

Offton and Willisham Parish Council

Minutes of the Annual Parish Council meeting held on 2nd Sept 2019
in Offton and Willisham Village Hall.

Present:	Cllr S Warnes (Chair)	Cllr A Cox
	Cllr D Cattermole	Cllr C Pinson-Roxburgh
	Cllr A Rumsey	Cllr I Gilson
	Cllr M Bolton	Cllr A Bye
	Dst Cllr D Pratt	Cty Cllr K Oakes
	Miss T Davis (Clerk)	0 members of the public

ACTION

1	<p><u>Meeting Administration</u></p> <p>a) Welcome by Chair and opening of the meeting; The Chair opened the meeting and thanked everyone for coming.</p> <p>b) Apologies for absence; None</p> <p>c) Declarations of Interest; None</p>	
2	<p>To approve the draft minutes of 29th July 2019 & for the Chair to sign as a true record;</p> <p>a) It was brought to the Clerk’s attention that item 19c did not read correctly and this was amended. Item 19d had also missed the action for all Cllrs, this too was corrected.</p> <p>Cllr A Cox also reported on the details needing to be updated on the website, this is ongoing, some details have been passed to the clerk to update.</p> <p><i>It was proposed, seconded and unanimously agreed for the Chair to then sign the minutes as a true record, following the amendments.</i></p>	
3	<p>Public Participation Session;</p> <p>To hear reports from the County Councillor, District Councillor and comments from the public</p> <p>The Chair invited Suffolk County Councillor K Oakes to speak. Cllr K Oakes gave an update on the signs that have been requested for Offton & Willisham. As of 12th August Highways advised that the request was going through booking and that placing of the signs would take place within 14 weeks once booking was completed.</p> <p>The Chair then invited District councillor D Pratt to speak, details of the Cllr D Pratt’s report can be found within the addendum, in addition, Cllr D Pratt highlighted further problems with the Bin collections since the new contractor has taken over. Parish Cllrs advised they observed the collection of green bin waste into a black bin collection vehicle. Currently the Black bin collection was back to normal on Saturday. Cllr I Gilson wanted to know what actions were going to be taken. Cllr D Pratt advised that he had been able to assist with some problems, such as gated properties, and that the District Council are updating the digital maps that they supply to the contractors to ensure no further mistakes are made. Anyone can contact Cllr D Pratt if problems are still happening.</p> <p>The Chair advised that both items 6 & 8 would be heard within this part of the meeting so both Cty Cllr K Oakes & Dst Cllr could join in the</p>	

6	<p>discussions.</p> <p>Road Closures</p> <p>The Cllrs discussed the problems that had occurred over the course of three road closures happening. It was agreed that a letter of complaint was written to Suffolk Highways pointing out that;-</p> <ol style="list-style-type: none"> 1) All 3 works were not co-ordinated and caused incorrect information to be given by signs to drivers. This was not only an inconvenience but dangerous. 2) One sign stated “Road closed find alternative route”, no other information, yet the letter advised information would be posted on the signs. 3) Was anyone in contact with Vodaphone who had one of the roads closed. 4) There was no one on site when the letter said there would be. 5) A discussion by 4/5 drivers took place at the Limeburners Junction as to what was the best route. 6) A Bus driver stopped pedestrians as they did not know where to go. 7) The Sign at Grt Bricett was too far away. 8) What is the policy to road closures? Are there penalties for closing a road or overrunning? Are the impacts of costs to the environment & Road Users taken into account? 9) How could 3 jobs at the same time involving road closures be justified? <p>Further discussion took place regarding the Health and safety of the Workmen. In conclusion, Cty Cllr K Oakes will investigate and write to Suffolk Highways to complain on behalf of Offton & Willisham Parish Council and come back with details at the next meeting. The clerk will also write.</p>	Cty Cllr K Oakes Clerk
8	<p>a) Planning</p> <p>BMSDC Joint Local Plan Consultation (Deadline 30th Sept)</p> <p>Cllr M Bolton began the discussion reporting on the disappointing presentation given by the district planning dept in early August, and the unhelpful Q&A session. Cllrs felt their comments would not be taken seriously, given the lack of response shown in this new document following the last comments that were provided a couple of years ago. Some Cllrs were unhappy with the classification of “Hamlet”, others were not. It was also queried what gave rise to the classification? Dst Cllr D Pratt offered to enquire about the thresholds which determine a Hamlet, as it was not clear from the consultation document. Overall, although the document seemed very comprehensive, it was very long and not user friendly. It was written by planners for planners. The Clerk or the Cllrs could not locate Wallow Lane on the consultation, even though Offton & Willisham had been split into 3 maps. The Clerk would report this to the Planning Dept. No problems were identified with reinstating the settlement boundaries.</p>	Clerk
4	<p>Clerk Report, emails received up to 27th August are in the addendum</p> <p>The Clerk briefly reported that a new website was being made by the IT</p>	

	<p>providers, this was qualified by Cllr D Cattermole, that the background information is being updated to ensure residents phones and newer models of laptop etc will be able to view the pages securely with no problems. The Clerk then suggested that the content on the website could be an agenda item for the next meeting to ascertain what the Parish Council want kept on the website.</p>	
5	<p>Chair Report The Chair advised that there were again further problems with the bank. A discussion took place in regards to the possibility of changing banks, the type of accounts that were available nearby, if a bank normally had to be visited during the year by the Clerk and internet banking. It was agreed that the Clerk should contact SALC to see if they recommend a bank or society that facilitate Parish Councils and that this should be an agenda item for the next meeting.</p>	Clerk
7	<p>To Discuss having a Library Phone Box Both Cllr C Pinson-Roxburgh and a local resident would like to create and run a book swap within the Offton Phone Box. A local resident is prepared to put up shelves, stock it and keep it clean and tidy. Cllr M Bolton recollected the historical stance of the Parish Council on this idea and that previously the idea had been declined based on the possibility of things such as vandalism to what is a historical phone box. Cllr C Pinson-Roxburgh thought the idea of a book swap of benefit to the residents of the village, of any age, and had seen other village's successfully convert the public phone box into a thriving book swap. Following further discussion, <i>It was Proposed, Seconded and carried by 7 For and 1 Against that permission for a 12 month Trial run is given.</i></p>	Cllr C Pinson- Roxburgh
9	<p>Finance</p> <p>a) Current Bank Balances as at 31st July 2019:- Community Account = £3,360.90 Business Premium Account = £1,148.07 Premium Savings Account = £9,405.62</p> <p>b) Income – None</p> <p>c) 1st Quarter Review Conclusions Cllr A Cox advised this had been concluded and figures were correct</p> <p>d) 3-5yr Budget / Asset review The Parish Council went through all of the current budgeted figures for this year and made amendments accordingly for the next three years. Final predicted figures will be provided once the Asset review had been made and potential saving reserves set. Completion of this item to be carried over to the next meeting. Current figures are in the Addendum.</p> <p>e) To review and approve upper limit budget for aging Parish Council IT equipment – The Clerk provided a brief outline of what a Currys advisor had provided in the form of costs for Laptops and encrypted hard drives. It was decided that Cllr D Cattermole would look into this in further detail and that a Chrome Book could be the way forward. This was therefore deferred until to the next meeting</p> <p>f) 2018-19 VAT reclaim £73.33</p> <p>g) To confirm payment to BMSDC for Parish Election Charges of £110.78</p>	Clerk Cllr D Cattermole Clerk Clerk

h)	<p>made on 29/07/19</p> <p>To approve payments and authorise cheques for signature (Resolution required)</p> <ul style="list-style-type: none"> • Clerk's gross pay for the period 1st August - 31st August – £280.54 • Clerk's Mileage Expenses for Period ending 31st August - £64.50 • <p><i>It was Proposed, Seconded and unanimously agreed to authorise payments and cheques for signature.</i></p>	Clerk
10	<p>Items for the next agenda</p> <p>Asset Review & Reserve Setting I.T. Equipment Bank Website</p>	
11	<p>The Next Parish Council Meeting will be 21st October 2019 at 7:30pm</p>	
	<p>Meeting Closed at 9:50pm</p>	

Addendum

1. District Councillor Report Battsford and Ringshall Ward Barking, Battsford, Great Bricett, Offton, Ringshall, Willisham

Submitted by Councillor Daniel Pratt for September 2019

Draft Joint Local Plan

The Draft Joint Local Plan consultation period ends at 4.00 pm on 30th September. A further programme of public consultation events have now been arranged. Local ones include Needham Market Community Centre on 12th September 3.30 - 6.30 pm and The Mix in Stowmarket 19th September 12.30 - 4.30 pm. More details about the Joint Local Plan can be found on the MSDC website. Paper copies of the draft document are available at all the local Libraries.

Community Infrastructure Levy

The Government has abolished the CIL 123 list regulation and replaced it with new CIL regulations which come into force from 1st September. MSDC is adopting a new position statement to comply with the new regulations, but there is practically no difference from the 123 list. There were only 2 valid bids received for CIL funding in the May 2019 bid round, and both of these bids are to be endorsed by Cabinet this week.

Performance monitoring

The Quarter 1 performance report has been published as part of the Cabinet papers. Planning applications determined within deadlines has improved. One of the major areas of concern is the BMBS performance where there are several overdue jobs which the team are working hard to complete which affect the % of jobs completed in the agreed timescale. Performance management is taking place to enhance service delivery.

Waste collection

It has become apparent that there were more issues with the new Waste Collection rounds which were introduced in July. Hopefully things will settle down again now, once the crews have found all the

properties they need to collect from. If there are any further cases of missed bins, please get in touch with us. Information about what to put in your recycling bin can be found on the MSDC website here: <https://www.midsuffolk.gov.uk/assets/Waste-Services-Bins/Documents/guide-to-recycling-2019.pdf>

Active schools

A new Active Schools programme has been launched at two schools in Babergh and Mid Suffolk, aiming to increase physical activity in primary schools and combat rising childhood obesity.

Locality budget

I have received some bids for locality funding. Please could any group wishing to apply for funding get in touch. The application deadline is December, but it would be helpful if we received all bids by the beginning of November.

Email: Daniel.Pratt@midsuffolk.gov.uk

Telephone: 01473 658398

2. Item 9.d) Figures So Far

2018/19		2019/20		2020/21	2021/22	2022/23	Comments
Budget	Actual	Budget	So far	Budget	Budget	Budget	
		£	£				
550.00	257.60	300.00	257.60	300.00	300.00	300.00	
0.00	0.00	120.00	0.00	120.00	120.00	120.00	No invoice yet from Auditor
3190.00	4033.78	3375.00	1122.16	4200.00	4280.00	4450.00	
200.00	537.70	200.00	72.00	216.00	216.00	216.00	HMRC monthly Office cost of £18
		200.00	227.40	500.00	500.00	500.00	New as Clerk out of Parish
100.00	49.99	200.00	49.96	100.00	100.00	100.00	stationary/printer cartridges/postage/present to internal auditor
250.00	250.00	250.00	18.80	250.00	250.00	250.00	Mileage and costs incurred, eg: Litter Pick Refreshments
200.00	118.00	300.00	0.00	200.00	200.00	200.00	For new Cllrs
40.00	103.50	45.00	0.00				to be confirmed by SALC
346.00	319.18	350.00	320.47	336.00	353.00	371.00	5% increase confirmed by SALC
30.00	30.00	50.00	0.00	30.00	30.00	30.00	To find out if membership?
0.00	0.00	100.00	0.00				to be confirmed whether we need this budget
160.00	130.00	180.00	156.00	180.00	180.00	180.00	
125.00	125.00	150.00	0.00	150.00	150.00	150.00	£100 for Offton recorder and £50 for Willisham recorder
50.00	50.00	75.00	0.00	100.00	100.00	100.00	For placing the minutes in each addition needed & supporting local commun
500.00	410.44	500.00	0.00	750.00	750.00	750.00	Annual Grant/Donation
700.00	700.00	650.00	0.00	750.00	750.00	750.00	Annual Grant/Donation
700.00	700.00	650.00	0.00	750.00	750.00	750.00	Annual Grant/Donation
700.00	700.00	650.00	0.00	750.00	750.00	750.00	Annual Grant/Donation
0.00	0.00	0.00	0.00				Saving for community Project
		704.00	110.78				Does not currently hold a reserve for Election Costs
480.00	185.00	35.00	35.00	35.00	35.00	35.00	
99.00	0.00	0.00	0.00				Assets to review, no current formal reserves for this
100.00	0.00	0.00	0.00				
	183.50	0.00	0				
8321.00	8883.69	9084.00		9717.00	9814.00	10002.00	

3. Correspondence for the period up to 27th August 2019

Sent on 7th August

23rd July – BMSDC Decision Notice DC/19/02695

24th July – SALC Bulletin

24th July – SALC – SCC Better Broadband Information

25th July – BMSDC Decision Notice DC/19/03036

25th July – Suffolk Trading Standards (STS) Newsletter

31st July – Rural Service network Conference 2019

31st July – BMSDC Planning Appeal AP/19/00136

31st July – SALC – Governance & Constitution Consultation

05th Aug – TWM Traffic Controls
05th Aug – SCC Highways Road Closures 26th-30th Aug 7am-4pm (Willisham Rd, Barking & Main Rd)
05th Aug – SCC Highways Road Closures 19th-23rd Aug 7am-4:30pm (Ipswich Rd, Offton & Willisham)
Sent on 9th August
6th Aug – BMSDC Joint Local Plan Forum
7th Aug – SALC Draft ICO Data Sharing Code of Practice
7th Aug – SALC Midsuffolk Area Forum
7th Aug – STS Newsletter
7th Aug – Richard Jackson Ltd Ad
8th Aug – Zurich Insurance, Risk Management
8th Aug – SALC Project Management Course
Sent on 27th August
12th Aug – BMSDC Joint Local Plan (JLP) Update
13th Aug – BMSDC JLP Stradbroke Map
14th Aug – SALC Bulletin
14th Aug – STS Newsletter
14th Aug – HMRC Newsletter
15th Aug – Suffolk Preservation Society re: JLP
15th Aug – ICO Article
16th Aug – BMSDC JLP Slides
16th Aug – BMSDC Town & Parish Survey Information
20th Aug – BMSDC Decision Notice DC/19/02548
21st Aug – STS Newsletter
21st Aug – LCPAS Update
22nd Aug – SALC Training Available
22nd Aug – SALC Training Available
23rd Aug – BMSDC Grant Offer Letter – Offton & Willisham VH
23rd Aug – SALC Courses
23rd Aug – SALC Mid Suffolk Area Forum 5th Sept 7pm
23rd Aug – BMSDC – Extended Leadership Team Structure Chart
27th Aug – SCC Highways Grit Bin mapping & refill request