

Offton and Willisham Parish Council

Minutes of the Parish Council meeting held on 3rd September 2012
at 7.30pm in Offton and Willisham Village Hall

Present	Cllr K Earl (chairman)	Cllr N Coleman (vice chairman)
	Cllr I Gilson	Cllr M Bolton
	Cllr A Cox	Cllr C Pinson Roxburgh
	Cllr D Tingley	Cllr A Rumsey
		J Double, Clerk

Public question time:- No public in attendance

1	<p>Apologies for absence Cllr L Seddon sent apologise unable to attend, Cllr D Cattermole not in attendance</p>	
2	<p>Agree and sign minutes of previous meetings 2nd July & 6th August, as a true record – minutes agreed and signed</p>	
3	<p>Matters arising from minutes Cllr Pinson-Roxburgh reiterated his concerns in respect of the Willisham Hall planning application discussed at the meeting on 6th August which he was unable to attend. The Chairman and other Cllrs in attendance assured Cllr Pinson-Roxburgh that full discussion took place on all points raised and that the PC were constrained by the 2008 Core Strategy which the planning application complied with. Cllr Bolton advised that the draft response he had composed for the Core Strategy Review had been sent to MSDC with no amendments.</p>	
4	<p>Parish Administration</p>	
a)	<p><u>Members Declaration of Interest in respect of agenda items</u> No interests declared</p>	
b)	<p><u>Chairman's report & Representatives reports</u> No reports given</p>	
c)	<p><u>District & County Councillors report</u> See 6 f) for District Councillor report</p>	
e)	<p><u>Clerks report</u> The clerk confirmed the Core Strategy Review letter that Cllr Bolton drafted, had been delivered to MSDC. The clerk confirmed that the Wallow Lane notice board was not used by Nedging & Naughton PC. Discussion took place with regards to removing Nedging & Naughtons name from the notice board and Cllr Bolton offered to see if he could do this himself. The clerk reported on the three enquiries which had been received via the web site since the previous meeting and advised Cllrs of her holiday dates and the proposed measures to deal with enquiries in her absence.</p>	MB

5	Correspondence	
	<p><u>Gambling Act 2005 : Revision of Statement of Principles – consultation</u> The Chairman advised Cllrs of the consultation document received from MSDC, discussion took place on whether this would affect events in our villages. The clerk read out the current ‘Statement of Principles ‘ listed in the MSDC policy document and confirmed it was a revision of these principles which were being consulted on, not the whole Gambling Act. No comments were put forward for the consultation.</p> <p><u>Willisham Public Open Space – Email communication</u> An email written by resident Joan Clarke, mentioning the need for a public open space in Willisham had been forwarded to the PC by the O&W village hall secretary which had come to her via Suffolk sport. The comments in the email were noted and are on the ‘wish list’ along with other requirements to be considered within the parish plan.</p> <p><u>Affordable Housing newsletter</u> The Chairman advised Cllrs of the newsletter which provides information on what is happening in surrounding villages.</p> <p><u>Health & Safety Guidance</u> The Chairman read out an article in The Councillor publication reminding councils to review their health & safety guidelines and procedures. Following some discussion, Cllrs felt it would be prudent to check with the Church and Village Hall Committees whether they were aware of any health & safety issues that may affect them.</p>	Clerk
6	Community	
a)	<p><u>Parish Plan - Update</u> Cllr Coleman gave feedback on the parish plan exhibition held at the village hall on 14th July. 42 people attending the exhibition expressed their views on the action points to be considered within the plan. Collation of the final report is on-going and will be made available to all households once it is completed.</p>	
b)	<p><u>Jubilee Trees</u> The chairman reported that he had been in touch with Alice Martin MSDC tree officer for advice on type of tree suitable for planting in Willisham. The triangle of land at the turning to Crow Hall had been suggested as a possible planting site. Cllr Pinson-Roxburgh offered to donate a young English oak tree from his garden to be planted on the suggested site. The Chairman thanked Cllr Pinson-Roxburgh for his kind offer and advised he would look into the cost of a cage to surround the tree and for a suitable notice. Discussion took place with regards to a tree being planted in Offton – Cllr Pinson-Roxburgh advised he would check with the village hall committee to see if they would like/agree to have a tree planted on the VH site. National tree week is 24th Nov – 2nd Dec.</p>	KE CPR
d)	<p><u>To consider a First Responder Network</u> The clerk issued an information fact sheet about the first responder network. After some discussion it was agreed that a notice asking for volunteers should be placed in the Link magazine, notice boards and on</p>	Clerk

	the website as a first step to see if there was enough interest in setting this up. The clerk was waiting to hear back from the responders local community partnership manager for further information.	
e)	<u>To consider a Parish Email Network</u> As Cllr Cattermole was not at the meeting to advise on this, the item was deferred until the next meeting.	DC
f)	<u>District Councillors Report</u> District Cllr Stephen Wright arrived at the meeting at this point and was invited by the Chair to give his report. Cllr Wright advised that not a great deal had been happening over the summer months. Cllr Bolton asked about the Core Strategy Review and was advised there had not been much progress to date. Cllr Wright advised that following staffing structure changes within MSDC & Babergh DC the new planning officer for both authorities is Philip Isabel. Cllr Wright concluded his short report by advising that the Gt Blakenham Incinerator company were looking for a company to supply heat too.	
7	Parish Property	
a)	<u>Offton notice board – update</u> The Chairman thanked Cllr Pinson-Roxburgh who confirmed that the notice board had been moved to its new position.	
b)	<u>Offton phone box – cleaning rota & grade II listing</u> Cllr Seddon had emailed the clerk to confirm that the phone box had been cleaned also the planting by the phone box had been cut back and the area generally tied up. Cllr Seddon mentioned that the ‘notice’ in the phone box needed to be replaced as it was watermarked. Cllr Pinson-Roxburgh offered to produce a new notice. Cllr Bolton offered to do the next clean. Discussion took place about having the phone box listed with English heritage and it was felt this was not a good idea as it may cause complications with any works required in the future.	CPR MB
c)	<u>Willisham Bench - Maintenance</u> The Chairman advised that he and Cllr Tingley had completed the maintenance of the Willisham bench.	
8	Highways	
a)	<u>Street Sign, Castle Lane, Offton</u> The clerk reported that the Castle Lane street sign was finally in place. A Castle Lane resident had sent a thank you email to the clerk for her help and support.	
b)	<u>Road Surface, Bridge Cottage, Offton</u> The reported road surface problems had been completed except for one area, clerk to re-report this area. The railings around the channel at Bridge Cottage are due to be repaired in the next month.	clerk
c)	<u>Elmsett Lane, Offton</u> No response had been received to date from SCC, clerk to chase up again.	clerk
d)	<u>Hedgerows</u> Cllr Pinson-Roxburgh reported that he had spoken to Dr Dan Poulter about the consistent lack of maintenance on the hedgerows in the area.	CPR

	Dr Poulter asked for an email to be sent to him outlining the problems and he would investigate further.	
9	Footpaths	
a)	<u>Footpath 14 & 49</u> Issues previously reported on both footpaths had been cleared	
b)	<u>To consider proposed extinguishment of & creation of alternative Offton footpaths, nos 29, 32(part), 50(part)</u> Cllrs viewed the plans for the proposed changes to the Offton footpaths and Cllr Bolton provided some background information. The proposed changes are to extinguish 2 footpaths that did not lead anywhere and create new paths that would join up with existing footpaths. This would enhance the current footpath network used by ramblers/walkers. The proposed changes had been discussed with the footpath officer at MSDC and the Ramblers Association. Cllrs voted to support the application with no objections.	
c)	<u>P4C – Paths for communities</u> The Chairman made Cllrs aware of information received about the P4C scheme which has been set up for a 2 year period from May 2012 to March 2014,. Paths for Communities is a funding scheme set up to develop and enhance the network of Public Rights of Way (PROW) in England in order to deliver benefits to rural areas. The aim of P4C is to encourage and support local communities to work with land owners to make improvements to the network of Public Rights of Way.	
10	Planning	
a)	No planning applications received	
11	Finance	
a)	Balances at bank: Cheque £943.11 Community £4,273.62 Deposit £5,925.60	
b)	Petty cash £14.01	
c)	Approve payments and authorise cheques for signature Clerks salary £367.13 KE/NC, Materials for maintenance of Willisham bench £39.01 IG/DT	
12	Date of next meeting Confirmed as 12 th November 2012.	