

Offton and Willisham Parish Council

Minutes of the Annual Parish Council meeting held on 14th May 2012
at 9.00pm in Offton and Willisham Village Hall.

Present	Cllr M Bolton	Cllr K Earl
	Cllr N Coleman	Cllr D Tingley
	Cllr A Rumsey	Cllr I Gilson
	Cllr D Cattermole	J Double, Clerk
	Cllr C Pinson Roxburgh	

Mr P Sands was present

Public question time :- No matters were raised

1	<p><u>Election of Chairman and Vice Chairman</u> Cllr Tingley proposed that Cllr Earl be elected as chairman, the proposal was seconded by Cllr Rumsey. Cllr Earl responded to the nomination and signified his acceptance which was unanimously agreed. Cllr Pinson Roxburgh proposed that Cllr Coleman be elected as Vice Chairman this was seconded by Cllr Tingley and again unanimously agreed. Cllr Earl took the chair and both Chairman and Vice Chairman signed their Acceptance of Office.</p>	
2	<p><u>Chairmans Welcome and Apologies for Absence</u> Cllr Earl thanked Cllr Bolton for his time as chairman. Cllr Seddon sent her apologies, she had been held up at work, Cllr Cox sent his apologies, he had a hospital appointment with an overnight stay. Both apologies accepted.</p>	
3	<p><u>Sign Minutes of Previous Meeting, 5th March 2012</u> The minutes of 5th March had been circulated prior to the meeting and were approved as a true record.</p>	
4	<p><u>Matters Arising from Minutes</u> No matters were raised.</p>	
5	<p><u>Parish Administration</u></p>	
a)	<p><u>Members Declarations of Interest in respect of agenda items</u> None were made.</p>	
b)	<p><u>Appointment of Representatives</u> The following representative appointments were confirmed :- Wattisham Liaison Cllr Bolton, SALC Cllr Seddon, Transport Cllr Rumsey, Tree Warden Cllr Pinson Roxburgh, Village Hall Management Committee Cllr Pinson Roxburgh, Footpaths – Offton Cllr Cattermole and Willisham Cllr Earl.</p>	
c)	<p><u>Representatives Reports</u> None given, however Cllr Pinson Roxburgh suggested that Council should consider a First Responder and asked for this to be an agenda item for the</p>	

	next meeting.	
d)	<u>HMRC – Council to Register as an Employer</u> The Chairman asked the Clerk to update Councillors with information she had received at a recent training day. The Clerk advised new guidance had been issued in 2011 on the tax treatment of parish clerks. The new guidance stated that Parish Councils ‘must’ operate PAYE for both tax and NIC purposes. After further discussion Council agreed that the Clerk should contact HMRC to register.	Clerk
6	<u>Correspondence</u>	
a)	<u>MSDC Development Plan Document</u> Cllr Bolton took document to read	
b)	<u>MSDC Draft Policy on Licensing of Sex Establishments – consultation doc</u> The Chairman gave a summary of what the document was about and suggested Councillors take up with MSDC if they wanted to. The draft policy document would not directly affect Offton and Willisham.	
c)	<u>MSDC/BDC Under One Roof – Newsletter</u> All advised.	
7	<u>Community</u>	
a)	<u>Parish Plan</u> Cllr Coleman gave a full report on the current status of the Parish Plan at the Parish Meeting held directly prior to the Parish Council meeting. In short an Exhibition is to be held in the village hall on 14 th July 2012 where villagers can view all ideas that have been put forward and give their views as to which should be prioritised. The outcome of this will be to produce an action plan.	
b)	<u>Diamond Jubilee Celebrations and Funding</u> The funding requested by Offton and Willisham for the Jubilee Celebrations was agreed. Some discussion took place around other Jubilee activities and Cllr Pinson Roxburgh reminded everyone that the Village Hall would be open on the evening of 4 th June for villagers to watch the Jubilee Concert on the big screen. The Jubilee beacon was being provided free of charge by Cllr Pinson Roxburgh and would be lit later the same evening. The Chairman put forward a suggestion that trees could be planted within the villages as on previous Jubilee occasions, this to be an agenda item at the next meeting.	
c)	<u>Bus Timetable at Limeburners – update</u> The Chairman asked the Clerk to give an update – the Landlord/Owners of the Limeburners had kindly given verbal permission for the timetable to be fixed to the outside wall of the pub. SCC had been advised and will arrange for it to be resited.	
8	<u>Village Hall Annual Report</u> A full report was given earlier at the Parish Meeting – In short, the hall has been used for some family events and others are booked. Some evening events are planned and others being trialled while the VHMC continue to explore other regular uses. New projector, screen, satellite and sound equipment have been installed which are suitable for commercial presentations.	

9	<u>Footpaths</u> The Chairman made Councillors aware of an accident that happened in April, resulting in a broken ankle, that had happened on Footpath No1 which runs behind the council houses in Willisham. The Chairman advised one section of the path was very muddy and slippery. Much discussion took place on what, if anything, could be done and it was felt by the majority that with April being one of the wettest on record, walkers needed to take heed of the changing path conditions.	
10	<u>Parish Property</u>	
a)	<u>Offton Notice Board – update</u> The Chairman asked the Clerk to give an update – A licence has been issued by MSDC for the notice board to be erected on amenity land at St Marys Close, Offton, adjacent to the post box and litter bin. Initially it was thought that planning permission would also be required, however, following discussion with the principle planning officer he advised under Part 12 of the General Permitted Development Order this was not required. Cllr Pinson Roxburgh will move the notice board as previously offered.	CPR
b)	<u>Offton Phone Box – cleaning rota</u> Cllr Pinson Roxburgh advised the roof needed cleaning which he would do. A new notice was required for the window. Cllr Coleman offered to do the next clean.	CPR/NC
c)	<u>Wallow Lane Bus Shelter – Ownership and Insurance</u> Nedging with Naughton PC have received a licence from SCC and forwarded on to O&W PC, giving permission for the shelter to remain on what is highway land. At a previous meeting it had been agreed to take on the ownership of the bus shelter, next step is to obtain cost for Insurance.	Clerk
11	<u>Highways</u>	
a)	<u>Street signing, Castle Lane, Offton – update</u> MSDC have agreed to change/amend the street sign at no cost to the PC.	
b)	<u>Tree Hazard, School House, Offton – Update</u> Tree Hazard work completed	
c)	Cllr Pinson Roxburgh advised that a mattress had been dumped at the bottom of Offton Hills S bend and also reported concern over road surface between Bridge Cottage and the Telephone Exchange near Wells Farm – Clerk to report to MSDC & SCC.	Clerk
12	<u>Planning</u>	
a)	0609/12 Strawberry Hall, Willisham – Planning permission granted	
b)	0846/12 The Barn, Tye Lane, Willisham – Planning permission granted	
c)	1310/12 Yew Tree Cottage, Offton – Planning application supported – Plans in keeping with previously approved application, site not overlooked and design in keeping with rest of property.	
13	<u>Parish Website</u>	
a)	<u>To consider daily management and administration access to web site</u> Discussion took place about continued management of the website. Council voted in favour for Silke Pinson Roxburgh to continue to be the web master,	DC

	the Clerk would take responsibility for uploading the agendas and minutes and have access to the rest of the site when Silke not available, Diane Hill the new Willisham Recorder would be given access to the Willisham recorder page. Cllr Cattermole to organise the required permissions.	
b)	<u>To consider 'Clerks Notes' for posting on website</u> Council voted in favour of the Clerk producing a brief summary of PC meetings and posting notes on website to keep residents up to date with decisions made. It was also suggested and agreed for Clerks Notes to be published in the Link magazine.	Clerk
14	<u>Training courses for Councillors</u> Information had been circulated via email prior to the meeting. Cllrs advised to let Clerk know if they were interested in attending any of the courses run by SALC.	
15	Finance	
a)	<u>Mandate Change, confirmation of new signatories</u> All advised that Cllr Earl, Cllr Coleman and the Clerk were the new signatories for the mandate.	
b)	<u>Approval of Audit Return</u> Cllrs were advised of the Internal Auditors comments that an annual financial risk assessment should take place. It was agreed this would take place half way through the financial year. Council approved the Statement of Accounts and Annual Governance Statement which was then duly signed by Chairman and Clerk.	
c)	<u>Balances at bank</u> Cheque: £5,904.03 Community: £4,271.91 Deposit: £3221.15 Clerk advised on account balances, it was suggested and agreed that a sum of £1,000 should be held in the current account. Clerk to transfer money between accounts.	Clerk
d)	<u>To approve payments and authorise cheques for signature</u> The PC Insurance Renewal was discussed at length and it was agreed to keep the same cover as previous years. Clerk to obtain a revised quote to include damage to street furniture (not included on current quote) and bus shelter. All other cheques and payments were approved SALC – Clerks training £57.60 KE/MB, SALC – membership renewal £287 DT/NC, Suffolk Acre – membership renewal £25 CPR/AR, MSDC – Dog/Litter bin emptying £42 IG/KE, Offton Jubilee Celebration £340 DC/NC, Willisham Jubilee Celebrations £150 IG/MB, Clerks Salary £275.35 KE/NC, P Sands final salary £1450 MB/KE	
16	Date of next meeting Confirmed as 2 nd July 2012. Meeting scheduled for November to be on the 12 th November instead of the 5 th .	