

## Offton and Willisham Parish Council

Minutes of the Parish Council meeting held on 4<sup>th</sup> March 2013  
at 7.00pm 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 D Tingley
	Cllr A Rumsey	Cllr C Pinson Roxburgh
	Cllr Cattermole	J Double, Clerk

County Cllr J Truelove

Public present:- Pip Sands, James Caston, Tim Gillott, Mike Vorndran, Angie

Mike Vorndran and colleague Angie from Needham Market Community First Responders gave a demonstration and talk at the meeting, providing information on the type of callouts CFR's respond to and how the group operates and the costs involved. Councillors asked questions about the type and number of callouts and response times. The chairman thanked Mike Vorndran and Angie for attending the meeting and for the information supplied. Both CFR's agreed to stay on and retired to the committee room so that members of the public could ask questions.

<b>1</b>	<b>Apologies for absence</b> – Cllr Seddon was unable to attend the meeting.	
<b>2</b>	<b>Agree and sign minutes of previous meeting 7<sup>th</sup> January 2013 as a true record</b> – minutes agreed and signed. Cllr Bolton asked for 'matters arising' to be reinstated on the agenda which was discussed and agreed. The minutes from the January meeting were issued/received late on this occasion and it was agreed they should be received by councillors as soon as possible after a meeting.	
<b>3</b>	<b>Parish Administration</b>	
a)	<u>Members Declaration of Interest in respect of agenda items</u> No interests declared	
b)	<u>Chairman and Representatives report</u> The chairman reported on the Bosmere Chairmans meeting which he had attended. Matters covered at the meeting which is organised by County Cllr Truelove, included a report on Libraries where assurance was given that there had been no reduction in book lending since cuts were made. The PC was asked to help advertise the mobile library and home delivery service in their parishes. The chairman thanked Julia Truelove for her kind donation of £400 from her locality budget towards the cost of a new laptop and software which had now been purchased. The chairman also thanked Cllr Cattermole for offering to set up the laptop and also for helping the Willisham recorder with loading taped recordings of residents	

	<p>talking about life in Willisham, on to the website. The chair advised that there would be a Willisham litter pick on the 16<sup>th</sup> March and that himself and Cllr Coleman would be attending a meeting on litter picking at MSDC. Cllr Coleman to arrange a litter pick for Offton.</p> <p>No reports from representatives.</p>	NC KE
c)	<p><u>County and District Councillor reports</u></p> <p>Cllr Truelove went through her report and gave a brief synopsis of the headings, the report to be emailed to Cllrs. Cllr Truelove advised that grants for use by the PC may be available from Seater depending on boundary postcodes. Cllr Truelove offered to look into this further for the PC. Cllr Bolton asked if Cllr Truelove had any information on the grants he had seen mentioned, available from MSDC regarding new homes. Cllr Truelove advised there was money available for new homes but was not sure how this was distributed. District Cllr was not in attendance at this meeting.</p>	Clerk
d)	<p><u>To approve and sign changes made to Financial Risk Protocol</u></p> <p>Cllrs approved the changes made and the chairman signed and dated the document.</p>	
e)	<p><u>To review and agree 'mileage rates' for staff and councillors</u></p> <p>The clerk produced a copy of the latest mileage rates available that staff/councillors could claim. Cllrs agreed the mileage rate at 45 pence per mile which was below the recommended rate available. Any mileage claims over 45 pence per mile had to be declared to HMRC.</p>	
<b>4</b>	<b>Correspondence</b>	
a)	<p><u>Newsletters and other information to be circulated to councillors</u></p> <p>The chairman advised that various newsletters and other information would be placed in a file so that councillors could circulate this between themselves for everyone to read between meetings. This would be done on a trial basis, it was thought two files may be required to enable the information to get round to all ten councillors. Some of the information received would also be placed in the noticeboards or link magazine. Councillors were made aware of the thank you letters received from Offton PCC, Willisham PCC and the Link.</p>	Clerk
<b>5</b>	<b>Community</b>	
a)	<p><u>Parish Plan</u></p> <p>Cllr Coleman reported that the Parish Plan had been printed and was in the process of being distributed to all households. A formal handover of the plan to the parish council needs to take place and it was agreed this would be done at the PC AGM in May. Cllr Coleman advised that he would place a note in the Link. Cllr Gilson asked about taking the plan forward. Cllr Truelove advised that funding help and advice was available from SCC and any actions that need to be pursued by the PC would be done under the localism bill. A copy of the plan would be made available on the website.</p>	
b)	<p><u>Tables for Village Hall</u></p> <p>The clerk advised the cost supplied and previously agreed for tables for the village hall was incorrect. A further £68 was required to purchase the</p>	

	tables and have them delivered – making a total cost of £445.50 excluding vat – the additional cost was agreed by council.	Clerk
d)	<u>First Responder Network</u> The clerk advised that she was still waiting to hear from the east ambulance community manager about dates for a meeting with the Elmsett Responder Group. Discussion took place about possible funding and a possible door to door collection within the parishes was put forward as a suggestion.	Clerk
e)	<u>Parish Email Network, disclaimer wording</u> Cllr Cattermole had put together the disclaimer wording for the 'email network' and suggested the service name was called a 'notification service' which would have more meaning for people signing up – both wording and name was agreed.	DC
<b>6</b>	<b>Finance</b>	
a)	<u>Budget &amp; Precept update for 2013/14</u> Discussion took place on the late information received in February from MSDC/BDC after the precept request had been submitted. The late information circulated to councillors, gave 3 options to parish councils and outlined potential difficulties to town/parish councils and asked councils to confirm which option they would like to take up. Councillors agreed option 2 which gave the PC the precept amount previously requested of £7909 plus a grant of £677 making a total of £8586. Due to changes on how council tax is to be calculated in the future, option 2 offers protection to the council against loss of grant or restriction on raising the precept in future years. Councillors were annoyed at the late information as it was agreed they had worked hard in previous years to keep the precept as low as possible.	
b)	Balances at bank: Cheque £1,017.02 Community £4,274.77 Deposit £5,127	
c)	Petty cash: £18.65	
d)	Approve payments and authorise cheques for signature:- Gipping Press (parish plan printing) £499.80 CPR/AR, Scottish Power (phone box) £73.08 AC/MB,K Earl/ E Buyer (laptop & software) £606.49 DC/IG, Cllrs approved the additional costs for the laptop/software which had increased in price by £36 since prices were first obtained.	
<b>7</b>	<b>Parish Property</b>	
a)	<u>Request for grit/salt bin in Offton</u> Cllr Coleman advised he had had a request from a resident to site a salt/grit bin in the cul-de-sac at Castle Lane, Offton. After much discussion it was agreed that bins should only be sited in strategic positions and that a bin was already sited at the top of Castle Lane. Cllr Coleman to contact the resident who had requested the bin.	NC
b)	<u>Update of Wallow Lane notice board</u> Cllr Bolton reported that he had updated the notice board and confirmed that across the top of the noticeboard it now read Offton and Willisham Parish Council in painted letters.	
c)	<u>Offton phone box – cleaning rota</u> Cllr Rumsey confirmed that she had carried out the last clean of the phone	

	box. Cllr Cattermole volunteered to undertake the next clean. Cllr Bolton confirmed that he would look at the lock to see what the problem is as Cllrs had reported a problem and were unable to unlock the door.	DC MB
<b>8</b>	<b>Highways</b>	
a)	<u>Bridge Cottage Offton, channel railings repair – update</u> No update available, repair work still to be undertaken, clerk to chase up.	Clerk
b)	<u>Flooding between Willisham &amp; Barking</u> Cllr Cox advised there was still a problem with flooding on the Barking/Willisham boundary and asked the clerk to contact SCC to check on works due to be carried out by the landowner.	Clerk
c)	Cllr Pinson-Roxburgh highlighted a problem with the road surface breaking up at Maskells Lane in Offton which needs to be reported to SCC highways.	Clerk
<b>9</b>	<b>Footpaths</b>	
a)	<u>To consider any issues raised after agenda produced</u> Cllr Cattermole reported an issue with the footpath that circles Middlewood at the point where path 49 meets path 14. The path is deeply rutted and full of water and needs to have a sleeper bridge placed across it to allow access. Clerk to report.	Clerk
<b>10</b>	<b>Planning</b>	
a)	<u>To consider any planning applications received after agenda issued</u> Planning applications received Application number 0347/13 replacement of one modern style window with traditional window unit to have slimlite double glazed glass. The Old Vicarage, Offton – no comment. Application number 0168/13 change of use of agricultural buildings to B1 use. Erection of extension to unit 4. Cladding to existing steel frames. Potash Farm, Bildeston Road, Offton – comment by Cllrs to MSDC planning services advising of concerns that no indication of appropriate sanitation shown on plans.	Clerk
<b>11</b>	<b>Date of next meeting</b> Confirmed as 13 <sup>th</sup> May 2013. This meeting to be preceded by the annual meeting of the parish. All future meetings to start at the earlier time of 7.00pm was proposed and agreed.	