

Offton and Willisham Parish Council

Minutes of the Parish Council meeting held on 7th January 2013
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 D Tingley
	Cllr A Rumsey	Cllr C Pinson Roxburgh
		J Double, Clerk
	County Cllr J Truelove	District Cllr S Wright

Public present:- Pip Sands

Public question time:-

Mr Sands raised a query regarding the outstanding issue of the public footpath around Willisham Lodge. The Chairman responded see 9a.

1	<p>Apologies for absence – Cllr Seddon & Cllr Cattermole gave their apologise, unable to attend due to work commitments, apologise accepted.</p>	
2	<p>Agree and sign minutes of previous meeting 12th November 2012 as a true record – minutes agreed and signed</p>	
3	<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 and Representatives report</u> Chairman, Keith Earl reported approximately 18 people attended the tree planting ceremony to commemorate the queens diamond jubilee. Hot mulled wine and mince pies were enjoyed by those in attendance. Vice chairman, Nigel Coleman reported to councillors that the pensioners xmas lunch was a great success. The event was well attended with 60 residents being catered for. The food was excellent and the hall looked very festive and the tables were set with lovely decorations. Cllrs agreed that Janet Crickmore was to be congratulated for organising and co-ordinating the event along with her team of helpers. Council asked the clerk to write and thank Mrs Crickmore and ask if she would be willing to organise the event again in 2013. County Cllr Julia Truelove who attended the event said she had a lovely time and it was great to see so many residents come together and enjoy themselves.</p> <p>The Chairman reported that Cllr Cattermole had looked into the cost of a new laptop and software and passed the information to the clerk. The cost of the laptop and software would be approximately £570 inclusive of vat. Cllr Truelove kindly offered £400 from her locality budget towards</p>	Clerk

	<p>the cost of purchasing the laptop, with the council matching funding the difference. Cllr Truelove also suggested the purchase was made via SCC procurement service as they are usually able to get a good price and also claim back the vat. Council agreed the purchase and thanked Cllr Truelove for her assistance and generosity.</p>	
c)	<p><u>County and District Councillor reports</u> County Cllr Julia Truelove gave her report and updated Cllrs covering Concessionary Fares, Park & Ride Consultation and New Youth Travel Provision. The report also covered the signing of the Broadband contract which means that BT Openreach can now begin survey work around the county. It is expected that in 3 years around 9 out of 10 Suffolk properties will be able to connect to a faster internet connection. District Councillor Stephen Wright reported on a new village in his district from 1st April. Darmsden will be a stand alone village, previously connected to Barking, and will hold their own annual parish meeting. Cllr Wright gave a brief update on the incinerator at Great Blakenham which is slightly ahead of schedule. Cllr Bolton asked about planning – Cllr Wright advised that currently Mid Suffolk and Babergh planning departments, although working together, are running 2 different strategies. The core strategy will possibly be looked at later in the year.</p>	
d)	<p><u>Cllr Coleman – verbal report on Councillor Training Course</u> Cllr Coleman reported on the Cllr Training workshop he attended and advised that the training was very comprehensive and covered a large variety of topics. There have been a lot of changes, particularly in the last few years both in legislation and ‘best practice’.</p>	
e)	<p><u>To review Financial Risk Protocol</u> Cllrs reviewed the Financial Risk Protocol and were happy with the content. A few grammatical changes to be made by the clerk, to be signed off at the next meeting.</p>	Clerk
8	<p>Highways This item was brought forward on the agenda to enable Cllr Cox to leave early for work commitments.</p>	
a)	<p><u>Flooding between Willisham & Barking</u> Cllr Cox reported that there had been several incidents in November and December of flooding across the carriage way at the boundary between Willisham and Barking. Some residents had raised this issue with Cllr Cox and also the Clerk. The problem was reported to SCC who carried out some clearance work to the drainage system that runs under the road and into adjacent ditches. SCC have also contacted relevant landowners to request further ditch clearance work to take place to further assist with this problem.</p>	
b)	<p><u>Bridge Cottage Offton, channel railings repair – update</u> No update available, repair work still to be undertaken.</p>	
c)	<p>Elmsett Lane – Cllr Bolton advised that in mid November there had been another incident of a lorry struggling to turn into/out of Elmsett Road by Goat Cottage. The large lorry had left a large indent in the bank as it</p>	Clerk

	tried to turn. Clerk to pass details on to SCC highways.	
d)	Offton Hills – Cllr Pinson-Roxburgh reported a problem on the Bildeston Road with standing water and running water, possibly caused by a blocked drain. Clerk to report to SCC.	Clerk
4	Correspondence	
a)	<u>East Anglian Air Ambulance</u> A request for funding had been received from the East Anglian Air Ambulance. Cllrs would look at making a donation when the budget was reviewed later in the meeting.	
b)	<u>Hedgerow Survey Report</u> The Hedgerow Survey report had been received and was available for Cllrs to read.	
5	Community	
a)	<u>Parish Plan</u> Cllr Coleman reported that the Parish Plan was at the printers. He would look into the 'next stage' and advise accordingly.	
b)	<u>Link Magazine</u> Cllr Pinson-Roxburgh requested that council continued to support the Link magazine financially. Some discussion took place with an amount to be agreed when reviewing the budget later in the meeting.	
c)	<u>Tables for Village Hall</u> Cllr Pinson-Roxburgh put in a request from the village hall committee to ask the Parish Council to either purchase or provide financial help with purchasing additional tables for the village hall. 6 small tables and 4 large tables were required at a cost of £377.50 excluding vat. After some discussion Cllr Bolton proposed that the PC should purchase the tables using monies from the Community Fund. This was seconded by Cllr Cox and agreed by all. Details to be given to the clerk to action.	Clerk
d)	<u>First Responder Network</u> The Chairman and Clerk provided an update, advising that the Community Partnership Manager for the East Ambulance Trust was to set up a group meeting for the Elmsett CFR's to meet with Offton and Willisham volunteers. Cllr Gilson suggested the co-ordinator for the Needham Market responders is invited to the next parish council meeting to provide further information and give councillors an opportunity to ask questions about the set up.	Clerk
e)	<u>Parish Email Network, disclaimer wording</u> Cllr Cattermole was unable to attend the meeting, therefore this item to be carried over to the next meeting.	DC
6	Finance	
a)	<u>Review Clerks terms & conditions of employment, relating to hours worked</u> The Clerk and members of the public left the meeting. Council discussed and reviewed the clerks hours. Cllr Pinson-Roxburgh proposed the clerks hours be extended as requested, this was seconded by Cllr Bolton and agreed by all.	

b)	<u>Agree Budget & Precept for 2013/14</u> The budget estimate was presented to Council and each item was discussed and agreed. The Precept was set at £7909.00, no increase on last year. The Precept Authority was signed for submission to MSDC.	
c)	Balances at bank: Cheque £3,899.99 Community £4,274.77 Deposit £5,627	
d)	Petty cash: £18.65	
e)	Approve payments and authorise cheques for signature:- SALC £117.60 KE/MB, SALC £30 IG/AR, K Earl £250 NC/DT, S Pinson-Roxburgh £100 AR/MB, D Hill £50 KE/IG, Link £25 DT/MB, Offton PCC £650 NC/CPR, Willisham PCC £650 MB/CPR, Offton & Willisham Village Hall £200 DT/IG, J Double £190 CPR/MB, J Double £596.57 KE/AR, Community Fund AR/MB, Hudson signs £24 NC/DT, Designer metals £113.40 IG/NC	
7	Parish Property	
a)	<u>Update of Wallow Lane notice board</u> Cllr Bolton reported – work in progress	MB
b)	<u>Offton phone box – cleaning rota</u> Cllr Pinson-Roxburgh confirmed he had cleaned the phone box. Cllr Rumsey offered to undertake the next clean	AR
9	Footpaths	
a)	<u>To consider any issues raised after agenda produced</u> Cllr Earl responded to Mr Sands earlier question about the issue of the footpath at Willisham Lodge. Following planning permission being granted for a rebuild of Willisham Barns the landowners had advised that footpaths will be looked at as part of the project. Any outstanding footpath issues can also be taken into consideration at that time.	
10	Planning	
a)	<u>To consider any planning applications received after agenda issued</u> No applications received	
11	Date of next meeting Confirmed as 4 th March 2013. An earlier start time of 7.00pm was proposed and agreed. Meeting closed at 9.45pm	