

ONEHOUSE PARISH COUNCIL

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You are hereby summoned to attend a meeting of Onehouse Parish Council convened by the Chairman and to be held in Trinity Hall, Onehouse on Monday 9 June 2025 at 7.30 p.m.

The agenda is:-

1. Apologies for absence.

2. To confirm and approve the minutes of the meetings 12 May 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.

DC/25/01447 – 58 Forest Road, Onehouse. Erection of single storey rear & first floor side extensions (following demolition of existing conservatory).

b) To receive MSDC decisions on previously considered applications: None

8. To compete and sign the Annual Governance Statement and Annual Return for the year ended 31 March 2025.

9. Finances

To ratify the following payment

a) £497.98 - Mrs V Swansborough, May 25 Clerk's Salary

To approve payment of the following invoices:

b) £157.23 – HMRC, Clerks PAYE & NI

c) £270.00 – OHS Village Hall & Playing Field Trust, Garage Hire & Little Owls

d) £260.00 – Heelis & Lodge, Annual Internal Audit

e) £258.85 – Mrs V Swansborough, Clerk mileage and working from home allowance 3/3/25 to 31/5/25

f) £382.00 – Gipping Press, June 25 edition

g) £373.20 – Laura Cross, April and May 25 OHSMag editing

h) £15.50 – Richard Cook, cement for paving slabs in Paupers Grave

i) Any additional invoices received since agenda produced

To receive monthly financial report from the Clerk

- 10. To review and adopt the Financial Risk Assessment, Internal Financial Control Procedures, Financial Regulations and Standing Orders.**
- 11. To consider funding request from the Village Hall Committee and take any necessary action.**
- 12. Nomination of representative to SALC.**
- 13. Nomination of Tree and Footpath Warden.**
- 14. Appointments to OHSMag Working Group.**
- 15. To consider the co-option of a councillor and take any necessary action.**
- 16. To review and adopt the Terms of Reference for Working Groups and Committees.**
- 17. To review and adopt the following policies: Accident Form, Complaints, Data Protection, Data Retention, Disciplinary Procedure, Electronic Communication & Social Media, Equality & Diversity, Grievance Procedure for Employees, Freedom of Information & Subject Access Request Policy, Health & Safety, Lone Worker, Planning Policy, Reserves and Subject Access Request Procedure.**
- 18 To review and adopt Safeguarding Policy and take any necessary action.**
- 19. To receive an update on the additional defibrillator and take any necessary action.**
- 20. To receive an update on erection of the new noticeboard and take any necessary action.**
- 21. To receive an update on the Church Walk/Church Way sign and take any necessary action.**
- 22. To receive an update on additional dog waste bins and take any necessary action.**
- 23. To receive an update on Neighbourhood Plan enquiries and take any necessary action.**
- 24. To receive an update on the Community Emergency Plan and take any necessary action.⁵**
- 25. To consider any response to the BMDC Statement of Licensing Policy Consultation and take any necessary action.**
- 26. To consider any response to the BMDC Consultation on the Councils' Community Infrastructure Levy (CIL) Charging Schedules and take any necessary action.**

27. To consider any response to the Listed Building Consultation and take any necessary action.

28. To receive an update on any events, including the Fete, and take any necessary action.

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

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

31. To receive an update on issues raised regarding Northfield Woods and other issues raised in the parish, and take any necessary action.

32. Environmental issues. To include an update on the flower barrels.

33. To discuss development of land around the parish and take any necessary action.

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

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

36. To receive reports.

a) Report from the Clerk

37. Questions to the Chairman.

38 Items for next agenda.

39. To confirm date and time of the next Parish Council Meeting as Monday 14 July 2025 at 7.30pm.

3rd June 2025

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

Clerk to Onehouse PC

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