

Offton and Willisham Parish Council

Minutes of the Parish Council Meeting held at Offton and Willisham Village Hall on Monday 6th December 2021 at 7pm.

Present: Cllr S Warnes (Chair) Cllr A Cox
 Cllr A Bye Cllr A Rumsey
 Cllr C Pinson-Roxburgh Cllr I Gilson

Dst Cllr D Pratt
 0 members of the public Clerk - T Davis

ACTION

<p>1</p> <p>a) Welcome by Chair and opening of the meeting The Chair welcomed everyone and opened the meeting</p> <p>b) To Consider & Approve Apologies for absence Formal apologies were sent by Cllr D Cattermole, Cllr A Chaplin along with Dst Cllr K Oakes and these were accepted. The Chair and Councillors wished the family the best.</p> <p>c) Declarations of Interest A declaration of a pecuniary interest was given by Cllr S Warnes for item 11d.</p>	<p><u>Meeting Administration</u></p>	
<p>2</p> <p>a)</p>	<p>To Approve the draft minutes of the 4th Oct 2021 meeting and for the Chairman to sign as a true record The Chair asked if there were any matters arising from the minutes.</p> <p><i>It was unanimously agreed with one abstention for the Chair to sign the minutes as a true record.</i></p>	
<p>3</p>	<p>Public Participation Session (To hear reports from the County Councillor, District Councillor, and comments from the Public) The Chair began this item by inviting District Cllr D Pratt to speak. Cllr Pratt had forwarded a report (which can be found in the addendum along with Cty Cllr K Oakes report) and would like to speak at item 10 iv) regarding the update to the Offton Green Mow.</p>	
<p>4</p>	<p>Chair Report The Chair confirmed that the Poppy Wreaths had been placed in the churches for remembrance. The Chair had also chaired at the regional SALC meeting but after due consideration had resigned from the post due to concern that it is not bringing added value to the Parish Council.</p>	
<p>5</p>	<p>Clerk report, with mention of emails & correspondence received up to 29th Nov 2021 Training has taken place for myself, Cllr Pinson-Roxburgh and 1 resident. We undertook a day's training and are now trained to ensure safe works are carried out on or near the road. I also have a copy of the 'Red Book' for reference. I am pleased to say that the Parish Council has received further resident communication, one thank you from a resident regarding</p>	

	<p>the ongoing action for speeding in the village and item 10 relating to the website and other things.</p> <p>Grants The grant for 50% of the cost for the Air Conditioner was paid along with the remembrance wreaths.</p> <p>Finance The second quarter accounts have been completed and checked by Cllr A Cox and this is an item 11e under finance this evening. As usual these accounts are available to view at the meeting. The recommended Budget and Precept have been prepared and provided for this evening under item 11f & 11g. Office costs are now halved due to sharing the Clerk's home office with Battsford PC. Some mileage costs have also been shared due to coinciding visits. Outline costs have been formed for the work to be undertaken by the Parish Plan following the meeting with the Chair and subsequent returns of quotes. The Parish Council phone has been purchased and I am aiming to get this up and running for the new financial year with all bodies and companies etc.</p> <p>Climate Change Working Party I have placed this on the agenda as I understand that the Chair held a working party gathering and will be reporting back to the council, this is item 9</p> <p>Bank Change Over Some people may have noticed that requests for online banking facilities has gone a little crazy since the pandemic and this has not lessened. I have been in contact with Lloyds bank on a number of occasions and they have suspended all switching and new applications for the Treasurers account. They are hoping to reopen to new applications shortly but cannot give a date. I will monitor this and keep an eye on their website for updates. In the meantime I will need to take personal details for each Councillor willing to be a signature for the account and would ask that this is given to me on paper form at the meeting to ensure confidentiality. I can then make the needed switch over more quickly when the bank reopens it's application process.</p> <p>Resident Tree Planting I met with the resident looking to plant trees on their land. It was ascertained that the resident wished to keep the land private. I advised that the Woodland Trust would be willing to come out to look at the land and help with up to 75% of the costs for this.</p> <p>Parish Plan The Chair and I met to go over the details of the last parish plan. Outline costs have been provided in the agenda under item 8 and I am currently working on an amended/updated questionnaire for the Parishioners. I will be in a position to forward this to the Parish Council shortly once I have collated information from different sources.</p> <p>Speeding in the Villages Our local Police contact has confirmed that we have been put on a waiting list to have a Data Recorder (as of 25th October). This process can take up to 10 weeks and we will be contacted then.</p>	
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	<p>Assets Cllr C Pinson-Roxburgh took delivery of both the Litter and Dog bins from Glasdon. The invoice is under the finance item.</p> <p>Other Hopefully you will have seen our information in The Link. I am hoping that Dst Cllr D Pratt has some information on Fly Tipping in The Channel and the Offton Green and that Cty Cllr K Oakes has an update on the Litter Hoop refunding, Holly Road bank degrading and the footpath between school house and middlewood cottages. Following the report the Clerk was asked if they could contact Suffolk County Council to find out about what equipment can be provided by them for any works taking place on and near the road.</p>	Clerk														
6	<p>To discuss Co-opting a new Councillor No one was present from the public who wanted to be co-opted. Details of a resident were given to the Clerk. It was suggested that this would be put on the next agenda.</p>	Clerk														
7	<p>Planning Consultations</p> <p>i) SCC Lorry Route Map Review (closes 17th Dec) - No Comment ii) BMSDC Land Housing Supply (LHS) closes 17th Dec - No Comment iii) BMSDC Planning Application DC/21/05774 - Conversion of existing outbuilding to 1 house - Land adjacent to Chalk Pit Cottages, Offton A detailed discussion was taken in respect of this application. It was noted that over time the area had trees removed and a garage built. The size was of concern and the planning process in general was also discussed at this point. Dst Cllr D Pratt was invited to speak on the planning process and he was able to confirm that the Joint Local Plan is aiming to contain more stricter policies for the protection of the environment and biodiversity. The chair sought for clarity on the application being considered for comment. It was concluded that although the council agree with small infilling applications in principle, in this particular application the council feel the site would be overdeveloped. The Parish Council would like the planning officer to consider the area in detail and note the concerns raised at the time when the holiday let was applied for on this site, eg: TPO's, as well as the details given in the refusal and appeal dismissal under ref: APP/W3520/W/16/3154935. This was Proposed, Seconded and Unanimously agreed</p>	Clerk														
8	<p>To discuss the draft Parish Plan Cost Outline and progress of <u>Parish Plan Proposed Budget Offton & Willisham Parish Council 2022</u></p> <p><u>Initial Launch & Results Involving Local People</u></p> <table> <tr> <td>Publicity (Noticeboards, Website, The Link Article, V Hall noticeboard, Nextdoor)</td> <td>£_000.00</td> </tr> <tr> <td>Hall Hire</td> <td>£_50.00</td> </tr> <tr> <td>Stationary / Photocopying</td> <td>£_100.00</td> </tr> <tr> <td>Travelling Expenses</td> <td>£_50.00</td> </tr> <tr> <td>Refreshments</td> <td>£_100.00</td> </tr> <tr> <td><u>Consultancy / Professional Support</u></td> <td></td> </tr> <tr> <td>None needed as using historical template review</td> <td>£_000.00</td> </tr> </table>	Publicity (Noticeboards, Website, The Link Article, V Hall noticeboard, Nextdoor)	£_000.00	Hall Hire	£_50.00	Stationary / Photocopying	£_100.00	Travelling Expenses	£_50.00	Refreshments	£_100.00	<u>Consultancy / Professional Support</u>		None needed as using historical template review	£_000.00	
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	<p><u>Data Collection and Analysis</u> Dependent on Internet questionnaire quotes (might be free) £_200.00 Printing Questionnaires (based on 350 copies of 150GSM A4) £_400.00 Distribution of Questionnaires The Link for Offton & Willisham £_200.00 <u>Production of Final Report</u> Data Entry-the Clerk & dependent on number of responses £_500.00 Final Report published online, paper copies to be requested £_250.00 ----- £1850.00</p> <p>The Budgeted costs for the published 2012 plan was £5539.00 The outline costs for the new Parish Plan were discussed in detail and also the positive outcomes that would be brought when obtaining the information from the questionnaire in all aspects of Offton and Willisham life. It was reiterated that knowing the needs of the parish as a whole ensures fair and thought out decision making by the Parish Council and other bodies such as BMSDC when looking at Offton & Willisham for the next 5-10yrs. The Chair and Clerk are hoping to have a working copy of the questionnaire ready for the next meeting in February, so that the Councillors can discuss and approve the questions with a view to launch the questionnaire to the Parish in the Spring. It was Proposed, Seconded and Unanimously agreed for the Chair and Clerk to continue with formulating the questionnaire, and outline costs were accepted.</p>	<p>Chair & Clerk</p>
<p>9</p>	<p>To discuss feedback from the Climate Change Working Party The Chair had forwarded a summary of the Working Party Meeting to all councillors. The main ideas were:- <i>i)To hold a meeting with an invited speaker for members of the public to explore ways they could improve biodiversity. We came to the conclusion to ensure the maximum amount of public participation we should ask neighbouring Parishes to join in with this initiative.</i> <i>ii)To include questions relating to this subject in the Parish Plan Review if it goes ahead.</i> <i>iii)To make a commitment for the Parish Council to consider the climate impact when deciding comments on planning applications.</i> <i>iv)To set up a dedicated page on the Parish Council website to inform residents of initiatives from outside agencies (SCC, BMSDC etc.)</i> <i>v)To discuss the possibility of working with other Councils should the opportunity arise.</i> <i>vi)To continue to be mindful of ways to improve the Parish and encourage sustainable leisure such as the Quiet Lanes Scheme.</i> <i>vii)Cllr Pratt is going to investigate if there is any BMSDC land available to investigate setting up a composting scheme, if PC is in agreement.</i></p> <p>In respect of i) It was agreed that Dst Cllr D Pratt would contact other parishes to gauge their interest in holding a multi-parish open evening, to take place in the 1st Qtr of the next financial year. ii) The Chair and Clerk had already incorporated questions in the Parish Plan Questionnaire and would review them. iii) This was agreed</p>	<p>Cllr D Pratt</p> <p>Chair & Clerk ALL</p>

	<p>iv) This was to be investigated by the Clerk with the IT provider to hold links for energy saving and other information</p> <p>v) This would be something to look at following i)</p> <p>vi) This was agreed and was to be placed as the ethos for next year and incorporated into the Action Plan</p> <p>vii) Something ongoing with Cllr D Pratt</p>	<p>Clerk</p> <p>Clerk</p>
10	<p>Resident Communication - To discuss contents of correspondence and resolve if needed</p> <p>i) Problems with the Contact Us section of website</p> <p>ii) Suggestion for improving the contact us option The Council discussed the first two parts of the resident's communication and decided it was best to not have a 'contact us' function and for the Clerk's email address and telephone number to be made more prominent on the front page of the website. The Clerk will pass this onto the the IT Provider.</p> <p>iii) Social Media re: July meeting minutes A discussion then took place in regard to the social media mentioned in the minutes. Quoted from the minutes of July - <i>"The Chair began this item with a declaration of sadness for the recent personal attacks in social media."</i> The Chair asked the Clerk to confirm to the resident that is was not their post that this was in reference to and for the clerk to please reassure the resident of this.</p> <p>iv) Offton Green Proposal Plans The Clerk advised that a copy of the draft plans had been sent via email to the resident who was not able to attend this evening. It was at this point that Cllr D Pratt advised the Council that BMSDC were happy in general terms with the draft plans but had some detailed objections in the form of 1. No metal tree protectors & 2. The need for dedicated areas for bulbs/plants/seeds to be used 3. Would need the wild seed mix formally approved by BMSDC prior to using. If the Parish Council were happy with these amendments, BMSDC would then provide a further consultation to the residents of Offton showing the proposal. The Clerk advised that BMSDC had previously advised that a copy of the consultation could be sent to Offton & Willisham PC so they were aware of what was being sent to residents. It was Unanimously agreed to allow these alterations and for BMSDC to provide the consultation.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr D Pratt</p>
11	<p>Finance</p> <p>a) Current Bank Balances as at 29th October 2021:- Community Account = £8,987.33 Premium Account = £0.34 Premium Savings Account = £9,004.18</p> <p>b) Income Received:- Bank Interest - £0.22 Final Precept Payment - £4,619.50</p> <p>c) To advise Payments made following 4th Oct up to 30th Nov 2021 -</p>	

	<p>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</p> <p>d) To approve payments and authorise cheques for signature (Resolution required)</p> <p>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</p> <p>It was Proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr A Rumsey and Unanimously agreed with one abstention to authorise payments</p> <p>e) Report from Cllr Cox on 2nd Quarter accounts Cllr A Cox confirmed that the 2nd Qtr accounts had been reviewed, payments cross checked and all was ok. The Chair extended the thanks of the Council to Cllr A Cox.</p> <p>f) To discuss and approve the 1yr Budget for 2022-2023</p> <p>g) To discuss and approve the Precept for 2022-2023 The budget drafted by the Clerk was discussed in depth, especially due to the increase being requested this year. It was ascertained that although some costs of the Parish Plan were considerably reduced from 2012 and that some of the costs could be absorbed into the Clerks hours of work it remained a large outlay that needed to be part funded by the precept and this was reflected in the budget. (The budget can be found as a separate document in the finance section of the Website)</p> <p>It was Proposed by Cllr C Pinson-Roxburgh, Seconded by Cllr A Bye and Unanimously agreed to accept the draft Budget for 2022-2023</p> <p>It was then also Proposed, Seconded and Unanimously agreed for the Precept to be set at £10,000 for 2022-2023 and for the Chair and Clerk to complete the Precept Form for BMSDC</p>	<p>Clerk</p> <p>Chair & Clerk</p>
12	<p>Closed Meeting - Clerk Holiday & Annual Review Date It was confirmed that the Chair would hold an annual review for the Clerk, any input would be welcome from the councillors. The Clerk requested two weeks of holiday which were accepted.</p>	<p>Chair & Clerk</p>
13	<p>Next meeting 7th February 2021 at 7pm at Offton & Willisham Village Hall</p>	

Meeting end 9:00pm

ADDENDUM

1. County Council Report

Government funding boost for Suffolk community schemes

On November 5th, two Suffolk schemes received Government funding totalling more than £940,000. Enabling Self-Employment in Suffolk and the Suffolk Road to Net Zero business support programme are among 477 schemes across the country to receive backing from the Community Renewal Fund.

This is a £200 million pot set up by the Department for Levelling Up, Housing and Communities aimed at boosting skills training for the unemployed and investing in businesses developing low-carbon technology. The two Suffolk schemes, which are both being led by New Anglia Local Enterprise Partnership (NALEP) and which were put forward by Suffolk County Council, receive a total of £945,974.

Enabling Self-Employment, which receives £412,208, delivers self-employment support across Suffolk, particularly amongst disadvantaged communities in East Suffolk.

Building on the established programme of Business Start-Up support in Norfolk and Suffolk, it works with employed and unemployed people – including those who were on furlough or who are under-employed and economically vulnerable – from deprived groups and communities.

Suffolk Road to Net Zero receives £533,766.

This is a scheme offering grants to support businesses in developing low-carbon projects and which contribute to the Suffolk Climate Emergency Plan's key theme of reducing industrial and commercial emissions, informs a model for place-based Net Zero strategies, and generates benefits for nature-based solutions.

Suffolk County Council investing £12.8m to decarbonise its buildings

It was announced on November 9th that properties, including fire stations and libraries, will receive investment as the council continues to drive its ambition to be Net Zero by 2030.

Suffolk County Council will be committing £12.8m towards reducing the carbon produced by buildings in its corporate estate.

Cabinet members today (9 November 2021) approved a report to commit to this investment, as well as implementing the SCC Energy Management Strategy, as recommended by the Climate Emergency Policy Development Panel.

Councillor Richard Rout, Deputy Leader and Cabinet Member for Finance and Environment at Suffolk County Council, explains:

“The report that we have approved today outlines an implementation plan for how we approach reducing the carbon emitted by the hundreds of buildings we own. It is a considerable milestone in our journey to Net Zero.

“The detail of the plan can now be developed and our corporate property team will work with central government, partners, industry experts and our own in-house professionals. They will now develop more detailed plans to ensure we are delivering effective projects with a clear focus on value for money.

“We know that significant, urgent investment is needed to fund carbon reduction projects within our estate and this multi-million pound investment is an indication of our commitment.”

The council already has a history of providing dedicated investment to improve the energy efficiency of its buildings and services, which has led to reductions in carbon emissions in recent years. Previous projects have included replacing fossil fuel boilers with bio-mass units, installing solar panels and solar hot water systems, rainwater harvesting and updating lighting.

This latest investment will also work towards reducing energy consumption across the council's buildings to mitigate the effects of increasing energy prices and associated costs.

Through the Energy Management Strategy, the council will target how it can be 'smarter' with its buildings by reducing electricity consumption, reviewing the heating and cooling of its buildings, continuing its LED lighting rollout, replacing older fossil fuel boilers and generating its own energy.

Suffolk's Greenest County Awards Winners Announced

On November 12th, Suffolk celebrated the people and organisations making the biggest environmental difference in the county.

As COP26 comes to a close, Suffolk celebrates the people and organisations making the biggest environmental difference in the county. An innovative food recycling company, a nature reserve and the county's Tree Warden Network are among those collecting awards at The Hold in Ipswich today (Friday 12 November 2021).

Councillor Richard Rout, Suffolk County Council's Deputy Leader and Cabinet Member for Finance and Environment, said:

"Once again, our Greenest County Award winners demonstrate that Suffolk has some of the most innovative, passionate and forward thinking people and organisations in the UK. We hope these stories inspire everyone to think hard about how they can help, as they not only address the climate emergency here in Suffolk, but set a standard for all organisations and industry, leading the way to a greener country and more sustainable world."

Full details of the winners can be found here:

[Suffolk's Greenest County Awards Winners Announced](#)

Share your thoughts on prioritising future County Council Services as part of planning the 2022/23 budget

On November 19th a public consultation was launched to find out where people place their priorities and thoughts on how council funds its services.

Following the Chancellor's recent Spending Review and Autumn Budget, Suffolk County Council will have the option to raise Council Tax by 2% and the Adult Social Care Precept by 2%. With local authorities continuing to respond to the challenges of the COVID-19 pandemic, global supply chain issues and climate change, Suffolk County Council is asking residents for their thoughts on helping the council prioritise its funding towards services in the coming financial year alongside meeting the continuing costs of statutory care services.

Although the last two years have proved to be an extraordinary time, the county council continues to aim to provide the best possible outcomes for local people through a multitude of frontline services that support residents, businesses, and the county at large.

With rising costs and increasing service demand year on year, the finances at our disposal have to be carefully planned and considered for us to continue to achieve a balanced budget each year in extremely challenging circumstances.

Suffolk County Council's priorities this year are to:

promote and support the health and wellbeing of all people in Suffolk

strengthen our local economy

protect and enhance our environment

provide value for money for the Suffolk taxpayer

With careful financial management and planning, the county council has already saved hundreds of millions of pounds during the last decade, whilst being innovative in the delivery of many of its services. Many challenges remain in the light of the recent pandemic, and the continuing difficult financial position that many local authorities have faced for a number of years.

Councillor Richard Rout, Deputy Leader and Cabinet Member for Finance and Environment at Suffolk County Council, says:

"Local public services continue to face many financial challenges as we look to recover from COVID, address rising energy costs and invest our limited resources and money in the priority areas of service to protect our most vulnerable residents.

"As part of the annual budgeting process, it is important to hear your thoughts on the services we deliver, to understand which ones you believe should be prioritised, and how we may look to fund future spending in these areas.

"Did you know that around 75p of every £1 Suffolk County Council spends goes towards supporting those who need it most through Adult Care, Children's Services, and Public Health?

"The remaining 25p in every £1 is then used to cover the cost of the many other vital services we provide, including Suffolk Fire and Rescue Service, road maintenance, footpaths, waste services, libraries and addressing the challenges surrounding climate change, to name just a handful. Year on year we are seeing particular challenges in continuing to provide adult care and children's services within budget. Adult care alone costs around £271m each year.

"We are absolutely committed to providing the best services for all residents, but like all councils we do not have unlimited funds. This means that if residents want us to spend more money on certain services, we have to spend less in other areas in order to continue to balance our budget now and in the future.

"I want to understand more about the areas you want us to focus on with the budget that we have left over after covering our statutory care duties. Whilst this may be limited, we continue to use every penny wisely to bring many benefits to Suffolk. As part of this engagement, we want to find out where people place their priorities and how they feel about the way in which we fund these services.

"Thank you for your participation in this important aspect of planning our annual budget."

Councillor Rout continues:

"I'm encouraged by the fact that the Chancellor has recognised the excellent work carried out by local authorities in the last year announcing new grant funding of £4.8billion for local authorities over the next three years. We wait to see in the coming months, how much comes to Suffolk."

A proposed budget will be presented at the Cabinet meeting on 1 February 2022 and the final budget will be discussed at Full Council on 17 February 2022.

[More information about the council's finances and the consultation can be found at \[suffolk.gov.uk/budget2022\]\(https://www.suffolk.gov.uk/budget2022\)](https://www.suffolk.gov.uk/budget2022)

The consultation closes on Monday 20 December 2021.

2. District Council Report - December 2021

Full Council meeting

November's full council meeting was cancelled because not enough substantive items of the agenda, the opposition Green/LibDem group strongly disagreed with this decision stating it eroded democracy and accountability as a result of fewer council meetings per year. The group had planned to put forward two issues for debate, how the council could improve house building standards in terms of environmental performance in relation to COP26 and the efficiency and structure of council decision-making.

Planning process peer review

MSDC has organised the peer review of its planning committee processes, supported by the Local Government Association (LGA) and the Planning Advisory Service (PAS), to check a number of aspects of the decision-making process. The review team has been meeting with a range of stakeholders and reporting back to the council with its findings and recommendations.

National Tree Week

Babergh and MSDC are working with parish councils during National Tree Week (27th Nov – 5th Dec) to plant nearly 5,000 trees to help tackle biodiversity loss.

First EV Taxi in Mid Suffolk

MSDC's licencing team have now licensed the first EV taxi in the district. The operator will be logging his running costs, charge locations, and experience to help the team shape our future EV policy and encourage other drivers to make the switch in future.

Locality Funding Awards

There is still funding from the annual locality awards. Amounts of £250 or more are available to local community groups and organisations. Please encourage groups in the village to contact us for an application form or telephone for further information and help in applying.

Warmer Homes Initiative

Babergh and Mid Suffolk District Councils have secured over £248,000 in funding from the Department for Business, Energy and Industrial Strategy to ensure privately rented properties in Suffolk meet minimum energy standards, ensuring warmer homes.

Five-Year Housing Land Supply

Mid Suffolk District Councils have published their draft 5-year housing land supply statements – outlining the anticipated supply of new homes between now and 2026. The NPPF requires both councils to identify and update annually a supply of specific deliverable sites capable of providing a minimum of 5 years' worth of housing against the requirement. The draft Housing Land Supply Position Statement indicates that MSDC can meet the statutory housing requirement with 9.54-years' worth of housing.

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