

Offton and Willisham Parish Council

Clerk to the Council: Miss T Davis
69 Gardeners Rd
Debenahm
STOWMARKET
IP14 6RX
Tel: 07719 208444

1st Dec 2021

I hereby give notice that the meeting of Offton & Willisham Parish Council will be held at the Offton and Willisham Village Hall on Monday 6th December 2021 commencing at 7.00pm. The Press and the Public are invited to attend, Councillors are summoned to attend. Please follow Co-vid safe guidance during the meeting, eg: hand sanitiser & social distancing. It is recommended you wear a mask.

This meeting is held in the public eye for members of the public to come to sit and listen, this Agenda is so you will know what will be discussed. Some items on the agenda might be of a data sensitive nature, if this is the case the Chairman will advise this during the meeting and the public would be asked to leave for that part of the meeting.

The Parish Council, members of the public and the press may record, film, photograph or broadcast this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and wishes to record, film, and photograph or broadcast the meeting should advise the Parish Clerk.



Public questions during a meeting: Questions can be forwarded to the Clerk prior to the meeting via email or stated during the public participation session. Members of the public may not take part in the Parish Council meeting itself, unless with the permission of the Chairman to do so.

AGENDA

- 1. Meeting administration**
 - a) Welcome by Chair and opening of the meeting
 - b) To consider & approve apologies for absence
 - c) To receive Declarations of interest on agenda items
- 2. To Approve the draft minutes of the meeting of 4th Oct 2021 and for the Chairman to sign as a true record**
 - a) Matters arising from 4th Oct minutes
- 3. Public Participation Session** (To hear reports from the County Councillor, District Councillor and Comments from the Public)
- 4. Chair Report**
- 5. Clerk Report, with details of emails and correspondence up to the period 29th Nov 2021**
- 6. To discuss Co-opting a new Councillor**
- 7. Planning Consultations**
 - i) SCC Lorry Route Map Review (closes 17th Dec)
 - ii) BMSDC Land Housing Supply (LHS) closes 17th Dec
 - iii) BMSDC Planning Application DC/21/05774 - Conversion of existing outbuilding to 1 house Land adjacent to Chalk Pit Cottages, Offton
- 8. To discuss the draft Parish Plan Cost Outline and progress of**
- 9. To discuss feedback from the Climate Change Working Party**
- 10. Resident Communication - To discuss contents of correspondence and resolve if needed**
 - i) Problems with the Contact Us section of website
 - ii) Suggestion for improving the contact us option

iii) Social Media re: July meeting minutes

iv) Offton Green Proposal Plans

11. Finance

- a) **Current Bank Balances as at 29th October 2021:-**
 - Community Account = £8,987.33**
 - Premium Account = £0.34**
 - Premium Savings Account = £9,004.18**
- b) **Income Received:-**
 - Bank Interest - £0.22**
 - Final Precept Payment - £4,619.50**
- c) **To advise Payments made following 4th Oct up to 30th Nov 2021 -**
 - Clerk Wages for October - £352.95**
 - SALC Payroll - £54.00**
 - Parish Council Phone (S Warnes) - £99.00**
 - Village Hall Grant for 50% of Air Conditioner - £101.97**
 - Royal British Legion Remembrance Wreaths (S Warnes) - £34.50**
 - Clerk Wages for November - £352.95**
- d) **To approve payments and authorise cheques for signature (Resolution required)**
 - Glasdon Uk Limited (Litter and Dog bins) - £623.25**
 - Clerk's Mileage Expenses & Office allowance - £107.55**
 - Remaining Chairman Allowance - £230.85**
 - The Link donation - £100.00**
 - Offton Village Recorder - £75.00**
- e) **Report from Cllr Cox on 2nd Quarter accounts**
- f) **To discuss and approve the 1yr Budget for 2022-2023**
- g) **To discuss and approve the Precept for 2022-2023**

12. Closed Meeting - Clerk Holiday & Annual Review Date

13. Next meeting 7th February 2021 at 7pm at the Offton and Willisham Village Hall