

ONEHOUSE PARISH COUNCIL

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You are hereby summoned to attend a meeting of Onehouse Parish Council convened by the Chair and to be held in Trinity Hall, Onehouse on Monday 8 September 2025 at 7.30 p.m.

The agenda is:-

1. Apologies for absence.

2. To confirm and approve the minutes of the meeting on 14 July 2025.

3. To receive members Declarations of Interest on agenda items and to consider any dispensation requests from councillors.

4. Public comment.

5. Report from County Cllr Otton.

6. Report from District Cllr Matthissen

7. Planning Matters

a) To discuss and make recommendation to MSDC on any applications received prior to this meeting.

b) To receive MSDC decisions on previously considered applications:
DC/25/0409, 16 Northfield Road, Onehouse, IP14 3HF

8. Finances

To ratify the following payments

- a) £497.98 - Mrs V Swansborough, July 25 Clerk's Salary
- b) £497.98 – Mrs V Swansborough, August 25 Clerk's Salary
- c) £150.00 - Mrs Emma Wilks, September 25 OHSMag Editing
- d) £157.23 – HMRC, Clerk PAYE & NI July 25
- e) £1320.00 – ProTrainings, New defibrillator
- f) £465.00 – JR Landscapes, Erection of noticeboard & cementing benches

To approve payment of the following invoices:

- g) £180.00 – LR Chaplin Greener Gardens, grass cutting
- h) £43.20 – SALC, Councillor Basic Training, D Roberts
- i) £39.60 – SALC, Clerk Training. Budgeting
- j) £158.26 – Mrs V Swansborough, WFM Allowance & Expenses Jun-Sep25
- k) £70.36 – Mrs J Copping, Clerks mobile phone and NEST contributions
- l) £433.00 – Gipping Press, July/Aug 25 OHSMag printing
- m) £473.00 – Gipping Press, Sept 25 OHSMag Printing
- n) £410.86 – MSDC, Litter ~& dog waste bin emptying 2025/26
- o) £157.23 – HMRC, Clerk PAYE & NI August 25
- p) £85.80 – Stowmarket Town Council, room hire for Neighbourhood Plan Workshop

- q) £600.00 - OHS Village Hall & Playing Field Trust, Grant cont. to wall repairs
 - r) Any additional invoices received since agenda produced
- To receive monthly financial report from the Clerk.

9. To review earmarked reserves balances and consider Clerk's recommendation to transfer funds.

10. To discuss quotes received for annual renewal of insurance and take any necessary action.

11. To discuss the purchase of marquee/gazebo and take any necessary action.

12. To receive an update on the additional defibrillator including discussing installation quotes received and take any necessary action.

13. To receive an update on the cementing of benches/picnic table and take any necessary action.

14. To discuss the Rural Caravan, including whether the Parish Council could support by way of covering room hire costs, and take any necessary action.

15. To receive an update on Neighbourhood Plan, agree members of the steering group to attend the workshop on 10th September and take any necessary action.

16. To receive an update on the Community Emergency Plan and take any necessary action.

17. To receive an update on additional dog waste bins and take any necessary action.

18. To receive an update on complaints received regarding the renaming of Church Walk and take any necessary action.

19. To receive an update on any events and take any necessary action.

20. To discuss improving access at the entry to the Paupers Graves and take any necessary action.

21. To receive an update on the Paupers Graves and take any necessary action.

22. To discuss any action necessary regarding the Forest Road to Chilton Leys Footpath.

23. To receive an update on the replacement of the Onehouse sign.

24. Environmental issues, including the flower barrels. Discuss and take any necessary action.

25. To discuss development of land around the parish, including an update on the SHELF project, and take any necessary action.

26. To discuss OHSMag, Onehouse website and Facebook page and take any necessary action.

27. To receive correspondence/communications and to deal with any matters.

28. To receive reports.

a) Report from the Clerk

29. Questions to the Chair.

30. Clerk Salary Review. The meeting will be closed to the public at this point to consider a request from Mrs Swansborough for the Clerk's salary to be increased in line with the Local Government Pay Claim 2025/26 agreement, and take any necessary action.

31. Items for next agenda.

32. To confirm date and time of the next Parish Council Meeting as Monday 13 October 2025 at 7.30pm.

1st September 2025

...***Mrs V J Swansborough***.....

Clerk to Onehouse Parish Council

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