



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

DRAFT MINUTES of meeting Tuesday 13th February, 2018

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

1 AGENDA

1.1 **Apologies** Cllrs. Dunn, Kinnair

1.2 **Minutes of the last meetings** held on Tuesday 9th January, 2018 and Tuesday 23rd January 2018 were approved and signed.

1.3 **TO RECEIVE PECUNIARY AND NON PECUNIARY INTERESTS OF MEMBERS** Cllr Barber in relation to application DC/17/05865

1.4 **TO CONSIDER APPLICATIONS FOR DISPENSATION** None

1.5 **PUBLIC OPEN FORUM** – 3 members of the public present.

Cllr. Fleming was asked for clarification on what was meant by 'closing time' for application 05865. There were concerns that if closing time meant when doors were closed, rather than when last customer leaves, then the actual activity could go on for a number of hours afterwards. Parishioner's had indicated that they had had verbal assurance that it was the former. Cllr Fleming said she had heard the same thing but was not sure that this would actually be the case. Cllr Fleming suggested it was important for concerns to be submitted in writing to case officer, Sarah Scott, before 21st February. Cllr Fleming also suggested that it had been said that the officer was minded to grant temporary permission of the reduced hours proposal, for later review.

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, Council Tax, Business Rates Retention and Highways.

For the District the report Public Access (to Council Offices), Boundary Review, Council Merger Consultation, Rent a Room for the Homeless and Planning Applications 1352/17 and DC/17/02783 for which a Planning Committee date has been set, **14th March at Endeavour House. Parishioners wishing to attend should be there by 09:00. Session starts at 09:30.**

ACTION Clerk: email Wattisfield Group to alert to Committee hearing.

1.6.1 Covered as part of the Public Open Forum

Cllrs raised a couple of additional issues with Cllr Fleming:

- The issue of numerous road signs falling to the ground **ACTION Cllr Fleming** was asked to enquire on behalf of the Parish Council as to when these will be fixed
- Parking on the pavement at location of affordable housing just beyond the grassed area in front of Oak Tree Cottages and repeated police involvement.
- Redevelopment of the area commonly known as the old fire station site and the inconsistency between advice from planning department and subsequent actions/decisions. Likewise with the recent application for Staples Close. **ACTION Cllr Fleming** was asked to enquire on behalf of the Parish Council

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

Reference: DC/17/05865 UPDATED

Address: Moriarty's Cafe The Street Walsham Le Willows Suffolk IP31 3AZ

Proposal: Re-Advertisement - 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 21:00hrs on Wednesdays to Saturdays.

The Parish Council continues to strongly object to this application having grave concerns about the chaotic parking situations that are starting to emerge and which will likely get worse as the summer approaches and if opening hours are extended.

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

GROUND

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.

Reference: DC/18/00429

Address: Willow Tree Farm Palmer Street Walsham Le Willows Bury St Edmunds Suffolk IP31 3BZ

Proposal: Application under Section 73 of the Town and Country Planning Act - Demolition of an existing garage block and erection of a four bedroom detached house on land to the south west of Willow Tree Farm together, with a cart lodge for Willow Tree Farm without compliance with Condition 2 (listing of approved plans and documents) and Condition 3 (agreement of materials) of planning permission 1613/15. **The Parish Council made no comment.**

Reference: DC/18/00610

Address: Barn At West Street Farm Walsham Le Willows Bury St Edmunds IP31 3AP

Proposal: Notification for Prior Approval of Proposed Change of Use of Agricultural Building to a Dwellinghouse (Class C3) and for associated operational development. Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q - Conversion to 1 No. dwelling. **This was noted by the Parish Council. ACTION Clerk: Request extension to allow Councillors to study the proposals.**

3 PLANNING OUTCOMES

Reference: DC/17/05816 **GRANTED**

Location: 15 Staple Close Walsham Le Willows Bury St Edmunds Suffolk IP31 3DB

Proposal: Householder Application - Erection of garden workshop/store.

Reference: DC/17/05886 **GRANTED**

Location: Sunnyside House Finningham Road Walsham Le Willows Bury St Edmunds Suffolk IP31 3BJ

Proposal: Householder Planning Application - Erection of garden pavilion (following the demolition of outbuilding).

DC/17/06145

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990 NOTED

Proposal: Discharge of conditions application for 5001/16 (Allowed at appeal) - APP/W3520/W/17/3169826 - Condition 3 (Material Colour) Condition 4 (Porch Materials) Condition 7 (Surface Water) Condition 8 (Boundary Wall Details)

Location: Wattisfield Wines, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ

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

- 4.1 **Community Emergency Plan – ACTION Cllr Roberts** – Will be completed within 3 months with a prior report back to Parish Council on 10th April 2018.
- 4.2 **Neighbourhood Plan** – Initial meeting on 27th February.
- 4.3 **Data Protection** – Clerk read out position from SALC briefing. Remains on watching brief. We await further guidance and toolkit from NALC.
- 4.4 **Street sweeping** – Cllr. Roberts – reported informal conversations with current street sweeper who indicated that a ‘Billy Goat’ machine may be useful. . **ACTION: Cllr. Roberts:** – to demonstrate the equipment to streetsweeper on 1st April.
- 4.5 **Speed Indicator Devices – ACTION Clerk:** 1. Submit prepared applications. 2. Enquire further about the types of device available. **ACTION Cllr. Roberts:** Enquire with contact re possibility of employment to ensure charging/swapping locations.

5 CORRESPONDENCE

- 5.1 **Emails re planning application 1352/17 from Wattisfield Group** – noted
- 5.2 **David Brown re Birch Tree** – was decided at meeting on 23rd January.
- 5.3 **SCC re streetlighting inventory check – ACTION: Cllrs Bloomfield and Roberts** – Progress for next meeting on 13th March so that inventory can be confirmed before payments due at end of financial year. Each streetlamp will also be documented on maps. **ACTION Clerk:** To ascertain cost of conversion of all streetlights to LEDs
- 5.4 **The Avenue – Tree Blocking** – Planning enforcement team are looking into hedge removal and erection of field gate as well as right of way.
- 5.5 **Register of Interests Online** – ACTION Clerk: Will resend to link councillors and also chase with Babergh Mid-Suffolk.
- 5.6 **Request for donation** – SNAW – Refused

- 5.7 **Community CIL Workshop** – Cllrs Barber and Roberts will attend session in Eye.
 5.8 **Request for donation** – Suffolk Accident and Rescue Service – £50 donation proposed by Cllr. Belson, seconded by Cllr. Bloomfield and carried unanimously.

6 REPORTS

- 6.1 **Play Area** – Trevor Roberts
 EAGM is being held on 20th February. **ACTION Clerk:** 1. Check lease for clause on financial year. 2. Write to Chair of Play Council thanking for the excellent advertisement placed in the Observer and also request Agenda for meeting.
- 6.2 **Footpath Warden** – Richard Belson – Nothing to report. Cllrs Roberts and Belson erecting new posts at Fishponds on Saturday.
- 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 had discrepancy of £1. This is an accounting error and will be corrected for next meeting.

#	Payee	Chq No	Amount	Description
1	Parish Council Employee	002095	£247.21	Clerk's wages & expenses
2	Parish Council Employee	002094	£109.92	Street Cleaning
#	Receipts	Ref	Amount	Description
1	The Phone Co-Op	514549	£9.64	Refund on Broadband Contract

- 6.4.1 **Audit Report** – Action Points – Clerk advised no further progress but that this would now be prioritised before end of financial year.
- 6.4.2 **PKF Littlejohn webinar External Audit Process** – clerk advised on 'attendance' -noted
- 6.4.3 **HMRC Employer Check** – still no communication from HMRC in response to emails and telephone calls - noted
- 6.4.4 **Namesco Accounts** – To advise that these will close 4th June and 14th August – no refunds - noted
- 6.4.5 **Internal Audit** – The Parish Council agreed to appoint SALC again this year. Proposed: Cllr Belson Seconded: Cllr Roberts. Carried unanimously.
- 6.4.6 **Email re Council Tax Band D's** Clerk explained the situation insofar as it is understood. Agreed that Parish Council will need to make sure this is taken into account next year.
- 6.4.7 **3rd Quarter Cleansing Grant requested** – note

7 OTHER ITEMS FOR DISCUSSION - None

8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

- 8.1 Cheque in sum of £200 received from Walsham le Willows Community Council for transfer of previous Parish Council laptop.

9 MEETING CLOSED AT: 21:50

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

Signed

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