

# Offton and Willisham Parish Council

Minutes of the Annual Parish Council meeting held on 13<sup>th</sup> May 2013  
in Offton and Willisham Village Hall.

Present	Cllr M Bolton	Cllr K Earl
	Cllr N Coleman	Cllr A Cox
	Cllr A Rumsey	Cllr I Gilson
	Cllr D Cattermole	Cllr L Seddon
	Cllr C Pinson Roxburgh	J Double (clerk)

Public present:- Mr P Sands

Public question time :- Chairman Keith Earl introduced Olga Holtom the new clerk, to councillors and welcomed her to the meeting. No matters were raised from the public.

<b>1</b>	<b><u>Election of Chairman and appoint Vice Chairman</u></b> Cllr Earl indicated that he was willing to continue as chairman for a second year. Cllr Pinson Roxburgh proposed that Cllr Earl be re-elected as chairman, the proposal was seconded by Cllr Bolton and unanimously approved. Cllr Bolton proposed that Cllr Coleman be re-elected as Vice Chairman this was seconded by Cllr Pinson Roxburgh and again unanimously agreed. Cllr Earl and Cllr Coleman signed their Acceptance of Office.	
<b>2</b>	<b><u>Chairmans welcome and to accept apologies for absence</u></b> The chairman thanked everyone for electing him for a second year. Cllr Tingley had sent his apologies	
<b>3</b>	<b><u>Sign minutes of previous meeting 4<sup>th</sup> March as a true record</u></b> Minutes were agreed and signed	
<b>4</b>	<b><u>Matters arising</u></b> Cllr Bolton referred to item 7c, he had looked at the lock on the phone box and reported this was stuck fast and possibly had had glue put into the lock. Some discussion took place whether a new lock was required. Cllr Pinson Roxburgh said he had equipment that may cut through the lock and would take a look at it. Cllr Cattermole suggested leaving the phone box unlocked. This to be placed on next agenda for further discussion	CPR
<b>5</b>	<b><u>Parish Administration</u></b>	
<b>a)</b>	<b><u>Members declarations of interest in respect to agenda items</u></b> No declarations made	
<b>b)</b>	<b><u>Appointment of representatives</u></b> Representatives were agreed and remained the same as previous years Wattisham Liaison - Cllr Mike Bolton, SALC – Cllr Lois Seddon, Transport – Cllr Alison Rumsey, Tree Warden + Village hall management committee – Cllr Colin Pinson Roxburgh, Willisham footpaths – Cllr Keith Earl, Offton footpaths – Cllr David Cattermole. Cllr Cattermole asked if he could have an up to date map for Offton. Cllr Earl said he had one that could be copied, the clerk also has one on file. Some discussion then took place about whether a footpath map could be loaded on to the website, this to be looked into further by Cllr Cattermole.	KE Clerk DC
<b>c)</b>	<b><u>Chairman and representative reports</u></b> Chairman gave his report at Annual Parish Meeting, no representative reports	

d)	<b><u>County and District Councillor reports</u></b> Reports were given at the Annual Parish Meeting	
e)	<b><u>Insurance, long term cover + review cover cost of street furniture</u></b> The clerk reported that the insurance renewal for 2013/14 had been received and had gone down by £20 on the previous year. A long term agreement for 3 years with current insurer was discussed and agreed. This did not bind the council should costs go up but was more a commitment to the insurance company for that term. The clerk suggested that the cost listed on the insurance for each item of street furniture was reviewed as these were index linked and it was probable that the replacement value of some items was lower than listed and would reduce the insurance cost further. The clerk also suggested that the information on the asset register was reviewed and improved by use of photographs and better location descriptions. This project to be discussed further at the next meeting.	
6	<b><u>Correspondence</u></b>	
a)	<b><u>Thank you letter – Village hall committee</u></b> The chairman read the letter which thanked council for the new tables	
b)	<b><u>Janet Crickmore – Senior citizens Christmas lunch</u></b> Janet confirmed that she was willing to organise the Christmas lunch again this year and noted Councillors willingness to help. The lunch is always held on the first Saturday in December which will be the 7 <sup>th</sup> .	
c)	<b><u>Willisham PCC – Use of donation</u></b> Correspondence was received advising that Willisham PCC had decided to spend money received from the parish council on some essential plastering work in the church.	
d)	<b><u>Green Space – Growth and infrastructure bill</u></b> The chairman had received an email from Glenn King of Offton about the growth and infrastructure bill and the planning policy implications of this and asked the council to investigate the legal status of the public open space within the villages. Much discussion took place and County Cllr Julia Truelove offered to investigate land status in both villages with MSDC. Maps for both villages to be sent to Julia.	Clerk KE
e) f) g)	<b><u>Under one roof newsletter, Suffolk preservation society newsletter, &amp; Managing flood risk in Suffolk newsletter</u></b> All the above to be circulated to councillors	
7	<b><u>Community</u></b>	
a)	<b><u>Parish plan, moving forward – Cllr Coleman</u></b> Cllr Coleman suggested the Parish Plan is on the agenda at each meeting for discussion. Work groups would need to be set up to take each item forward.	
b)	<b><u>Community First Responder update</u></b> The clerk advised that the 6 volunteers contact details had been forwarded on to the community partnership manager for the ambulance trust so that application forms could be sent out. Discussion took place about funding and it was thought that some funding may be available from the co-op to help with the cost of the required kit. Clerk to investigate.	Clerk
8	<b><u>Finance</u></b>	
a)	<b><u>To approve end of year accounts</u></b> The end of year accounts were presented by the clerk and after some discussion about the overall cost of the parish plan and how this has been recorded the accounts were approved and signed off by the chairman. Changes to the Bank Mandate to enable the new clerk to become a signatory were approved.	
b)	<b><u>To approve annual audit return for 2012/13</u></b>	

	The internal audit had been carried out by Nick Banks who signed the annual return confirming that everything was in order. The Accounting Statement and Annual Governance Statement which make up the Annual Audit Return were approved and signed by the chairman and clerk.	
c)	<b><u>Balances at bank</u></b> Cheque account £2,366.93, Community account £4,138.80, Deposit account £6,927.80. The clerk confirmed the precept is paid in April and September and the April payment had been received.	
d)	<b><u>Petty cash</u></b> £15.65	
e)	<b><u>To approve payments and authorise cheques for signature</u></b> All payments were approved - SALC subscription £294 MB/IG, AON annual insurance £559.29 NC/KE, Clerks pay April to May £408.85 AR/LS, Petty cash £30 DC/AC, SALC payroll service £33.60 MB/AR, AON laptop adjustment £6.07 KE/AC, MSDC emptying of bins £60 AR/IG, Clerks pay Jan-March £705.06 KE/NC, D McEarlane vacancy leaflet £10 LS/DC	
9	<b><u>Parish property</u></b>	
a)	<b><u>Offton phone box rota</u></b> Cllr Mike Bolton to undertake the next clean	MB
10	<b><u>Highways</u></b>	
a)	<b><u>Road surface Maskells Lane</u></b> The clerk had reported the poor condition of the road surface in Maskells Lane but had not heard whether work had been carried out. Cllr Pinson Roxburgh advised it looked as though the road was marked up but no work carried out as yet.	
b)	<b><u>Offton channel</u></b> After the last meeting the clerk had been asked to report extensive debris laying in the channel between the phone exchange and Bridge Cottage. The debris was from tree/hedge cuttings that had taken place along this stretch of the channel much earlier in the year. Clerk to pursue further action to get the channel cleared.	Clerk
11	<b><u>Footpaths</u></b>	
a)	<b><u>Footpath 49 &amp; 14 Middlewood</u></b> The rights of way officer had looked at the area of concern and reported that he was going to look at installing a bridge of some description. However, they do have a lot of outstanding bridge works and it may take some time before they are in a financial position to do the work. Discussion took place and it was suggested that a redundant bridge on the part of a re-routed footpath may be able to be uplifted and used at this location. Clerk to contact rights of way officer with suggestion. Cllr Cattermole reported that signage in the area of the new Offton footpaths nos 57 & 58 was very poor and confusing and asked if the clerk could check with the rights of way officer which side of the hedge the new path was to run. Cllr Bolton had found information on file about footpath maps being digitised and asked if the clerk could find out whether this had been done as nothing further had been heard.	Clerk
12	<b><u>Planning</u></b>	
a)	<b><u>To consider any planning applications received after agenda issued</u></b> No applications received	
13	<b><u>Confirm date of next meeting:</u></b> Meeting date confirmed 1 <sup>st</sup> July 2013	