

## **Offton and Willisham Parish Council**

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

28<sup>th</sup> Sept 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 4<sup>th</sup> October 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 EGM of 6<sup>th</sup> Sept 2021 and for the Chairman to sign as a true record**

- a) Matters arising from 6<sup>th</sup> Sept 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 28th Sept 2021**

#### **6. To discuss Co-opting a new Councillor**

#### **7. To Discuss and Confirm Parish Council plan in response to the BMSDC Half Mow proposal (plans will be at the meeting to view)**

#### **8. To discuss Speedwatch Update following July's meeting**

#### **9. To discuss & declare a climate and nature state of emergency for Offton & Willisham**

#### **10. To discuss & decide on the Village Hall request to contribute 50% of the £303.94 Air Conditioner cost**

#### **11. Resident Request: Can something be done about green waste Fly Tipping in The Channel**

#### **12. Resident Request: Can something be done about the increasing Dog Mess**

#### **13. Two Resident Requests: To discuss the request to reduce the speed limit and or speeding on Bildeston Road, Holly Road and other roads in the Parish**

14. Resident Request: To discuss the potential offer of land to plant four acres of trees and the Queens Canopy Campaign which launched in May 2021
15. To discuss and approve the purchase of two wreaths for Offton & Willisham Churches for Remembrance, suggested donation of £25 for each wreath to the Royal British Legion
16. To discuss and decide on future Litter Picks and a Litter Pick Organiser
17. To discuss and decide on purchasing a Parish Council mobile phone
18. Policy Review - to review and readopt the following:-
  - a. NALC Standing Orders 2020
  - b. Financial Protocol
  - c. Risk Assessment & Management Policy
  - d. Internal Control Statement
  - e. 2019 Cookies Policy
  - f. 2019 Privacy Notice
  - g. Data Retention Policy
  - h. ICO Model Publication Scheme
  - i. Information Policy & Fees Schedule
  - j. Website Accessibility Statement
  - k. Grants & Donations Policy
  - l. Equality & Diversity Policy
  - m. Transparency Code for Smaller Authorities
  - n. Suffolk County Council Code of Conduct
19. Planning
  - i) Resident Requests and carried from EGM - To Discuss and Decide on a Housing Needs Survey
  - ii) Red Lion Inn Appeal Notice AP/21/00039 Listed Building Consent
  - iii) Red Lion Inn Appeal Notice AP/21/00040 Change of Use
  - iv) To discuss and decide on a Parish Survey/Plan
20. Finance
  - a) Current Bank Balances as at 31<sup>st</sup> August 2021:-
    - Community Account = £6,838.31
    - Premium Account = £0.34
    - Premium Savings Account = £9,003.96
  - b) To advise Payments made up to 30th Sept 2021 -
    - Clerk Wages for July - £352.95
    - Clerk Wages for August - £352.95
    - Community Heartbeat (defibrillator Cabinet £450 b4 VAT) - £570.00
    - Bannister & Day (fitting new cabinet) - £48.00
    - Clerk Wages for September - £352.95
  - c) To approve payments and authorise cheques for signature (Resolution required)
    - Village Hall Open Day - £411.54
    - Clerk's Mileage Expenses & Office allowance - £108.10
    - S Warnes (Stamps) - £19.49
  - e) Report from Cllr Cox on 1st Quarter accounts
  - f) To discuss and approve the 3yr Forecast
  - g) To discuss and agree the purchase of a Waste Bin (quotes given to councillors)
  - h) To discuss and agree the purchase of a Dog Waste Bin (quotes given to councillors)
21. Next meeting 6th December 2021 at 7pm at the Offton and Willisham Village Hall