



## WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 13<sup>th</sup> March, 2018

PRESENT Cllrs. Barber, Belson, Bloomfield, Dunn (from 19:35), Kinnair, Roberts, Lunken.

### 1 AGENDA

1.1 Apologies None

1.2 Minutes of the last meetings held on Tuesday 13<sup>th</sup> February 2018 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 – no members of the public were present

1.6 County and District Reports – Jessica Fleming available on the Parish Council website at <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>  
For the County the report covered Draft NPPF 2018 Consultation and Highways  
For the District the report Public Access (to Council Offices), Boundary Review, Council Merger Status, and Planning

1.61 Feedback on action points from last meeting Covered under planning

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

Application: DC/18/00960 Proposal: Notification of works to Trees in a Conservation Area - 2no. Ash - Fell due to Ash Dieback. 1no. Yew – Fell Location: The Coach House, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BS – **The Parish Council resolved to Support this application**

Application: DC/18/00969 Proposal: Notification of Works to Trees in a Conservation Area - Reduce crown height by 4m and spread by 2m on 1 no. Ash (T1) Location: Chapel House, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ – **The Parish Council resolved to make no comment on this application**

Application: DC/17/037078 TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78 Appeal Reference: APP/W3520/W/17/3190597 Appeal by: John Stebbing Architect Ltd Proposal: Full Planning Application - Change of use from Class A2 (Financial and professional services) to Class C3 (Dwellinghouse) and Erection of 1½ storey detached dwelling (following demolition of existing building) Location: Linton House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ – **The Parish Council noted this appeal. Councillors felt that is it another example of countermanded pre-application advice. ACTION: JF to follow up with Planning**

### 3 PLANNING OUTCOMES

Reference: DC/17/05865 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 noted this outcome**

#### **4 MATTERS ARISING**

- 4.1 **Community Emergency Plan** – ongoing, on track for report to April meeting
- 4.2 **Neighbourhood Plan** – Cllr. Barber reported idea and activities to promote the work of the group the next meeting of which will be on 28<sup>th</sup> March in Priory Room at 7.00pm
- 4.3 **Data Protection** – We now have the NALC toolkit **ACTION: Clerk** will liaise with DOP service, which will perform the Parish Council’s data protection officer function, and assist with the preparations for May deadline.
- 4.4 **Streetsweeping** – Cllr. Roberts reported no interest in taking up the use of a street sweeping machine
- 4.5 **SID devices** – Clerk reported locations have been submitted, £2060 Locality Award advised. **ACTION Clerk:** Investigate alternative supplier
- 4.6 **Streetlighting Inventory** – Cllr. Bloomfield reported all streetlamps listed were in place **ACTION: Clerk** Confirm proposed charges to SCC based on checked inventory. Cllr. Bloomfield also reported 6 streetlights still out. **ACTION Clerk:** Check that these have all been reported and report again if necessary. Cllr Bloomfield advised he may prepare an FOI with regard to SCC reserves in light of delays in fixing streetlamps. Clerk reported SCC’s advice that there are supply issues that may delay repairs.
- 4.7 **Streetlighting conversion** Clerk reported SCC had noted the request for information and the capital team have been asked to contact the Clerk in the new financial year.
- 4.8 **The Avenue – Tree Blocking** – Planning officer has advised site visit will take place to determine if there is a planning issue.
- 4.9 **Register of Interests Online** In light of successful completion by Cllrs. Barber and Kinnair, Clerk requested that remaining councillors complete their forms. It was noted that home address must be declared. **ACTION Clerk:** to source guidance for Cllr’s re online form.
- 4.10 **Community CIL Workshop** –Cllrs. Barber and Roberts reported that they had gained some useful information from attendance.

#### **5 CORRESPONDENCE**

- 5.1 Road Closures – noted
- 5.2 Request for Donation CAB – **ACTION Clerk:** Parish Council resolved to make donation of £25
- 5.3 Poppy Project 2018 – **ACTION Clerk:** to reply to organisers to advise that Parish Council have no objection re use of Churchyard wall.

#### **6 REPORTS**

- 6.1 Play Area – Cllrs. Roberts and Kinnair along with Clerk reported back on recent communications. Cllr. Kinnair noted meeting planned for handing over accounts, hopefully to take place within the next week.
- 6.2 Footpath Warden – Nothing to report
- 6.3 Tree Warden – Nothing to report
- 6.4 Clerks financial report and request for payments – Clerk reported £1 reconciliation accounting error remains but that this will be resolved before the end of the financial year.

| # | Payee                                      | Chq No | Amount  | Description              |
|---|--|--------|---------|--------------------------|
| 1 | Parish Council Employee                    | 002096 | £412.62 | Clerk's wages & expenses |
| 2 | Parish Council Employee                    | 002097 | £137.40 | Street Cleaning          |
| 3 | Parish Council Employee                    | 002098 | £5.40   | Postage and Stamps       |
| 4 | Suffolk Accident Rescue Service            | 002099 | £50.00  | Donation                 |
| 5 | NH Rayson & Son                            | 002100 | £780.00 | Digging Ditch            |
| 5 | HM Revenue & Customs<br>120PT00294459 1812 | 002101 | £23.40  | PAYE                     |
| 7 | Ladywell Accountancy Services              | 002102 | £42.00  | Payroll Services         |

| # | Receipts                           | Ref                  | Amount   | Description             |
|---|------------------------------------|----------------------|----------|-------------------------|
| 1 | MSDC Received                      | 0000328092<br>Q317/1 | £357.18  | Cleansing Grant         |
| 2 | MSDC Due                           | 0000328215           | £2060.00 | Locality Award for SIDs |
| 3 | WleW Community Council<br>Received |                      | £200.00  | Payment for laptop      |

- 6.4.1 Audit Report – Clerk updated meeting and advised that remaining outstanding points would be addressed before end of financial year.
- 6.4.2 External Audit – Clerk reported that this was in hand
- 6.4.3** HMRC Employer Check – Clerk reported that a response was received with a shorter questionnaire which has been returned.
- 6.4.4 Internal Audit – Clerk reported that date submitted for SALC internal audit is 12<sup>th</sup> June and that preparations are in hand.

## 7 OTHER ITEMS FOR DISCUSSION – None

## 8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

- 8.1 Village website funding - The Parish Council resolved to support the funding of the village website as a portal to disseminate Parish Council information the extent of £150 per annum until otherwise agreed.
- 8.2 Cllr Lunken reported water leak again in Wattisfield Road at bottom of allotments outside Millstones **ACTION Clerk:** to report to SCC Highways
- 8.3 Cllr. Belson reported deep puddle around a large area centered on the kerbside drain on the top of 4 Ashes Corner. Estimated at 30x10ft and 1ft deep. **ACTION Clerk:** to report to SCC Highways

## MEETING CLOSED 21:10

Kevin Boardley

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