



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

CORRECTED DRAFT MINUTES of meeting Tuesday 11th July, 2017

PRESENT Cllrs. Barber, Belson, Bloomfield, Kinnair, Lunken, Roberts, Fleming and 11 members of the public. **APOLOGIES** Cllrs. Dunn

1 AGENDA

- 1.1 Apologies: Noted above.
- 1.2 Minutes of the last meeting held on Tuesday 13th June, 2017 were confirmed and signed.
- 1.3 TO RECEIVE PECUNIARY AND NON PECUNIARY INTERESTS OF MEMBERS. None
- 1.4 TO CONSIDER APPLICATIONS FOR DISPENSATION. None
- 1.5 PUBLIC OPEN FORUM

11 members of the public expressed strong concerns about and objection to the application for proposed development of Broad Meadow.

Issues raised included the ongoing issues with the planning website and the delay in publishing and notifying the application. Cllr. Fleming advised that she would follow this up with the Planning dept. and will seek an extension along with the Parish Council; it was felt that the objections raised for the Wattisfield Road site also applied to Broad Meadow and support was sought from the Parish Council with the objection. The Parish Council were asked why they had only identified Broad Meadow for development. The PC replied that as part of the Housing Needs Survey of 2015 the Broad Meadow site had been identified as suitable for residential development by more respondents than any other. The PC were asked about the possibility of a meeting with Evolution (agents) as happened for the Wattisfield Road development. PC were advised that there would be a meeting of residents at 7pm on Wednesday 12th July in the Broad Meadow courtyard park. Parish Councillor's were invited to attend. It was noted that the PC are not in a position to put forward an objection to the development of the Broad Meadow site because based on the Housing Needs survey, 2015 the PC put the site forward.

ACTION: Clerk to seek extension via Sian Bunbury beyond the next PC meeting.

2 PLANNING APPLICATIONS TO BE DISCUSSED plus any received after the publication of this agenda

APPLICATION FOR WORKS TO TREES IN CONSERVATION AREA DC/17/02515

Proposal: Notification of Works to Trees in a Conservation Area – Remove 1 no. Cherry Tree

Location: Coopers, The Street, Walsham LE Willows, Bury St Edmunds Suffolk IP31 3AZ

Parish Council made no comment

APPLICATION FOR OUTLINE PLANNING PERMISSION - DC/17/02783

Proposal: Outline planning application (with all matters reserved) - Erection of up to 22 dwellings.

Location: Land Opposite, Broad Meadow, Walsham Le Willows, Suffolk

In principle the Parish Council supports development on this site for the following reasons:

- It is felt that the scale of development is appropriate to the needs of the village.
- The site is a continuation of a previous development.

- The site is currently, and has been since the neighbouring properties were built, unused waste land.
 - It would meet the suggested demands from the Housing Needs Survey in 2015.
- However, we note that the Design and Access Statement states, in section 2.2, that there is some leeway about the number of dwellings on site and would wish that caveat to be noted in any decision taken by Planning Committee.

“The reason the application is termed ‘up to’ 22 dwellings is because later on when the detailed plans are drawn up the number of homes may be less; for example if feedback from the District Council, Parish Council or the community was for a lower number of larger properties.”

APPLICATION FOR PLANNING PERMISSION - DC/17/02683

Proposal: Householder Planning Application - Conversion of garage and erection of single storey rear extension to form annex (linked to main dwelling)

Location: Ashvale, Crownland Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BU
PC did not wish to comment

3 PLANNING OUTCOMES

PLANNING APPLICATION NO. 1785/17 - no decision as yet.

4 REPORTS

Jessica Fleming presented her report.

Highways Transformation Programme –Suffolk Highways area teams will be based in Halesworth (for Mid and East Suffolk). Contacts will change but are not yet assigned.

Find the Grass Verge Cutting - programme here:- <https://www.suffolk.gov.uk/assets/Roads-and-transport/Grass-Cutting-2017/Grass-Cutting.pdf> .Overgrown verge problems are best reported using <https://www.suffolk.gov.uk/roads-and-transport/roads-pavements-and-verges/trees-grass-and-weeds/grass-cutting/report-grass-cutting-problems/>

Notices of Road Works and Diversions – From 1 July 2017, set up your own alerts at www.roadworks.org

Planning Applications - The District Council’s web site is now functioning under the new Uniform host, however application comments may be best submitted by email until the backlog has cleared.

Newhall Properties, Wattisfield Rd, Outline for 62 dwellings. 1352/17. Validated on 6th April: This application can be accessed on <https://planning.baberghmidsuffolk.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=ZZZW46CMPM275>

Evolution Town Planning, Land opposite Broad Meadows, Outline for 22 dwellings. DC/17/02783. Validated on 31st May: This application can be accessed on <https://planning.baberghmidsuffolk.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=ORFK1RSHKSL00>

Local Plan – The Joint Babergh and Mid Suffolk Draft Local Plan will come to the next Full Council meeting of 20th July after which it will be made available to the public for consultation over the summer. The new Plan will cover a period up to 2036 (aligned with the timescale for the Suffolk Coastal and Ipswich Local Plans).

Boundary Commission Changes - The Commission is currently consulting on plans to reduce the number of district councillors. Residents and groups have until 14 August to submit views - <https://consultation.lgbce.org.uk/> and www.lgbce.org.uk4.1

4.1 Play Area

PC discussed the points raised in the letter received from Quentin Cass, Chair of Play Council, with regard to risks and liabilities associated with the play area. Clerk advised that no invoices had yet been received from Chair of Play Council who had advised that these would be forthcoming when we have the financial planning meeting between Parish Council and Play Council.

ACTION: Clerk asked to determine vacant slots for Priory Room for the said meeting.

4.2 Footpath Warden

Cllr. Lunken raised issue of regularly fouled area that runs through the allotments and which is allowed to be used as a 'footpath'. Cllr. Belson advised contacting the allotment tenants.

4.3 Tree Warden

Walnut tree near Swan path has been cut down and treated by Cllr. Belson.

4.4 Clerks financial report and request for payments

#	Payee	Chq No	Amount	Description
1	MSDC	002039	£720.00	Litter and Dog Bin emptying
2	Walsham Adventure Playground Fund	002040	£2555.00	2 nd Reissue of cheque. Payee was incorrect. Original cheques 002022/002036 returned/ destroyed.
3	Parish Council Employee	002041	£137.40	Street cleaning
4	Parish Council Employee	002042	£698.51	Clerks wages & expenses
5	Parish Council Employee	002043	£350.00	Grass Cutting Churchyard
6	Clarkes of Walsham	002044	£163.19	Good for repair of fence bordering Play Area
		002045		CHQ CANCELLED & DESTROYED
7	HMRC 120PT002944591803	002046	£11.00	PAYE 1 st Quarter
		002047		CHQ CANCELLED & DESTROYED
8	St Mary's PCC	002048	£175.00	Hire of Priory Room Jan-Jun 2017
9	SALC	002049	£26.00	8 copies of Neighbourhood Planning Guide
10	Brown's Tree Service	002050	£300.00	Work to fallen apple tree

- Clerk reported small discrepancy in reconciliation of £3.60 which is due to an error in the spreadsheet. Spreadsheet to be replaced with a version used by our auditor and this will correct the reconciliation.
- VAT repayment received in June £947.01 - noted
- Audited Accounts exercise public rights commenced 15th June, end 26th July - noted
- Clerk presented feedback on discussion with Auditor which clarified the required documentation for income/expenditure. The auditor went through the recommendations and comments in the most recent annual audit report and these were reported back to PC as follows:

Cllr. Brian Kinnear will henceforth perform a quarterly audit of the reconciliation which will be minuted in the following meeting. To commence next month. Auditor will send the reconciliation spreadsheet she uses for consideration.

Auditor will provide latest s.137 powers and Clerk will from now on check payments in order to advise the PC and properly minute expenditure and whether it falls within the capped limit.

The PC are to review Standing Orders in this financial year and the auditor will send up to date information with regard to these with particular reference to the procurement of contracts.

Fidelity Guarantee discrepancy to insurance policy. Clerk will arrange for this to be increased in line with guidance to £35k.

Returned annual audit – o/s review points re inadequate information provided on increase in fixed assets and decrease in receipts. – noted and left with Clerk to respond to external auditor.

Clerk will check and report back on staging date for pensions duties.

Clerk will register the PC with the Information Commissioner's Office for data protection.

- Cleansing Grant £347.18 not yet received - noted
- It was agreed that a form would be completed for change of correspondence address on the Parish Council Deposit Account and as required by the bank it is minuted here that the change of details form will be signed by Maggie Barber and Richard Belson and that the current Parish Councillors are: Maggie Barber, Richard Belson, Fred Bloomfield, Brian Kinnair, Phyllis Lunken, Trevor Roberts and Andrew Dunn. It is also minuted here, for the record, that there are no new account operators to be added.

5 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON THE 13th JUNE 2017

- 5.1 Community Pay Back Team – work within the village
Cllr. Barber reported that this was still not done but in progress.
- 5.2 Community Emergency Plan
No further progress.
- 5.3 Local heritage listing
No further progress. Cllr. Barber to raise the issue of the lack of response with the History Group Treasurer.
- 5.4 Water in Wattisfield Road
No known problems at the moment. It is assumed that this has been dealt with.
- 5.5 The development of a Neighbourhood Plan
Meeting has been arranged for 22nd September at 7pm in the Memorial Hall. Bill Newman and Jessica Fleming will be making presentations.
- 5.6 Play Area – Hedges and Ditches / Fallen Apple Tree
Preliminary work has been done or is in progress.
- 5.7 Footpaths
Averil had reported back that she was not aware of who was the owner of the field adjacent to the sports club.
- 5.8 Cutting of Stream Banks
Clerk has advised David Murray to go ahead at cost £50
- 5.9 Weedkilling of base of churchyard wall
Clerk confirmed Highways had logged and submitted report ref: 174404.

6 CORRESPONDENCE

- 6.1 Boundary Commission Review – noted

6.2 Electoral Review of Mid Suffolk: Warding Arrangements - noted

7 OTHER ITEMS FOR DISCUSSION

7.1 Possible Precautionary Principle argument for 1352/17 (and other developments) - noted

8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

None

9 MEETING CLOSED AT: 21:35

Kevin Boardley

Proper Officer & Clerk to Walsham-le-Willows Parish Council

Maggie Barber – Chair - Walsham-le-Willows Parish Council

Signed: ~~~~~
