

Offton and Willisham Parish Council

Minutes of the Parish Council meeting held on 25th April 2019
in Offton and Willisham Village Hall.

Present	Cllr S Warnes (Chair) Cllr A Cox Cllr M Ratcliffe Cllr A Rumsey Miss T Davis (Clerk) 1 member of the public attended	Cllr K Earl Cllr C Pinson-Roxburgh Cllr I Gilson Cty Cllr K Oakes Dst Cllr A Killett
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ACTION

1	<p><u>Meeting Administration</u></p> <p>a) Chair's Welcome; The chair opened the meeting and thanked everyone for coming.</p> <p>Apologies for absence; Apologies were sent by Cllr D Cattermole, Cllr M Bolton.</p> <p>b) Declarations of Interest;</p> <p>c) None</p>	
	<p><u>PUBLIC PARTICIPATION – To hear reports from County Councillor, District Councillor, Questions & Comments from the Public.</u></p> <p>The County (CTY) Cllr (Councillor) K Oakes gave a report and fed back to the PC (Parish Council) that a Warning of Junction Sign was not mandatory and would not be funded by Highways. The Cty Cllr went on to offer to fund the purchase of the sign with funds from the locality grant and asked this be decided on at the next PC meeting.</p> <p>A resident also spoke at the meeting to raise concerns on the large development, DC/18/05313. The Resident was concerned about three main things, a) the Environment Agencies report on the Bridge, b) the current Sewage system being accepted by Anglian Water and c) the increased traffic of heavy load vehicles /tankers which would result from this. A discussion took place between the resident, P C Cllrs and both District (Dst) and Cty Cllrs regarding this development. It was reconfirmed that the application had not yet gone to committee and that the Parish Council will be advising the committee within their 2 minutes of time allowed with emphasis on the environmental issues it brings. The Dst Cllr then wished to thank everyone for all their help and support and wishing the best for the future as the Dst Cllr would be stepping down. The Chair and Cllrs also thanked the Dst Cllr.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Chair</p>
2	<p><u>Sign minutes of previous meeting of 28th March 2019 as a true record</u></p> <p>The Minutes were approved unanimously and the Chair signed the minutes as a true record.</p> <p>a) No matters arose.</p>	
3	<p><u>Emails & Correspondence received up to 17th April 2019</u></p> <p>No items were discussed the Clerk had given a report as below:-</p> <p><u>Accounts</u> - I have visited SALC since our last meeting and have confirmed details of placing a balancing item in the accounts of £15.51, which you will hopefully have seen. SALC agreed this is probably down to missing receipts in petty cash during the difficult time with the last Clerk.</p>	

	<p><u>Footpaths</u> Letters have been sent regarding the Waymarkers and signposts. Hitchcock Farms have confirmed the Waymarker has been put back up.</p> <p><u>Annual Parish Meeting</u> - Stowmarket school have been contacted for an annual report.</p> <p><u>Planning</u> - The Parishes Planning comments were reported to BMSDC.</p> <p><u>Donations</u>- Letters enclosing the donations requested for the village hall playground, Grass cutting and Compostable toilet have been sent and thank you letters have been received from each.</p> <p><u>Audit</u> - I have listed as an agenda item the internal audit, as I would like the Parish Council to formally confirm the Internal Auditors for the financial year ending 31st March 2019. I note from the AGAR form that Nicholas Banks carried out the audit for 2017-18, if you would like to use the same person does anyone have contact details or an address, or are the parish council happy to use Heelis & Co, where I will be taking my other Parish Council's accounts to for audit. This will save on travel/delivery costs.</p> <p><u>GDPR</u> - I have emailed to all example documentation to aid compliance with the new Data Protection regulations and have also listed this as an item to discuss and let me know what you would like to do and we don't have to do them all at once.</p> <p>All other correspondence has also been forwarded. I understand there has been some further difficulties with the new emails, I'm not sure if David could liaise with the people effected? I know that I am getting emails from the Chair from two different email addresses.</p> <p><u>Bank</u> The bank had been in touch to say they are sending out a new bank card to the person who was Clerk back in May. I have been in touch with them to ask why and they have informed me that this person is still on the bank mandate as an authorised person. They also advised that I am also an authorised person which includes being able to sign the cheques. I have advised them this is not what the Parish Council asked for. They have sent me a new mandate form to complete to remove the previous, previous Clerk details which needs to be signed. I recommend contacting the branch manager in Stowmarket to assist the Parish Council in this instance to act as our go between with the business and mandate team to ratify the outstanding loose ends on this task.</p>	
4	<p><u>To Confirm the Internal Auditor & Approve End of Year Accounts</u></p> <p>The End of year accounts had been forwarded to all Cllrs and agreed following details above in the Clerk report. The internal Auditor was also discussed.</p> <p><i>It was Proposed by Cllr K Earl, Seconded by Cllr I Gilson and unanimously agreed for the Chair to sign the accounts and to use the Auditor from last year, or if they could not be contacted, to use Heelis & Co.</i></p>	Clerk
5	<p><u>Grass cutting at North Acres</u></p> <p>The volunteer who cuts the public grass at North Acres was discontinuing. A discussion took place on whether to ask for another volunteer or whether it should be paid for. Highlighted in this discussion was that Highways cut this grass, but not often enough. That another volunteer also cuts grass in a different part of the parish. It was agreed</p>	

	that the Chair would make more enquiries and the clerk to place a mention in the Link Magazine.	Chair Clerk
6	<p><u>Chair, Councillor & Representative Reports</u></p> <p>a) Chair Report The Chair advised that a successful Litter Pick took place in Willisham and thanked Cllr K Earl for all his efforts.</p> <p>b) Footpaths – Cllr K Earl Cllr K Earl confirmed that all matters from the last meeting had been reported to Highways or Landowners. The matter of funds for a new footpath from the Church was still ongoing. The Clerk suggested that a request for a new Footpath Warden/Officer is placed in the Link, this was agreed.</p>	Clerk
7	<p><u>To Discuss / Approve Examples of Data Protection Documentation & Policy</u></p> <p>a)b)d)e)f)g)h)&i) It was brought to the Clerks attention that some documents, or in some cases all documents, sent regarding the Data Protection / GDPR could not be opened by Cllrs. It was suggested by the Chair that this item was relooked at again at a meeting in the future, and the example documents sent in PDF, which was compatible for all Cllrs.</p> <p>c) Item 7 c) on the agenda, the Data Protection Email Disclaimer was accepted though, as they had all read this before. <i>It was Proposed by Cll S Warnes, Seconded by Cllr C Pinson-Roxburgh and unanimously agreed to adopt the Email Disclaimer.</i></p>	Clerk
7	<p><u>Finance</u></p> <p>a) Current Bank Balances as at 31st March 2019:- Community Account = £2519.98 Premium Account = £1,147.50 Premium Savings Account = £9400.93</p> <p>b) Income - None</p> <p>c) To approve payments and authorise cheques for signature (Resolution required) Clerk's gross pay for the period (including new pay award) 1st April - 30th Feb – £280.54 Clerk's Mileage & Postal Expenses for Period ending 30th April- £56.73 Clerk Allowance For April - £18.00 Chairman Allowance for Litter Pick - £18.80 SALC Subscription Fees (Including NALC) - £320.07 <i>It was Proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr I Gilson and unanimously agreed to authorise payments and cheques for signature.</i></p>	Clerk
8	<p><u>Meeting Date</u></p> <p>The Chair took this opportunity to discuss the dates for the Annual Parish Council meeting and the Annual Village meeting, it was agreed by all to move the Annual Parish Council Meeting to the same day as the Annual Village Meeting, 21st May 2019. The Start time of the PC meeting would be 7pm, the AVM would follow.</p> <p>The Cllrs also discussed the proposed meeting days and dates for the coming year. Meeting dates were agreed, along with provisional dates for the Annual Parish Council Meeting and Annual Village Meetings in</p>	

	<p>May 2020. They are: Tuesday 21st May 2019 Annual Parish Council Meeting & APM Monday 24th June Monday 29th July 2019 Monday 2nd September 2019 Monday 21st October 2019 Monday 2nd December 2019 Monday 1st January 2020 Monday 17th February 2020 Monday 6th April 2020 Thursday 21st May 2020 Annual Parish Council meeting (Provisional) Thursday 28th May 2020 Annual Meeting of the Parish (Provisional)</p> <p>The Next Annual Parish Council Meeting 21st May 2019 The Chair thanked Cllr K Earl for his contribution to the Parish Council over the last 30yrs as Councillor, Chair and as the new chair's mentor. All councillors were in agreement of this.</p>	Clerk
	<p><u>Matters for the next meeting</u> Phone Box Schedule 3 Vacancies on the Parish Council</p>	

Addendum

1. Correspondence for the period up to 17th April 2019

Sent on 4th April

- 22nd March – BMSDC Decision Notice DC/19/00227
- 26th March – Rural Services Bulletin
- 27th March – BMSDC Councillor Update
- 27th March – BMSDC Joint Area Parking Plan
- 28th March – STS Newsletter
- 1st Apr – Public Sector Executive Online
- 2nd Apr – Calor Rural Comm Fund Reminder
- 2nd Apr – Rural Services Bulletin
- 3rd Apr – Rural Services Network
- 3rd Apr- Suffolk Trading Standards Newsletter (STS)
- 3rd Apr - New SALC website & passwords
- 4th Apr – BMSDC Uncontested Election Confirmed
- 4th Apr – BMSDC CIL Payment Advice

Sent on 11th April

- 5th Apr – SALC update
- 6th Apr – Stowmarket Police Newsletter
- 8th Apr – LCPAS update
- 8th Apr – BMSDC Planning Decision Notice DC/18/05464
- 8th Apr – Rural Services Bulletin
- 9th Apr – STS Newsletter
- 11th Apr – Calor Rural Community Fund reminder

Sent on 17th April

- 12th Apr – BMSDC Election Update (standing down date 7th May)
- 12th Apr – BMSDC April CIL Update
- 12th Apr – BMSDC remittance notice for Precept & CIL
- 13th Apr – Thank you from Offton Church Warden
- 16th Apr – Rural Services bulletin
- 17th Apr – Proposed Future Meeting Dates
- 17th Apr – 9 Data Protection Example Documents