



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 10th October, 2017

PRESENT Cllrs. Barber, Belson, Bloomfield, Dunn (from 19:30), Kinnair, Lunken,
APOLOGIES Cllr. Roberts.

1 AGENDA

- 1.1 **Apologies** - Noted above.
- 1.2 **Minutes of the last meeting** held on Tuesday 12th September, 2017 were approved 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 OPENED** – one member of the public present.

Ian Campbell, for the Sports Club, presented plans for a Speed Induction Display (SID) on Summer Road where the Sports Club are particularly concerned about traffic speed during the evenings from 5-9pm which is the peak usage time of the sports club by children. Some preliminary work has been done on costings and funding and Ian was requesting support from the Parish Council in principle and with regard to some funding if possible.

Current cost projections for the SID are in the region of £2650 per SID with cost of supplying and installing the posts being met by SCC as advised by Cllr. Jessica Fleming. Cllr. Fleming also advised that the District Council can give some financial help towards the payment for the SID.

Cllr. Richard Belson raised issue of considering at the same time, another unit to be used in other locations around the village.

Cllr. Fred Bloomfield suggested idea of selling the unused speed gun to help with costs.

The relative merits and costs of battery or solar operated SID's were discussed. These can be investigated further by PC and Sports Club after SCC approval is granted. Ian will get more information from SCC.

Action: Cllr. Fleming to circulate relevant links to information on this.

PUBLIC OPEN FORUM CLOSED

- 1.6 **Jessica Fleming's Report**- Jessica's report available on the Parish Council website at <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>

For the County it covered Highways, School Transport and Schools Admissions Policy.

Cllr. Bloomfield again raised issue of excess road signage and the fact that it is regularly left in place long after works had completed.

Action: Cllr. Fleming agreed to follow up on a tightening of how the system works.

Clerk raised issue of request for weedkilling around base of churchyard wall which has disappeared from the sitemap of reported works with no communication from Highways.

Action: Cllr. Fleming agreed to follow up with Highways.

Action: Clerk agreed Clerk to follow up with Highways to see if this can be done before the Armistice day event.

For the District Jessica's report covered Planning Applications, Potential Council Merger, Mid Suffolk Ward Boundary Review, Consultation on Local Plan, Planning – a new approach to speed up delivery of homes, Community Funding Fair and the Council's move to Endeavour House.

Cllr. Cllr. Fleming reported no more news on either of planning applications **1352/17** and **DC/17/02783**.

Cllr. Belson supported by other Cllrs. again expressed frustration with Parish Council's ability to effectively comment on Planning Application when the Mid-Suffolk planning webs site often returns a 'not found' message for searches that should work. Councillors are unable to view documentation and fulfil their role. Cllr. Belson also expressed frustration with the lateness with which some papers are received, too close to the actual meeting to allow for proper consideration by Councillors.

Action: Cllr. Fleming agreed to take up again with the District Council and at request of Clerk to ask if the site search has 'fuzzy' functionality which generally leads to better search results.

Action: Clerk it was agreed that to circulate step by step guide on setting up a saved search for Walsham Parish Applications and the setting up of the 'Consultee In-Tray'. This may work better for Councillors. If this does not help then Clerk to start sending links to the applications which although a generic link has been reported to work for Councillors better than the site search.

Action: Clerk it was agreed that Clerk will set up Parish Councillor distribution group on his mobile device to further help ensure Councillors receive information that comes in as soon as is possible.

Cllr. Roberts expressed interest in attending the Community Funding Fair. Cllr. Bloomfield may also attend.

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

Reference: DC/17/04722

Address: 11 Wattisfield Road Walsham Le Willows Bury St Edmunds Suffolk IP3 3BD

Proposal: Erection of first floor rear extension

Parish Council unable to comment as Parish Councillor's have been having trouble finding the planning information using the web site search which often returns a 'document not found' response regardless of search criteria entered. Jessica Fleming is following this up on behalf of the Parish Council.

Reference : DC/17/03642

Address: Fernside Finningham Road Walsham Le Willows Bury St Edmund Suffolk IP31 3BQ

Proposal: Application for Listed Building Consent - Erection of replacement fencing to the east and the south and replacement of garden gate.

Parish Council made no comment

3 PLANNING OUTCOMES

Reference: DC/17/04722 NO DECISION

Address: 11 Wattisfield Road Walsham Le Willows Bury St Edmunds Suffolk IP3 3BD

Proposal: Erection of first floor rear extension

Reference : DC/17/03642 NO DECISION

Address: Fernside Finningham Road Walsham Le Willows Bury St Edmund Suffolk IP31 3BQ

Proposal: Application for Listed Building Consent - Erection of replacement fencing to the east and the south and replacement of garden gate.

Application. No: 1352/17 – NO DECISION

Land West Of Wattisfield Road Walsham Le Willows IP31 3BD

Outline application with all matters reserved except access for the erection of up to 60 dwellings

Application Updated: Planning Officer comment re Primary School Places and changes to footway proposals. No Further Comment from SCC Flood and Water Management.

Parish Council had no further comments

Application for outline planning permission - DC/17/02783 – NO DECISION

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

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

4 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON THE 11th JULY 2017

4.1 **Community Emergency Plan** – in progress

4.2 **Local heritage listing** – it was agreed to remove this item from next agenda

4.3 **Neighbourhood Plan** – There have been a handful of offers from the meeting on the 22nd but not nearly enough to consider taking a Neighbourhood Plan forward. The overall mood of the meeting was despondent, there did not seem to be very much enthusiasm to do anything at all. Parish Council are considering options but remain clear that responsibility for driving this has to emanate from the community as a whole. The Parish Council would of course, enthusiastically support any initiative that emerges.

Action: Clerk and Cllr. Barber it was agreed to meet to discuss

4.4 **Weedkilling of base of churchyard wall** – Reporting issue raised with Cllr. Fleming (see 1.6).

Action: Clerk to chase Highways as well.

4.5 **Streetsweeping** – Cllr. Barber reported that street is swept on both sides on weekly basis.

Action: Cllr. Roberts - it was agreed that PC should explore possibility of obtaining a 'Billy Goat' machine.

4.6 **Correspondence address for reserve account** – no progress - noted – maybe next month the statement will be sent to correct address.

4.7 **Phone Coop** re bbmax address and broadband – it was agreed that this should be allowed to lapse from expiry date of 30/11/2017

Action: Clerk to give 30 days notice on broadband contract and request refunds on related contracts with dates beyond 30/11/2017

4.8 **Adding Clerk as signatory** to bank accounts – this was agreed by Parish Council

Action: Clerk was authorised to update the internal control statement.

- 4.9 **Local Plan – Action: All** it was agreed that individual councillors would submit comments on their own behalf and that the Parish Council would also submit a response.
Action: Cllr Roberts and Clerk to meet to determine and submit PC response before 10th November.

5 CORRESPONDENCE

- 5.1 **Appointment of Data Protection Officer** – Cllr Kinnair attended seminar on the new European regulations that will replace the 1988 Act. These regs will continue in force regardless of outcome of Brexit negotiations. Position is that PC needs to keep a watching brief. More guidance will come from SALC on who should take this role for Parish Councils. Registration with ICO will be required. Will need to systematically consider what personal data PC does hold and process. But on first pass it does not seem to be very much at all.
Action: Clerk to investigate obtaining an up to date electoral register.
- 5.2 **Precept Consultation** – noted
- 5.3 **Boundary Commission Consultation** – noted – **Action: All** councillors to look at this **Clerk** to put on next agenda for discussion
- 5.4 **LED Streetlighting** – **Action: Cllr Bloomfield** to look into LED streetlighting and report back
- 5.5 **Raynsford Review – sent to Wattisfield group - comments?** Noted. **Action: Clerk** to check on receipt of information and deadline interval, feeding back if necessary...?

6 REPORTS

6.1 Play Area

Email from Chair putting forward dates for meeting as requested

Action: Cllr Roberts and Clerk to agree meeting date with Play Council next week.

Action: Clerk to dig out all payments to Play Council over past few years

6.2 Footpath Warden - Nothing to report. Cllr. Belson reported that new finger Boards and posts are appearing for neighbouring villages.

Action: Clerk to contact highways to enquire about these for Walsham-le-Willows.

6.3 Tree Warden – Nothing to report.

6.4 Clerks financial report and request for payments

#	Payee	Chq No	Amount		Description
1	Parish Council Employee	002061	£230.10		Clerk's wages & expenses
2	Parish Council Employee	002062	£109.92		Street Cleaning
3	Community Action Suffolk	002063	£9.66		Balance for insurance renewal
4	BDO	002064	£120.00		Audit Invoice
5	H Reeve	002065	£171.37		Footpath Mowing
6	Martineau Farms	002066	£153.95		Footpath Mowing
7	M Hawes	002067	£62.25		Footpath Mowing
8	P Dryden	002068	£40.00		Footpath Mowing
9	G Pollard	002069	£38.65		Footpath Mowing

10	Memorial Village Hall	002071	£26.00		Hire – Neighbourhood Plan Meeting
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#	Receipts	Amount	Description
1	Babergh District Council	£112.50	Grant for Tour of Britain banner
2	MSDC	£10,050.00	Precept 2 nd Instalment

- Precept- second payment notice received – noted
- Cllr. Kinnair reported that first internal audit had been completed and that no irregularities had been found. Next audit set for 9th January 2018.
- Cllr. Kinnear also requested some changes to categories into which income/expenditure was recorded. **Action: Clerk** to make these adjustments
- Notice Conclusion of Audit – published period ended 4th October - noted
- County Archive – Clerk reported County Archive have confirmed receipt of all documents deposited - noted
- Expenses Over £100 2016/17 published both websites - noted
- Grass cutting Contract – Parish Council agreed that David Murray should be asked if he wishes to continue for the coming year. **Action: Clerk** to send email about this and mower servicing.
- New External Auditor – PFK Littlejohn - noted
- Footpaths grant – 2nd claim submitted - noted
- Retention of Agendas – Having received advice from SALC the Clerk asked for agreement that historical agendas do not need to be published on the website or indeed kept on paper or electronically - agreed

7 OTHER ITEMS FOR DISCUSSION

- 7.1 Clerk proposed the amalgamation Parish Council Website with Community Council Site as already discussed in principle with Chair. This seems to make sense given that the Clerk is already maintaining the village website on a voluntary basis for the village and the site was relaunched earlier this year with a makeover. The Suffolk Cloud website was only set up because there was a regulatory deadline which had to be met and the new village website was not ready. Amalgamating would save the cost of the Suffolk Cloud site, approx. £100 pa and costs for village website, which even with relaunch have been about the same in the past year, and can be shared with the Community Council. It also means that the Clerk only has one website to manage saving admin time - Agreed

8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

- 8.1 Invoice from PTF sent directly to Chair – for supply of uPVC windows for the Memorial Hall. **Action: Clerk** to place order which Parish Council have agreed to fund.
- 8.2 Request to Chair requesting a donation for Children in Need – placed on agenda for next meeting.
- 8.3 Email from Clarks of Walsham re correspondence with Council about cutting back willow trees. Noted **Action: Clerk** to respond to thank Clarks for the notice.
- 8.4 Babergh & Mid Suffolk Free Funding and Volunteering Event for Communities – noted

- 8.5 Approach from village resident re Broadband and Mobile Mast – Resident seemed to think mobile relay mast was now connected but Cllr. Bloomfield thought his was not the case.
Action: Clerk to try to ascertain position
- 8.6 Email re Parish Liaison meetings - noted
- 8.7 Email enquiry from new resident forwarded to Chair. Complaint about behaviour of youths outside resident’s property - Cllr. Barber advised resident that this was a matter for the Police not the Parish Council.

9 MEETING CLOSED AT: 21:40

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

Signed

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