



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

DRAFT MINUTES of meeting Tuesday 9th January, 2018

PRESENT Cllrs. Barber, Belson, Bloomfield, Dunn, Roberts, Kinnair, Lunken.

1 ROUTINE BUSINESS

1.1 Apologies None

1.2 **Minutes of the last meeting** held on Tuesday 12th December, 2017 were approved and signed.

1.3 TO RECEIVE PECUNIARY AND NON PECUNIARY INTERESTS OF MEMBERS

1.4 **TO CONSIDER APPLICATIONS FOR DISPENSATION** - Cllr. Barber for planning application 05865.

1.5 **PUBLIC OPEN FORUM** – 13 members of the public present.

Strong representations were made by parishioners about the extension of the hours of opening for Moriarty's Café.

Specific concerns were voiced with regard to:-

- Lorries mounting the pavement due to parked vehicles
- That the latest application was seen as another step in the creeping development into a restaurant of premises originally specified as a 'cake shop' / café.
- Fears that the next step will be an application for an alcohol licence.
- Damages caused to the parked car of a resident in the vicinity.
- Pedestrians having to walk in the road with children and push chairs as a result of delivery lorries parked across the very narrow pavements
- That the Memorial Hall car park is being promoted as a parking space for visitors to the café when it is in fact a private car park.
- That extended hours will lead to inconvenience to near neighbours with smokers using the driveway outside the Café and cyclists parking bikes in the drive through which the public have access to the café.
- That neighbouring property values will start to be affected

The members of the public present were keen to state that the presence of a cake shop/café has been very welcome in the village but the move to effectively turn it into a restaurant is problematical.

PUBLIC OPEN FORUM CLOSED AT 19:25

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 the report covered School Transport proposals, Business Rates and Highways.

For the District the report Public Access (to Council Offices), Babergh and Mid Suffolk Merger

Consultation, New Leader for Babergh, Power Cuts, Planning Applications 1352/17 and DC/17/02783

(date for planning committee still to be confirmed), Moriarty's Café (deadline for Objections 24th January which may be extended).

ACTION: Jessica Fleming: Is speaking to Council about application 05865 and will follow up in light of concerns.

1.6.2 Cllr. Fleming reprised position on Speed Indicator Devices (SIDs) for the village and confirmed that she is offering £1000 for each SID (which cost approx., £2,500 each) and as previously advised MSDC will supply and install the necessary posts.

ACTION: Clerk and Cllr. Roberts: To identify potential sites for the SIDs and submit a joint application with the Sports Club to the Council.

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

Reference: DC/17/05865 UPDATED – PARISH COUNCIL STRONGLY OBJECTS TO THIS APPLICATION

Location: Moriarty's Cafe The Street Walsham Le Willows Suffolk IP31 3AZ **Proposal:** Application under Section 73 of the Town and Country Planning Act. 3323/15 Change of Use Of Former Ironmonger's

Shop (A1) To Cafe/Tea Shop (A3) without compliance with Condition 3 (Restriction on operation times) to extend opening hours from 0800hrs to 23:00hrs on Wednesdays to Saturdays.

The key objection is on the grounds of parking issues which are already proving highly problematic under the current opening hours.

GROUNDS

1. Parking on The Street is far more difficult in the evenings because:-

(a) Many residents who are out at work during the day have returned home and their cars are parked on The Street because many of the houses along The Street do not have off street parking.

(b) During summertime the Bowls Club hosts fixtures virtually every night of the week which means the Memorial Village Hall car park is full with overspill onto The Street.

(c) The Memorial Village Hall is also used itself for many evening events and functions throughout the year which also leads to the car park being full with overspill onto The Street.

(d) It must be stressed that the Memorial Hall Village car park is a private facility and should not be used by customers at the cafe or promoted for such use by the applicants.

2. Deliveries to the premises have already proved to be a problem leading to blocking of The Street and obstruction of the pavement for pedestrians. With additional opening hours there are strong concerns that the deliveries will necessarily increase in number and duration.

3 PLANNING OUTCOMES

Application No. DC/17/05359 **GRANTED Location:** Orchard House, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BS **Proposal:** Planning Application - Conversion of former dental surgery and waiting rooms to an annex.

Reference: DC/17/05366 **REFUSED Location:** Barn At West Street Farm Walsham Le Willows Suffolk IP31 3AP **Proposal:** Notification under Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 - Prior Approval Under Class Q (a and b) Change of use from Agricultural Building to Dwellinghouse (Use Class C3) - Change of use of barn to form 1No dwelling.

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

4.1 **Community Emergency Plan** – Work has started to update the previous plan

4.2 **Neighbourhood Plan** – 20 plus people have put their names forward so far. Cllr. Barber is waiting to hear from another three people but the situation is looking more positive.

4.3 **Data Protection** – watching brief **ACTION: Clerk:** to upload the Parish Council's Data Protection registration document to the website

4.4 **Bank accounts & Clerk as signatory** – Appointment with bank on Wednesday 10th to ensure forms are completed correctly for change of address on deposit account and adding Clerk as signatory. Forms will need to be signed, hopefully for the last time, and minuted at next meeting.

4.5 **Streetsweeping** – Cllr. Roberts – no further progress. **ACTION: Cllr. Roberts:** – to contact Street Sweeper to offer trial of his own machine.

4.6 **Updated electoral register** – has been obtained. Clerk presented the notice that was sent with the electronically downloaded data which states how the data can be used and the penalty for misuse.

4.7 **Rusted street sign Ref: 00185507** – Highways advised they have assessed again. The sign is not a 'mandatory sign', as was thought. Highways have noted and it will be repaired or replaced as and when funding allows.

4.8 **PCC and generator** – Clerk reported visit from Rev. Philip Merry to advise on situation.

The **housing of the generator** was temporary, and it has now been removed. Advice on this was taken from Diocesan Chancellor who is a senior judge and advice was that no Local Authority planning permission was required, permission having been given via a 'faculty' issued/agreed by the Diocesan Chancellor.

The Church has its own system and is not subject to Local Authority planning and listed building laws in the usual way, following instead its own internal procedures **with regard to the replacement of the**

louvres, and again, Local Authority planning permissions are not required. Permission via a ‘faculty’ from the Diocesan Chancellor was granted.

- 4.9 **School Travel Arrangements** – The view of the Parish Council was that the proposed changes would deprive village children of educational opportunities. **ACTION: All Councillors:** register individual opinion on consultation at <https://www.surveymonkey.co.uk/r/5to16HtoS>
ACTION: Cllr. Barber: provide Clerk with Parish Council response to consultation questions for upload.
- 4.10 **Speed Indicator Devices** – Dealt with under 1.6.2 above.

5 CORRESPONDENCE - None

6 REPORTS

6.1 **Play Area** – Trevor Roberts

The Parish Council discussed again and resolved that Clerk should respond to Chair of Play Council to advise that there was still dissatisfaction with the incompleteness of the financial documentation received so far and that a new Play Council committee should be constituted for the Parish Council to work with. **ACTION: Clerk**

6.2 **Footpath Warden** – Richard Belson – nothing to report other than Horse Signs are being made.

6.3 **Tree Warden** – Richard Belson – nothing to report

6.4 **Clerks financial report** and request for payments – Clerk presented bank statements and reconciliation which agreed.

#	Payee	Chq No	Amount	Description
1	Parish Council Employee	002089	£376.19	Clerk’s wages & expenses
2	Parish Council Employee	002090	£109.92	Street Cleaning
3	K Boardley	002091	£1.00	Correction for previous underpayment
4	St Mary’s Parochial Church Council	002092	£175.00	Memorial Hall Hire for PC meetings

#	Receipts	Ref	Amount	Description
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6.4.1 **Audit Report** – Action Points – Clerk advised no further progress but that this now had to be prioritised before end of financial year.

Cllr. Kinnair reported that the quarterly internal audit had been completed and random check on two payments had been properly documented and no irregularities found.

6.4.2 **Budget** – The Parish Council resolved to set the budget precept request at £22,877.00, an increase of 1.95% on the previous year. Proposed Cllr. Brian Kinnair and Seconded Cllr. Trevor Roberts. This replaced the previous proposal of 10.9% on the basis that a review of the financial position deemed the reserve sufficient to meet current known liabilities for the Play Area.

6.4.3 **HMRC Letter** - Clerk advised letter received re check of employer records. Long form to be completed by Clerk and Lynn Shephard. **ACTION: Clerk:** Contact HMRC to confirm receipt. Contact Lynn Shephard for assistance and complete rest of the form by submission deadline (31st Jan 2018).

7 OTHER ITEMS FOR DISCUSSION - None

8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

8.1 **Phone CoOp** – Clerk advised cheque received balance returnable after closure of account. And also advised that the email account appears to have been handled separately by Namesco despite the fact that Phone Coop had implied that all would be closed together.

8.2 **Litter pick** – Cllr. Maggie Barber suggested a date of 18th March which was unanimously agreed.

8.3 **Grove Park Streetlight** – Cllr. Barber had been contacted by parishioner about this. Clerk confirmed receipt of telephone calls and that this had not yet been reported. **ACTION: Clerk:** To add Parish Council's report to website.

9 **MEETING CLOSED AT: 21:55**

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

Signed

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

DRAFT