

Offton and Willisham Parish Council

Minutes of the Parish Council meeting held on 12th November 2012
at 7.30pm in Offton and Willisham Village Hall

Present	Cllr K Earl (chairman) Cllr I Gilson Cllr A Cox Cllr A Rumsey Cllr C Pinson Roxburgh County Cllr Julia Truelove District Cllr Stephen Wright	Cllr N Coleman (vice chairman) Cllr M Bolton Cllr D Cattermole Cllr L Seddon J Double, Clerk
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Public present:- Pip Sands

Public question time:- No matters raised

1	Apologies for absence - Cllr D Tingley, not in attendance	
2	Agree and sign minutes of previous meetings, 3rd September & 8th October as a true record - minutes agreed and signed	
3	Parish Administration	
a)	<u>Members Declaration of Interest in respect of agenda items</u> Cllr Cox declared that if there was to be any discussion about Antlers Ridge, listed on the agenda, he would not take part as the owners are close personal friends.	
b)	<u>Chairman and Representatives report</u> The chairman reported on his attendance at a recent training course and also advised that he had attended the Beating Retreat Ceremony at Wattisham air base along with other council chairmen. There were no other representative reports.	
c)	<u>County & District Councillors reports</u> Cllr Truelove thanked everyone for their enquiries about her husband's health and also wanted to thank the community for the nice way they ask her for things and the way they say thank you. Cllr Truelove updated Cllrs on a recent flood meeting that she had attended and would keep council informed of future meetings and asked if it may be possible for a representative from the parish council to attend. The chairman advised Cllr Truelove that he felt not enough information had been provided to the public about the Police Commissioners vote and Cllr Gilson asked for an update on libraries. Cllr Truelove was pleased to advise that Needham Market's library needs were being taken on board. Cllr Wright gave his report and advised that it looked as though this area would remain unchanged following the boundary committee review. MSDC still have £3million to save, services were being reviewed. The backlog of planning applications should improve once the amalgamation	

	of MSDC planning department with Babergh's planning department has been completed. Works on the Blakenham waste incinerator are progressing.	
d)	<p><u>Clerks report</u> The Clerk reported that she had attended various meetings/events some of which are listed on the agenda. Clerk reported on the networking day attended 12th September advising the day was interesting and an opportunity for clerks to report to SALC on what was happening with them locally. A talk was given by Suffolk Police advising of a PCSO scheme where additional manpower can be purchased if required. Information was provided on the Suffolk Safe Key scheme where residents can sign up to a key scheme which holds personal key data – information published in the link/notice boards. The Clerk updated Cllrs on the current budget situation and on other activities undertaken. 4 messages received via the web site in October.</p>	
5 e)	<p><u>To consider a Parish Email Network</u> – agenda item brought forward to allow Cllr Cattermole to leave early for business purposes Cllr Cattermole advised Cllr's on work completed so far and other work required to get this up and running. It was agreed the email network was a good idea and could be used to let residents know about road closures and other items that may affect the two parishes. Cllr Cattermole agreed to provide some suggested wording for the disclaimer which will accompany each email. At this point the chairman also asked about the possibility of providing computer equipment for the clerk. Clerk and Cllr Cattermole to look at. Cllr Truelove advised she may be able to provide some financial assistance with this.</p>	DC & JD
4	Correspondence	
a)	<u>Babergh/MSDC Affordable Housing Newsletter</u> – newsletter brought to Cllrs attention, available for them to read.	
b)	<u>Suffolk Acre, stay warm community oil buying</u> – Information brought to Cllrs attention and placed in Dec/Jan Link magazine and notice boards – Suffolk Acre are looking for a volunteer to pass information on in relation to community oil buying.	Clerk
c)	<u>SALC annual report</u> – report brought to Cllrs attention, available for them to read.	
d)	<u>Suffolk Fire Service, public consultation</u> – Cllrs advised of three month public consultation of proposed merger between Suffolk & Cambridgeshire Fire Service, details placed in Dec/Jan Link magazine, notice boards and website	Clerk
5	Community	
a)	<p><u>Parish Plan – update</u> Cllr Coleman advised that the parish plan is coming together and it is hoped that this will be distributed in the new year with the results of the questionnaire and an action plan</p>	NC
b)	<p><u>Community Fund Event</u> Cllr Coleman reported that he & Cllr Tingley attended a Community Fund</p>	

	Information Roadshow on 24 th October. The event provided information on various routes where communities could apply for funding of projects that would benefit the community. The clerk also attended with the village hall secretary.	
c)	<p><u>Planting of Jubilee trees</u></p> <p>The chairman reported that a date of 8th December at 10.30am had been set to plant the Willisham Jubilee Oak tree. Permission from SCC had been given to plant the tree on the grass triangle at the turning to Crow Hall. Discussion took place as to whether an Oak tree should be planted in this position. A vote was taken with the majority voting for the oak tree, two voted against. The chairman and Cllr Cox had looked at tree guards for the Jubilee tree. It was agreed that a tree guard would be purchased for £59.50 + vat. The chairman to obtain a quote for having the tree guard powder coated, a maximum figure of £50 for this was proposed and agreed. Cllr Cox had obtained a quote of £20 + vat for a brass plaque to be inscribed and placed on the tree guard, the wording and costs were agreed. Notices advertising the planting to be placed in the Link magazine, notice boards and website, mulled wine and mince pies will be available for those attending.</p>	KE & AC Clerk
d)	<p><u>First Responder Network – update</u></p> <p>The Chairman and clerk reported - a good response had been received and 6 people had shown an interest in becoming volunteers. A meeting had been held with the local community partnership manager who had suggested it would be best for volunteers to join the existing Elmsett group due to the small size of the Offton/Willisham community. Elmsett has an established responder group however some Cllrs voiced concerns over the poor road that joined the villages that responders would need to travel on. Further information to be obtained to ensure all options looked at.</p>	Clerk
6	Parish Property	
a)	<p><u>Update of Wallow Lane notice board</u></p> <p>Cllr Bolton had looked at the notice board and advised that he could amend the painted signage at the head of the notice board – after some discussion on other options it was agreed for him to proceed</p>	MB
b)	<p><u>Offton phone box, cleaning rota</u></p> <p>Cllr Pinson-Roxburgh put himself forward to carry out the next clean</p>	CPR
7	Highways	
a)	<p><u>Elmsett Lane, Offton – update on HGV’s</u></p> <p>The Chairman updated Cllrs – SCC had advised the clerk that the situation with HGV’s would need to be monitored, they had looked at the problem site and advised it would be difficult to erect signage in the area warning drivers the road was ‘Not suitable for HGV’s’ as there was no verge to speak off. There are road signs advising of the Elmsett turning and the Clerk/Chairman suggested that maybe further signage could be added at that point if necessary. A reminder notice had been placed in the link asking residents to report any further HGV issues. Cllr Truelove advised that she could speak to SCC on our behalf.</p>	

b)	<u>Bridge Cottage Offton, channel railings repair – update</u> SCC had advised that more substantial work was required than first thought, the bank needs extensive work before the railing repair can take place. Works have been ordered.	
c)	<u>Hedgerows – update</u> Cllr Pinson-Roxburgh advised that as the usual time for hedge cutting had now passed and some hedges in the area had still not been cut back, he would email Dr Dan Poulter to ask for his help in highlighting this matter.	CPR
8	Footpaths	
a)	<u>Dog fouling, concrete road, Willisham</u> The Chairman reported there is a problem at the moment with dog fouling, particularly along the concrete road in Willisham and also along Holly Road and behind the council houses. Notice placed in link to try and encourage people to clean up after their pets.	
b)	<u>Horses, footpath Holly Road/Council Houses, Willisham</u> The Chairman reported that he has been made aware that horses are being ridden along Holly Road footpath and behind the council houses in Willisham which is a prohibited area. Notice placed in the link for residents to report future sightings to Cllrs/Clerk.	
9	Planning	
a)	<u>To consider planning applications received after agenda issued</u> No applications received	
b)	<u>2173/12 B1 commercial units, Willisham Hall</u> Chairman advised planning permission granted	
c)	<u>2844/12 New dwelling & demolition of office, Willisham Hall</u> Chairman advised planning permission granted	
d)	<u>1472/12 Antler Ridge, Willisham</u> Chairman advised planning application went to planning committee on 7 th November 2012 where planning permission was refused	
10	Finance	
a)	Balances at bank: Cheque £1966.51, Community £4274.24, Deposit £8426.17	
b)	Petty cash £11.01	
c)	Payments approved and cheques authorised for signature BPO £162.00 AR/IG, Suffolk Preservation Society £25 LS/NC, SALC £117.60 AC/KE, SALC £18 KE/NC, N Coleman £27.96 MB/CPR, J Crickmore £500 AR/MB , Petty Cash £30 KE/NC, Clerks Salary £183.56 MB/KE Note – Suffolk Acre listed on agenda, should have been Suffolk Preservation Society	
11	Date of next meeting Confirmed as 7 th January 2013	