

Offton and Willisham Parish Council

Minutes of the Annual Parish Council meeting held on 24th June 2019
in Offton and Willisham Village Hall.

Present:	Cllr S Warnes (Chair)	Cllr A Cox
	Cllr A Rumsey	Cllr I Gilson
	Cllr M Bolton	
	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) To sign remaining Acceptance of Declaration of Office; Cllr M Bolton signed his declaration of office form.</p> <p>c) Apologies for absence; Apologies were sent by Cllr D Cattermole, Cllr C Pinson-Roxburgh</p> <p>d) Declarations of Interest; Cllr M Bolton declared a non-pecuniary interest in item 10.b.</p>	
3	<p>As the County Councillor had to go to a further meeting, the Chair brought item 3 forward.</p> <p>Public Participation Session;</p> <p>To hear reports from the County Councillor, District Councillor and comments from the public</p> <p>Cty Cllr K Oakes advised her report was on the printed sheet (this has been scanned and shows at the bottom of the minutes), but wanted to mainly update on the sign, which is in progress. A short discussion took place regarding the fencing across from The Limeburners, which Cty Cllr K Oakes will contact Highways about.</p> <p>Thanks were expressed by the Chair for the sign.</p> <p>Dst Cllr D Pratt gave his report, which can be found in the addendum at the end of these minutes. It was noted as disappointing by the councillors on the change in recycling. Cllr M Bolton also asked about the Joint Local Plan and when will it be available to view. The Dst Cllr confirmed there might be a draft one to view online at present, but the final draft for consultation should go out in August.</p>	
2	<p>To approve the draft minutes of 21st May 2019 & for the Chair to sign as a true record;</p> <p>a) Matters Arising: It was highlighted that following consultation, the Chair is not the best person to review the accounts and that Cllr A Cox had agreed to take on the task of a quarterly review.</p> <p>This amended it was Proposed by Cllr S Warnes, Seconded by Cllr A Rumsey and unanimously agreed to accept the minutes.</p>	
4	<p>Clerk Report, with Emails received up to 18th June 2019</p> <p>All emails and correspondence can be seen in the addendum below the minutes.</p> <p><u>Agenda Items from May</u> All tasks were completed.</p> <p><u>Audits</u> After speaking to PKF Littlejohn, the External Auditors, I have forwarded</p>	

	<p>the Exemption Certificate of the AGAR Part 2 form. We have received our Internal Auditors report, all went well and they completely understood the problems incurred by the movement of 3 Parish Clerks. There are four recommendations to be discussed plus an amendment to section 2 of the AGAR form to be carried out in item 8 of the agenda.</p> <p><u>Planning</u> I have been in touch with MSDC planning Dept to enquire about the site visit & committee dates for the large development, I have placed this on the agenda under planning item 10.f.</p> <p><u>GDPR</u> I have emailed to all the draft Privacy policy, this is also on the agenda under item 11.a.</p> <p><u>Emails</u> For some reason, when SALC send emails to the clerk email they are getting declined and sent back. I have contacted our IT provider and they confirm that it is something wrong at the SALC end. I have advised SALC of this. All other correspondence received has been forwarded, of note would be the planning applications (which are set out in the agenda), that the Information Commissioners Office Data Protection Fee will be coming out by Direct Debit in June and that Zurich Insurance have received the renewal payment.</p> <p><u>Bank</u> The bank have forwarded another form.</p> <p><u>Financial Protocol</u> This needs to be reviewed and updated as we no longer have petty cash. Suggestion to refer to the NALC Financial Regulations, but this will go on the next meeting for discussion.</p> <p><u>NALC Conference</u> is in October and also in my contract to see if you wish me to attend, hence it has been put on the agenda under item 17.</p> <p><u>The Cheque for Viking</u> should read £50.99, not £41.72 as I had not added up the VAT and Protection Plus which I will look into.</p>	
5	<p>Chair Report</p> <p>I have attended the SALC area meeting in Eye, many villages are at various stages of their neighbourhood plans, which may prove to be of interest to us in the future. Some discussions were had regarding the SCC highways idea to get T&PC to undertake some of the less difficult highways duties themselves. This did not meet with much enthusiasm, mostly due to the complicated amount of H&S that goes with it. The meeting appointed the Mid Suffolk South area Chair and Vice Chair with Josephine Lea as Chair and myself as vice chair. This means I will continue to have a seat on the SALC board.</p> <p>Teresa (the Clerk) and I had a meeting with the new manager at Barclays Stowmarket to try to rectify the problems with the bank accounts. The meeting lasted well over an hour and we are hopeful that our problems have been dealt with.</p> <p>I have been invited to the annual cocktail party in July at Wattisham Flying Station which I will be attending with my Daughter as my invited guest.</p>	
6	<p>To Discuss Parish Councillor Vacancies by Co-Option</p> <p>Cllr A Rumsey advised that a resident had expressed an interest. This was very happily received and Cllr A Rumsey was asked to forward the Clerk's email to the resident to gain further in formation on being co-opted.</p>	Cllr Rumsey Clerk

7	<p>To review and approve options held within the Standing Orders Following on from the last meeting, this item had been arranged for any aspects of the standing order to be explained/reviewed if needed. No items required changes.</p>	
8	<p>To discuss & approve the internal auditors report & recommendations</p> <p>a) Recommendation 1 – To Include GDPR in the Council’s Risk Assessment</p> <p>b) Recommendation 2 – To comply with the requirement of the Transparency Code</p> <p>c) Recommendation 3 – To review whether the Earmarked Reserves need to be established</p> <p>d) Recommendation 4 – It is a requirement to appoint the Internal Auditor in the year of the Audit & minute this</p> <p>The Clerk explained where each recommendation had come from and the options available to ensure that the recommendations are taken on board. The Cllrs discussed a resolution. It was agreed that an action plan or business plan was drawn up by the clerk to highlight important dates and when items need to be on the agenda for discussion. This would be presented to the council at the next meeting.</p>	Clerk
9	<p>To correct and approve correction of section 2 of the Annual Governance & Accountability Return following Internal Auditors Report It had been highlighted by the Auditor that the figures on Section two were out by a £1, probably due to rounding. The Clerk confirmed that one figure had been rounded down instead of up and had corrected this. This correction would need to be agreed by council and if approved the Chair would initial the change. <i>It was proposed by Cllr I Gilson, Seconded by Cllr A Rumsey and unanimously agreed to accept the correction and for the Chair to initial the change.</i></p>	
10	<p>Planning</p> <p>a) BMSDC Planning Appeal for AP/19/00085 (25th June) The Cllrs discussed this situation and confirmed that no further comment was needed.</p> <p>b) BMSDC Planning Application for DC/19/01304 (26th June) A discussion took place regarding this application, an Objection was formed due to the unsuitable roads and access to the site which were too narrow and would cause a 'pinch point'. The Parish Council also objected on the basis that this application goes against the Mid Suffolk's current core strategy for this area. The Parish Council would also like to refer the planning team to the number of resident letters from local residents which provide further 'on the ground information' <i>It was proposed by Cllr S Warnes, Seconded by Cllr A Cox and unanimously agreed with 1 abstention to Object to the application on the above grounds.</i></p> <p>c) BMSDC Planning Application for DC/19/02548 (Extension to 25th June) Cllrs discussed this applications and formed support of this application based on the benefits it would bring to local business, and it would encourage tourism to this local area of outstanding beauty. They also wished to highlight that the parish council would not want anything larger than the one proposed.</p>	

	<p><i>It was Proposed by Cllr S Warnes, Seconded by Cllr A Rumsey and unanimously agreed to support the application on the above grounds</i></p> <p>d) BMSDC Planning Application for DC/19/02553 (26th June) <i>Following a short discussion it was Proposed by Cllr M Bolton, Seconded by Cllr A Rumsey and unanimously agreed to Support this application.</i></p> <p>e) BMSDC Planning Application for DC/19/02695 (1st July) <i>Following a short discussion it was Proposed by Cllr S Warnes, Seconded by Cllr A Cox and unanimously agreed to Support this application.</i></p> <p>f) DC/18/05313 – Site Visit Set for 3rd July, Planning Committee meeting 10th July The Cllr reviewed the current circumstances of the planning application, that the objections still stood and that more concern had been brought by the Anglian Water information. It was reconfirmed that the Chair would attend both the site visit and the committee meeting to summarise the Parish Councils concerns. The Clerk would place all planning comments b-e online District Council.</p>	<p>Chair</p> <p>Clerk</p>
<p>11</p>	<p>To Discuss / Approve Data Protection Documentation & Policy</p> <p>a) Privacy Policy The Privacy Policy had been sent to all Councillors and was discussed. <i>It was proposed by Cllr S Warnes, Seconded by Cllr M Bolton and unanimously agreed to accept the Policy as Offton & Willisham Parish Council Privacy Policy.</i> This will placed online under the financial tab.</p>	<p>Clerk</p>
<p>12</p>	<p><u>Finance</u></p> <p>a) Current Bank Balances as at 31st May 2019:- Community Account = £5,506.59 Premium Account = £1,147.50 Premium Savings Account = £9,400.93</p> <p>b) Income - None To approve payments and authorise cheques for signature (Resolution required)</p> <p>c) Clerk’s gross pay for the period 1st June - 30th June – £280.54 Clerk’s Mileage Expenses for Period ending 30th June - £44.82 Clerk Office Allowance For June - £18.00 Viking (Ink Cartridges) - £41.72 (corrected at meeting to £50.99</p> <p><i>It was Proposed by Cllr A Cox, Seconded by Cllr I Gilson and unanimously agreed to authorise payments and cheques for signature.</i></p>	<p>Clerk</p>
<p>13</p>	<p>Neighbourhood Plan The Chair wanted to gain a viewpoint of the new council on conducting a Neighbourhood Plan. Especially now that grants and full funding can be obtained. The Chair felt that following that current large development has caused quite a stir within the residents that it would be prudent to have a Neighbourhood Plan in place which sets out what development would be appropriate within the parish, as this would help to protect from developers such as this. It was pointed out that it also provides a permit to develop but can be for specific parish housing needs. A neighbourhood plan would show everyone’s, in the Parish’s, thoughts rather than those who would object to any development. Further discussion took place regarding if the parish wants development and possibly in certain areas, it would need clear aims and objectives.</p>	

	<p>Before any decisions were made it was agreed that it would be prudent to see the joint local plan and that any further research would be wasted until Cllrs had seen the Joint Local Plan, which was due for consultation in August.</p> <p>Review in Septembers meeting.</p>	Clerk
14	<p>Affordable Housing</p> <p>Cllr M Bolton retraced the steps the council had taken in response to the original housing needs survey which took place in 2014, which was a direct response to the Parish Plan of 2012.</p> <p>Originally: residents were in favour of a small affordable housing scheme for those with a recognised need to be in the village.</p> <p>In Jan 2015 A working party was formed by three councillors and 11 potential sites were identified.</p> <p>A preferred housing supplier was found in July/Aug 2015. With Hastoes, the housing development could be set in perpetuity for the parish for those wishing to live in the village following certain criteria was accepted and would not be for sale.</p> <p>Over this time no landowner came forth to from 10 of the sites.</p> <p>Most sites had been stopped by MidSuffolk over the last 5yrs.</p> <p>In Feb 2019 this was placed on hold until after the elections.</p> <p>1 Site remained, Castle Lane South No8 on the original list.</p> <p>It had been confirmed with the District Housing that 15 family units were looking for housing within the parish who had specific connections with Offton & Willisham. Hastoes had offered to provide accommodation for half of those.</p> <p>Cllr M Bolton wished to propose that this site is reviewed with the recommended developer and Suffolk highways and the landowner.</p> <p>The Councillors discussed this proposal and it was then re-proposed.</p> <p><i>It was proposed by Cllr M Bolton, Seconded by Cllr I Gilson and unanimously agreed for the working party to continue to see if this would be a viable site.</i></p>	Cllr M Bolton & Cllr A Cox
15	<p>Glass in Willisham Telephone Box</p> <p>The Chair advised that the windows in the Willisham Telephone box were becoming opaque and there was now a need to replace them.</p> <p>Cllrs agreed.</p> <p><i>It was proposed by Cllr S Warnes, Seconded by Cllr I Gilson to investigate the cost of replacing the windows.</i></p>	
16	<p>Community First Responder Kit</p> <p>The Chair wished to highlight that the First Responder Kit was in need of being centrally available and wanted permission of the council to contact the Village Hall Committee to ask if the equipment could be stored at the Village Hall. Cllrs agreed this would be a good idea.</p> <p>It was pointed out that the Oxygen Tank was being kept at Ipswich hospital.</p> <p>It was also pointed out that there was again a need for First Responders in the Village.</p> <p>It was suggested that a short request was placed in The Link asking for volunteers, and to specify that all training would be provided.</p>	Cllr S Warnes
17	NALC Conference 28th/29th October (early bird price ends 31st July)	Clerk

	It was highlighted by the Clerk that within the Clerk contract it was required to ask the Parish Council if they wished for the Clerk to attend the NALC annual conference, National Association for Local Councils. It was confirmed that the council did not. The Clerk did confirm that as a member of the SLCC, Society of Local Council Clerks, that the annual meeting would be in Claydon this year and would be free. The Cllrs were happy with this.	Clerk
18	The Next Parish Council Meeting will be 29th July 2019 at 7:30pm Items for the next agenda – 1 st Responders	
	Meeting Closed at 9:45pm	

Addendum

1. District Cllr D Pratt Report for June

District Councillor Report: Battisford and Ringshall Ward
Barking, Battisford, Great Bricett, Offton, Ringshall, Willisham

Submitted by Councillor Daniel Pratt, June 2019
Daniel.Pratt@midsuffolk.gov.uk
01473 658398

Annual District Council meeting 20th May

The recent election created 'no-overall control' at MSDC. At the first Council meeting held on 20th May, Cllr Lavinia Hadingham was elected chair. She then had to use her Chair's casting vote in order to elect the Leader and the Committee Chairs. All these posts except the Chair and Vice Chair of Overview and Scrutiny went to Conservative and the one Independent councillors. The Conservative group, who had gained 41% of the vote in the elections, now, along with support from one Independent Councillor have 100% of the power at MSDC.

Leader and Cabinet

The new Leader at MSDC is Cllr Suzie Morley, with Cllr Gerard Brewster as deputy leader. She announced her cabinet of 7 portfolio holders and one member without portfolio, all of whom are from the Conservative and Independent group. The Green group and the Liberal Democrats tried to collaborate with the Conservative group who no longer have a majority, but the new Leader was unwilling to offer any portfolios to members from the other two groups.

Draft Joint Local Plan

The agreement of the Regulation 18 Draft Joint Local Plan is due at the June Council meeting. This draft will set out the preferred strategic policies, development management policies and site allocations to guide and support development in the two districts for the next 2 decades and will be reviewed every 5 years. A cross-party working group of councillors from both districts has been set up to work on the final draft with officers. Once this draft is agreed it will go out for public consultation.

Crucial Crew

The Crucial Crew programme for primary school children to learn about personal safety is running at The Mix in Stowmarket from 17th to 24th June. Over 1000 Year 6 pupils from 48 primary schools across the district are expected to attend.

PCSO Referral

Working in partnership with Suffolk Constabulary, Mid Suffolk District Council is currently funding 2 PCSOs to deal with a range of activities including parking related matters, speeding and low level anti-social behaviour and will also be available to drop in on local businesses and community organisations across the Mid Suffolk District. Referrals to these officers can be made to the District Council via me, or through the Police non-emergency number 101.

Restrictions on recycling

The amount of goods that can be recycled in Suffolk has reduced, with TetraPak cartons and metal items such as pots and pans no longer being accepted in recycling bins. This decision was made by the Suffolk Waste Partnership following a refurbishment of the Material Recycling Facility near Great Blakenham, because the new sorting equipment that is being installed will not be able to separate out cartons. Cartons and metal items will now need to be taken to household recycling centres. In addition, new restrictions on composting mean that households can no longer put kitchen waste into brown bins.

2. Correspondence for the period up to 18th June 2019

Sent on 3rd June

16th May – SCC Highways Community Self Help

20th May – SALC Bulletin

22nd May – BMSDC Planning Appeal AP/19/00085 (25th June)

23rd May – BMSDC Planning Consultation DC/19/01304 (26th June)

24th May – Zurich Insurance Payment Confirmation

28th May – Environment Agency Consultation Flood Risk Strategy & Coastal Erosion (4th July)

29th May – BMSDC Planning Consultation DC/19/02548 (Ext to 25th June)

30th May – ICO Data Protection Fee

3rd June – Suffolk Preservation Society

3rd June – LCPAS Update & News

Sent on 10th June

4th June – BMSDC Conference on Integrating Communities (10th July)

4th June – BMSDC Community Housing (3rd July, Bildeston)

5th June – Rural Service Network June Newsletter

5th June – BMSDC Planning Application DC/19/02553

5th June – Suffolk Trading Standards Newsletter

7th June – Hopkins Homes Review 2019

Sent on 11th June

10th June – BMSDC Planning Request DC/19/02695 (1st July)

10th June – BMSDC Planning Decision Notice DC/19/02068

Sent on 13th June

12th June – BMSDC planning Dept update on DC/18/05313

12th June – Suffolk Trading Standards Newsletter

12th June – iC2cctv.com – CCTV Cameras

12th June – Headway Suffolk Conference (16th October)

13th June – from Clerk, Draft Privacy Policy & Details of AGAR correction

12th June – Heelis & Lodge Internal Auditors Report

Sent on 18th June

14th June – BMSDC planning decision notice DC/19/01101

14th June – SALC Bulletin