSDC Waste collection) and preliminary Earmarked Reserves. SALC have confirmed their 3% increase.

I have a CIL form that needs to be signed and returned to BMSDC each year with details on how the Parish Councils CIL payments have been spent, if spent.

I have also been asked by the Digital Project Support Officer at BMSDC, to discuss their website on 12th December.

I am also attending the quarterly clerk networking zone tomorrow 9:30am-12 to find out about any updates and most importantly on website changes following the legislation on accessibility.

District Councillor Report

District Councillor Report Battsford and Ringshall Ward

Barking, Battsford, Great Bricett, Offton, Ringshall, Willisham

Submitted by Councillor Daniel Pratt for November 2019

New Corporate Plan

The Joint Strategic Plan (2016 – 2020) has been refreshed by the Cabinet members of both Councils. The new corporate plan includes both a vision and a mission statement and is summarised with a graphic representation. This was discussed at the October Council meeting, where the Green Group proposed an amendment to include an all-encompassing theme of environmental sustainability which should underpin all activity within the Council. This was rejected by the administration.

Environment Task Group

A cross party group of councillors from Babergh and Mid Suffolk Councils has now formed and agreed a programme of meetings to address the Climate Emergency and hopefully come up with some strategies for the Councils to adopt in due course.

Trees in the District

The Council administration voted against a proposal to increase tree cover across the district in October. To counter this, Green Group Members are considering a range of projects including a community orchard in Stowmarket and we would like to extend this idea to the parishes of the district.

Housing

Mid Suffolk are planning to deliver two completely affordable housing developments on the middle school sites in Needham Market and Stowmarket. Both developments will include homes for affordable rent, social rent and shared ownership. Over the last 4 years Mid Suffolk have built and acquired enough homes to just about keep pace with the loss of properties to the Right to Buy Scheme.

General Election – December 12

As you will be aware, a General Election has been called for Thursday 12 December. MSDC will be sending out the Notice of Parliamentary Election on Friday 8 November, with a request that copies be displayed on parish noticeboards. The issue of the Notice of Election signals a pre-election period which restricts some activities. All MSDC Council and Cabinet meetings will be cancelled, as will Overview and Scrutiny Committee meetings. Next meetings will be in January.

Free recycling talks for residents

Suffolk's Recycling Centres offer free 'Reduce, Reuse and Recycle - not a Waste of time!' sessions to interested parties to learn more about ways to reduce waste and recycling. If the Parish Council would like to arrange a session, please let one of us know. Further information is available on the Suffolk Recycling website

Email: daniel.pratt@midsuffolk.gov.uk

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