

# Offton and Willisham Parish Council

Minutes of the Parish Council meeting held on 3rd February 2020  
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 A Bye
	Cllr I Gillson	
	Cnty Cllr K Oakes	Dst Cllr D Pratt
	5 members of the public	Clerk T Davis

## ACTION

<b>1</b>	<p><b><u>Meeting Administration</u></b></p> <p><b>a) Welcome by Chair and opening of the meeting;</b> The Chair opened the meeting and thanked everyone for coming.</p> <p><b>b) Apologies for absence;</b> The chair confirmed Cllr M Bolton had sent his apologies, which were accepted</p> <p><b>c) Declarations of Interest;</b> Cllr C Pinson-Roxburgh declared a non-pecuniary interest in item 6 and a pecuniary interest in item 9.g. Cllr A Bye declared a pecuniary interest in item 8.a.</p> <p><b>d) To Co-Opt Councillors</b> The Chair advised that this would be a good time to place this item on hold and go to item 3, Public Participation.</p>	
<b>3</b>	<p><b>Public Participation Session;</b> <b>To hear reports from the County Councillor, District Councillor and comments from the public</b></p> <p>The Chair invited the residents to speak in turn.</p> <p><b>i.</b> Three Residents looking to be Co-Opted introduced themselves and explained why they wanted to become a Councillor. The Chair advised that only two vacancies were available, one for Offton and one for Willisham.</p> <p><b>ii.</b> One resident had come to the meeting to ask about the planning appeal of the large development, due to be held at the Offton &amp; Willisham Village Hall on 18th March at 10am. They asked if the date of the appeal could be more widely advertised, such as a notice in The Link. Councillors agreed this would be a good idea.</p> <p><b>iii.</b> County Cllr K Oakes spoke briefly on problems and queries with Highway Issues, Cllr Oakes stressed the importance of coming directly to the Cllr with this issue, it is something that can be dealt with by Cllr K Oakes on a residents behalf. A further report can be found in the addendum.</p> <p><b>iv.</b> A resident, also one of the Co-Optees to be a councillor, spoke about a pre-planning application and had brought plans for the Councillors to view. The Chair confirmed that no plans had been forwarded from the District Council, it was not usual practice for the District Council planning Dept to forward plans until an actual planning application had been made. It was suggested that this could be an agenda item for the next meeting. The resident also advised that they were in progress of organising planting of a wood behind Limeburners Public House.</p> <p><b>v.</b> District Councillor D Pratt also spoke about the planning appeal for the large development, AP/19/00149. That the Locality Budget deadline had</p>	

<p>1</p>	<p>now passed. Ringshall Village Hall are also planting a small orchard of 15 fruit trees behind the Village Hall, which had been funded by part of the DCllr's Locality Budget and advised that the Cllr held some information on bodies to contact for information on native and integral trees for the area. It was also confirmed that the council had decided not to support the Ipswich Northern Route. A report can also be found within the addendum.</p> <p>vi. A resident advised their attendance as a representative for the Offton &amp; Willisham Village Hall in respect of the grant application under item 6 should the Council have any questions.</p> <p>The Chair then called for item 1.d to be returned to.</p> <p>d. The Chair requested a show of hands for the Offton candidate and Mr A Chaplin was elected as the new councillor for Offton and asked to sit at Council. Forms, including the Declaration of Office were completed. As two residents wished to stand for Willisham, the Chair requested under Standing Order 3.d that members of the public were asked to take leave whilst consideration and a vote took place for the co-opting of the Willisham Cllr. The Council agreed to this and the public left the room. Council discussed the two residents and the Chair then asked for a show of hands for each co-optee. Mr N Bunton was elected as the new councillor for Willisham with a clear majority. Members of the public were asked to return to the meeting, the decision conveyed and Mr Bunton asked to sit at council. Forms, including the Declaration of Office were completed.</p>	
<p>2</p>	<p><b>To approve the draft minutes of 1st October 2019 &amp; for the Chair to sign as a true record;</b></p> <p>The Chair advised that due to unforeseen circumstances the Cllr who took the minutes on 2nd Dec was unable to provide the minutes and they had been compiled with the help of some of the other Cllrs present at the meeting, therefore the Council may wish to add or change any items.</p> <p>After discussion <b><i>It was proposed by Cllr I Gilson, seconded by Cllr A Cox and unanimously agreed for the Chair to sign the minutes as a true record as presented.</i></b></p>	
<p>4</p>	<p><b>Clerk Report</b></p> <p>The Clerk read out their report - Account details for the third quarter accounts check by Cllr A Cox have been emailed, and the accounts &amp; bank statements have been provided, Cllr A Cox will report this at item 9.c. Following the complaint made to Barclays, a mandate confirmation and change request confirmation have been received but no formal reply to the complaint. I will chase this. A new cheque book has also been sent.</p> <p>I have contacted Lloyds Bank Plc, who have advised that the application can be made over the phone, I will need personal details and permission from the agreed authorised persons to undergo a credit check to begin and complete the application. I have listed this under item 10.</p> <p>I have received an annual report from the Willisham Recorder, who has advised they will be stepping down in April 2020.</p>	

	<p>In January I received a cheque for £75.53 from the organiser of the OAP Xmas Lunch, this will show on the accounts as income received for January (not in the balances on the agenda for this meeting).</p> <p>As per our business plan / internal control document, I have placed the internal auditors on the agenda under item 7. I would like to move the publication policy and transparency policy to the annual meeting, whilst I seek clarification of the changes needed for the website and subsequent policies following the implementation of the accessibility legislation, this is under item 12.</p> <p>I have received information from various local sources about dramatic coppicing of the hedge along the Offton end of Holly Rd, on the southern side. It looks like a digger has been used as trunks have been torn out. I have placed this as item 13 to be discussed.</p> <p>The precept form as well as the new CIL annual report have been forwarded to BMSDC.</p> <p>I have had confirmation from BMSDC, that the total CIL monies of £1521.64 can be used to fund the Village Hall Car Park. There are a further £1149.21 held in the community account, and £650 set aside in the 2019-2020 budget for the Village Hall. In order to meet the funding request for the Offton &amp; Willisham Village Hall in full, a further £1,440.15 would need to be moved from the savings account to the current account, details have been set for review within the finance item 9 d &amp; g.</p> <p>I have also had a member of the public request contact details for Offton church, I have used the ones published in The Link. Unfortunately due to unforeseen circumstances the minutes for December were not able to be forwarded to The Link.</p> <p>Lastly, I met with the Digital Project Support Officer for BMSDC on 12th Dec. They are undergoing an indepth look of the ways in which BMSDC communicate with others. I along with other feedback groups provided information and feedback on the current ways BMSDC convey information. Hopefully this will result in improved communication types and more user friendly information and notification in the future. They are looking at things very seriously and it will not be a quick fix. I might be called back to take part in the testing at a later date.</p> <p><b>Correspondence &amp; emails received up to 27<sup>th</sup> January are found in the addendum.</b></p>	
5	<p><b>Chair Report</b></p> <p>The Chair confirmed that the Annual Staff review was carried out on 28th January 2020. The Chair also advised that they would not like to restand as Chair at the Annual Parish Council Meeting in May 2020 and hopes that one of the existing councillors would like to take on the role. The Chair wanted to provide this news in good time, as there is the issue of changing banks, signatures etc.</p>	
6	<p><b>To discuss the total requested funds of £4,761.00 for Offton &amp; Willisham Village Hall</b></p> <p>A lengthy discussion took place in respect of the funding application made by the Village Hall for the existing Car Parking project. It was pointed out that this would complete the Village Hall, that the Village</p>	

	<p>Hall was not in debt and owned by the Parish. The Village Hall committee has raised a significant amount for this project and relentlessly for many years and have further plans for the future to raise more funds. Cllrs agreed and more praise was given for the dedication by the Village Hall committee. It was also highlighted that existing funds as well as CIL money were able to be used, as mentioned in the clerk report, only £1,440.15 had to be used from savings. It was highlighted that the Village Hall was an integral part of the Parish and needed to be supported. Cllrs also highlighted that no other projects were on the horizon for the Parish and that the Parish Council did hold sufficient funds.</p> <p><b><i>It was Proposed by Cllr D Cattermole, Seconded by Cllr A Cox and carried with 8 votes to award the grant of £4,761.00 to the Offton and Willisham Village Hall funded as specified in the Clerk report.</i></b></p>	
7	<p><b>To discuss and confirm the Internal Auditor for 2019-20 accounts</b> The Council discussed last year's auditor and alternatives.</p> <p><b><i>It was Proposed by Cllr A Rumsey, Seconded by Cllr I Gilson and unanimously agreed to keep last years Auditors, Heelis &amp; Lodge for the accounts of 2019-2020.</i></b></p>	
8	<p><b>Planning</b></p> <p>a) <b>BMSDC Planning Consultation DC/20/00206 for a balcony</b> Cllr A Bye declared a Pecuniary Interest and left the room. Council discussed the planning application and unanimously agreed there were no objections. Clerk to place on District Planning Portal.</p> <p>b) <b>BMSDC Planning Appeal AP/19/00142</b> Councillors discussed the appeal meeting taking place on the 18th MArch at 10am in the Offton and Willisham Village Hall. Further to the resident asking for publicity on the meeting to be held it was agreed that the Clerk would place notices on the 4 noticeboards and highlight this when forwarding an extract from the minutes to The Link magazine. It was also agreed that the Chair would attend the meeting in a formal capacity should the need arise to speak. The Chair would also seek further advice from SALC / Planning Dept on what happens at these planning appeal meetings. This was formally <b><i>Proposed by Cllr D Cattermole, Seconded by Cllr A Cox and carried by 8 votes.</i></b></p>	<p>Clerk</p> <p>Clerk</p> <p>Chair</p>
9	<p><b><u>Finance</u></b></p> <p>a) <b>Current Bank Balances as at 31st December 2019:-</b> <b>Current Account = £5089.59</b> <b>Premium Savings Community Account = £1,149.21</b> <b>Premium Savings Account = £9,415.00</b></p> <p>b) <b>Income – None (see clerk report)</b> <b>3rd Quarter Review of Accounts Report</b></p> <p>c) Cllr A Cox confirmed that the accounts had been checked and cross checked with the bank statements and spreadsheet and was happy to confirm that there were no financial errors. The 2nd Quarter was also in order. The Council expressed their thanks for this. <b>To Discuss formally moving £1149.21 to the Current Account from the</b></p> <p>d) <b>Community account.</b></p>	

<p>e)</p> <p>f)</p> <p>g)</p>	<p><i>It was Proposed by Cllr I Gilson, Seconded by Cllr A Rumsey and unanimously agreed to move the funds as above, to cover payment to the Village Hall.</i></p> <p>To Discuss formally moving £1440.15 to the Current Account from the Savings account.</p> <p><i>It was Proposed by Cllr D Cattermole, Seconded by Cllr A Rumsey and unanimously agreed to move the funds as above, to cover the payment to the Village Hall.</i></p> <p>Paid - Clerk gross pay for the Period 1st Dec- 31st Dec 2019 - £280.54</p> <p>To approve payments and authorise cheques for signature (Resolution required)</p> <p>Offton Recorder - £75.00</p> <p>Chair Expenses / Allowance final payment - £231.20</p> <p>Reimbursement of Clerk for SLCC Cilca Administrative Fee - £120.00</p> <p>Community Action Suffolk Donation (as per budget) - £50.00</p> <p>Clerk's gross pay for the period 1<sup>st</sup> Jan - 31st Jan 2020 – £280.54</p> <p>Clerk's Mileage Expenses &amp; Office Allowance for Period ending 3rd February - £98.55</p> <p><i>It was Proposed by Cllr D Cattermole, Seconded by Cllr I Gilson and unanimously agreed to authorise payments and cheques for signature.</i></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>10</p>	<p>To Discuss update from Clerk on new and old bank changes</p> <p>Following the clerk report regarding the ongoing complaint with Barclays, the Chair report and further details on the mechanics of a change over to Lloyds bank it was decided to place the moving of banks on hold.</p> <p><i>It was Proposed by the Chair, Seconded by Cllr A Cox and unanimously agreed that the changing of the bank should be placed on hold until May</i></p>	
<p>11</p>	<p>To confirm completion of Staff Annual Review</p> <p>The Chair advised the council of the completion of the staff review, providing details of what was discussed. Overall it was very positive for both parties. The review will be placed in the Clerks file.</p>	<p>Clerk</p>
<p>12</p>	<p>To move Publication Policy &amp; Transparency Policy to the Annual Meeting in May</p> <p>Cllrs were happy for the Clerk to do this</p>	<p>Clerk</p>
<p>13</p>	<p>To discuss the Coppicing of the hedge on the southern side of Holly Rd</p> <p>The Clerk had been advised of the large proportion of hedge not being present any longer on Holly Rd. The Clerk confirmed that no notice of removal had been lodged with District Council from the owners. A large discussion took place regarding the hedges of Holly Rd and Tye lane. It was discussed whether the hedge had been removed or coppiced quite severely, a councillor confirmed witnessing it had been carried out by a digger. District Councillor D Pratt confirmed that Tye Lane had been looked at by the District Planning Enforcement Officer who confirmed it was coppicing, not removal. Cllr Pratt offered to contact Planning Enforcement regarding Holly Rd and would request a written response from them. Councillors were very happy with this response.</p>	<p>DCllr Pratt</p>
<p>14</p>	<p>To discuss and agree the next meeting date, annual meeting date and APM in May.</p>	

	<p>The chair brought to council attention that the end of year accounts need to be agreed prior to them being sent to the internal auditors and external auditors in May. The accounts could not be verified without the bank statements which did not arrive until approximately 9 days to 2 weeks after the end of March.</p> <p>It was agreed to change the existing date to <b>20th April</b>, followed by the Annual Parish Council meeting to be held on <b>4th May</b>, the same date as the Annual Parish Meeting (APM).</p> <p>The Annual Parish Council meeting will take place at 7:30pm, with the APM taking place after, at around 8:30pm.</p> <p>The communication of the times for the Annual Parish Council Meeting and the APM will also be advised more clearly by the Clerk to those attending, such as the recorders. A poster will also be displayed on the 4 Noticeboards</p>	Clerk
15	<p><b>Items for the next agenda</b></p> <p>Willisham telephone box cleaning rota</p>	Clerk
	<b>Meeting Closed at 9pm</b>	

## **Addendum**

### **1.District Councillor Report for January**

## **District Cllr Report Battisford and Ringshall Ward**

**January 2020**

### **Locality Grants**

The deadline for applications for locality grand funding is now the end of January. Councillors need to process the applications in February.

### **District Council Budget and Council Tax**

Members received a briefing on the draft budget for 2020/21. This draft budget will be considered by Cabinet on 13<sup>th</sup> January and the Overview and Scrutiny Committee on 16<sup>th</sup> January; it is expected to be approved at full Council meeting on 27 February. Government have agreed that Shire Districts may increase council tax by £5 or 2%, whichever is the greater. There are no new proposals for Central Government grants to District Councils. Government proposes to phase out or replace New Homes Bonus by 2024. New Homes Bonus for 2020/21 will be £1.612M, an increase of £232k over 2019/20 but is likely to reduce (possibly by 50%) in 2021/22. Any new grant is likely to be based upon achieving higher house building targets. Baseline business rates will increase by 2%. Government propose a full business rates revaluation in 2021; a fundamental review of business rates is also likely. See appendix for further details.

### **Housing Revenue Account**

After four years of government-enforced reductions, the council is also proposing putting up council house rents by 2.7%. This will result in an average increase of £2.19 per week increase for tenants.

### **Council Tax Payments**

MSDC Cabinet on 6 January are to discuss an initiative to introduce new fines for Council Tax fraud.

Cabinet will also consider adoption of a new protocol produced by Citizens Advice and Local Government Association for the collection of council tax arrears. This seeks to assist those falling behind with their payments in a less confrontational way.

### **Needham Lake Visitor Centre**

Plans for a £600,000 visitor centre/cafe at Needham Lake have been approved. Planning permission was granted on 11th December and 127 Trading company are the preferred tenants. Works should begin in spring 2020, and this will be a welcome addition to East Anglia's most visited free attraction.

### **Neighbourhood Plans**

Eye and Fressingfield are due to be adopted at the Cabinet meeting on 13<sup>th</sup> January.

### **Planning Enforcement**

Planning Enforcement are reviewing their enforcement procedures with intention to make their investigations and responses to allegations swifter, more efficient and transparent. Council encourage the use of the online "Report It" form for any new complaints. If the relevant questions are completed, then the support team can create a case without any delay.

**Cllr Daniel Pratt**

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### **Appendix – Factors considered in preparing the draft budget for 2020/21**

- A recent increase in the Public Works Loans Board interest rate;
- There is £5.8M in Suffolk Pooled Business Rates Fund;
- £280k remains unallocated from the Mid Suffolk Business Rates pilot;
- MSDC is holding CIL of £8.5M;
- Mid Suffolk Growth and Efficiency Fund has £3m unallocated;
- The effect of the Provisional Settlement from Government is £213k better than previously assumed;
- £500,000 is being allocated for measures to mitigate climate change;
- The net revenue budget is proposed to be £10M and the Capital Programme £12M, the latter includes a proposed further investment of £8.7M in commercial properties;
- It is proposed that there will be a Council Tax increase of 1.66%, this equates for a Band D property to £2.76 pa, 5p per week.

## **2. County Councillor Report for January**

### **3. Correspondence for the period up to 27<sup>th</sup> January 2020**

#### Sent on 5th Dec

28th Nov – Suffolk Trading Standards Newsletter

28th Nov – Keep Britain Tidy

29th Nov – SALC Email Scam Warning

29th Nov – SALC Fee's & Changes for 2020/21

4th Dec – Rural Services Network December News

4th Dec – HMRC Employer Bulletin

4th Dec – Suffolk Area Police Newsletter Dec

5th Dec – Suffolk On Board Timetable Update

#### Sent on 10th Dec

6th Dec – SALC Bulletin

6th Dec – CAS (Community Action Suffolk) Newsletter  
9th Dec – SALC & NALC re: Church Buildings  
9th Dec – BMSDC Planning Dept DC/18/05464 Appeal Dismissed  
Sent on 17th Dec  
12th Dec – BMSDC re: Adoption of Elmsett Neighbourhood plan  
12th Dec – East of England Ambulance Service CFR A/c details  
12th Dec – BMSDC Planning Consultation DC/19/05656  
12th Dec – Suffolk Trading Standards Newsletter  
13th Dec – SALC Survey (deadline 31st Jan)  
13th Dec – BMSDC Christmas Recycling Guide  
15th Dec – Cllr D Pratt re: Christmas Tree Recycle  
17th Dec - SALC re: Queens Garden Party  
17th Dec - SALC re: Mid Suffolk Area Forums  
Sent on 21st Dec  
19th Dec – Suffolk Trading Standards Newsletter  
20th Dec – SALC Bulletin  
20th Dec – CAS Newsletter  
Sent on 8th Jan  
23rd Dec – Affinity Trust Poster/Noticeboard Request  
23rd Dec – Willisham Recorder Report for 2018-2019  
23rd Dec - Offton & Willisham Village Hall Funding Request  
2nd Jan - BMSDC Planning Consultation DC/19/05986  
3rd Jan - Mid Suffolk District Council Liaison Meeting 4th Feb  
Sent on 9th Jan  
8th Jan – Offton & Willisham Village Hall Update for funding  
8th Jan – District Councillor Report for Jan 2020  
8th Jan – BMSDC Great British Spring Clean  
Sent on 15<sup>th</sup> Jan  
9th Jan – Suffolk On Board Bus Timetable Update  
9th Jan - Suffolk Neighbourhood Watch Association  
9th Jan - CAS Newsletter & Funding Request  
10th Jan - Cllr D Pratt re: Planning Appeal AP/10/00142 & DC/18/05313  
10th Jan - Cllr D Pratt Re: Locality Funding  
10th Jan - Offton & Willisham Village Hall Updated Report  
14th Jan – PCC Press Release re: Police Precept & Survey  
Sent on 17th Jan  
16th Jan – BMSDC Planning Decision Notice DC/19/05656  
16th Jan – Suffolk Trading Standards Newsletter  
17th Jan – MSDC Liaison meeting details  
Sent on 21st Jan  
20th Jan – BMSDC Planning Consultation DC/20/00206  
20th Jan – BMSDC Community Governance Review  
Sent on 24th Jan  
22nd Jan - BMSDC Planning Appeal AP/19/00142 18th March 10am Offton & Willisham Village Hall  
22nd Jan - SALC - GDPR Course  
23rd Jan - Suffolk Trading Standards Newsletter  
Sent on 27th Jan  
24th Jan - SALC Bulletin  
25th Jan - Keep Britain Tidy