



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

DRAFT MINUTES of meeting Tuesday 10th April, 2018

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

1 AGENDA

1.1 **Apologies** Cllr's Belson, Dunn.

1.2 **Minutes of the last meetings** held on Tuesday 13th March 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** – Paul Sutton, Partner in Cambridge firm Planning Strutt & Parker and Nic Rumsey, Director, Jaynic, acting for the owners of the Shepherd's Grove site in Stanton gave a presentation to Parish Council on proposed development.

1.6 **County and District Reports** – Jessica Fleming was not in attendance.

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

TO BE NOTED – PARISH COUNCIL MADE NO OBJECTION Reference DC/18/01120 Address Hillcrest The Causeway Walsham Le Willows Bury St Edmunds Suffolk IP31 3AB **Proposal** Notification of Works to Trees in a Conservation Area - Fell 1 no. Eucalyptus (T1)

3 PLANNING OUTCOMES

DECIDED – No Objection 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

DECIDED – No Objection 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

REFUSED 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 1No. dwelling.

REFUSED 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

GRANTED Reference: DC/17/02783 Address: Land Opposite Broad Meadow Walsham Le Willows Suffolk Proposal: Outline planning application (with all matters reserved) - Erection of up to 22 dwellings.

4 MATTERS ARISING

- 4.1 **Community Emergency Plan** – delayed – rescheduled for completion next meeting
- 4.2 **Neighbourhood Plan** – Cllr. Barber reported back and advised next meeting is on 24th April 7pm at the Sports Club when a Committee will be elected and initial work on publicising the work of the group will be finalised. From 30th May meetings will be held on the last Wednesday of the month.
- 4.3 **Data Protection** – Clerk updated Councillors. We await contact from DPO services; **ACTION: Clerk** to circulate questionnaire for perusal by Councillors in case they have anything to add.
- 4.4 **SID devices** – Councillors considered the comparative costings prepared by the Clerk. Meeting resolved to purchase 2 devices from Radarlux. Proposed: TR; Seconded: PL; Carried unanimously.
- 4.5 **Streetlighting conversion** – Clerk reported that we are waiting to hear back from SCC as promised with costings for replacement of all streetlamps with LEDs to reduce ongoing maintenance and electricity costs. Councillors expressed disappointment that we are now paying the large invoice for the maintenance and electricity costs for the streetlighting in Walsham when a number of streetlamps have been out of operation for most of the winter months. **ACTION: Clerk** to write to SCC Highways expressing concerns of Parish Councillors with regard to expenditure of precept on services not received.
- 4.6 **The Avenue** – Cllr. Barber reported that Planning dept had advised this is not a planning issue at the moment and nothing is to be done.
- 4.7 **Register of Interests Online** – Forms outstanding for Cllr’s Lunken and Dunn. Clerk assisted Cllr Lunken with the part of form that needed to be completed. **ACTION: Clerk** to re-circulate links for remaining councillors.
- 4.8 **Boundary Commission Proposals** – Clerk reported that positive comment had been submitted on behalf of the Parish Council.

5 CORRESPONDENCE

- 5.1 **Community Housing Fund** – The Parish Council considered the offer of attendance by the officer from MSDC. Resolved that this as not necessary at the moment and that once the Neighbourhood Plan had been progressed an invitation would be extended at a more appropriate time.

6 REPORTS

- 6.1.1 **Clerks Financial report and request for payments**

The Quarterly Internal Audit was completed but because of other business was not minuted and will be added to next agenda.

The bank statements to 31st March were presented and agreement to reconciliation checked by Cllr. Bloomfield.

A statement of receipts and payments against budget to year end 31st March was presented. **Payments checked for s137 expenditure - none**

A list of cheques over £100 authorised by the Parish Council in the past year was presented.

#	Payee	Chq No	Amount	Description
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1	CAB	002103	£25.00	Donation
2	Parish Council Employee	002104	£310.74	Wages
3	Tom Hunter	002105	£109.92	Street Cleaning
4	Maggie Barber	002106	£57.46	Expenses
5	SCC	002107	£2336.24	Streetlighting maintenance and energy costs (to 31 st March 2017/18)
7	H.Reeve	002108	£171.37	Footpaths Cutting 2 nd 2017/18 payment (to 31 st March 2017/18)
8	G.Pollard	002109	£38.65	
9	M.Hawes	002110	£62.25	
10	Martineau Farms LLP	002111	£153.95	
10	P.Dryden	002112	£40.00	
11	WleW Community Council	002113	150.00	Contribution towards budget for Village Website
12	Parish Council Employee	002114	£37.80	Mileage Finance Course, November 2017 Book keeping and audit Course, March 2018
13	SALC	002115	£36.00	Book keeping training course
14	SALC	002116	£430.87	Annual Subscription

#	Receipts	Ref	Amount	Description
1	MSDC Received	0000328215	£2060.00	Locality Award for SIDs (ringfenced)
2	MSDC Due		£10,251.00	First Precept payment

6.1.2 **Audit Report** Recommendations – The Parish Council noted that all recommendations had now been complied with, or would be complied with by time of internal audit. One remained which may be picked up again in audit this year but is in hand.

6.1.3 **Internal Audit**

- The Parish Council noted dates set for Internal Audit by SALC as 16th May.
- The Parish Council considered the proposals for marking some reserves as ringfenced in the accounts and agreed the earmarking of others with some amendment to the proposal.

6.1.4 **External Audit** – Clerk reported gathering of documents commenced. Noted.

6.1.5 **HMRC Employer Check** – Clerk reported that we were waiting to hear from HMRC – noted.

6.2 **Play Area** – Cllr's Roberts and Kinnair reported back to the meeting on the progress made at last meeting of the Play Council. Primarily the agreement to instigate the transfer of balance on Britannic Building Society account (now Co-OP) to the Parish Council and closure of the account. No changes will happen to the signatories on the Santander current account until after the election of a full Committee on 23rd May. **ACTION: Cllr Barber** to contact two of the existing signatories to see if this can be moved on asap. Cllr Kinnair registered his willingness to chauffeur the relevant people to the bank in Ipswich if necessary. It was requested that the Clerk (in capacity as interim Secretary of Play Council) prepare agenda for the May AGM of the Play Council.

6.3 **Footpath Warden** – not in attendance

6.4 **Tree Warden** – not in attendance

7 OTHER ITEMS FOR DISCUSSION

- 7.1 **Annual Meeting of the Parish Council** – Councillors clarified the meeting date for the Annual Meeting as the ordinary monthly meeting date, 8th May.
 - 7.2 **Parish Meeting** – The Parish Council agreed a date of 29th May in the Priory Rooms but that next year the meeting is held in April before Annual Meeting of the Parish Council.
 - 7.3 **Subscription to Council for Preservation of Rural England** – The Parish Council resolved to subscribe to this organisation.
 - 7.4 **Community Action Suffolk** – Registered as member on website (free) by the Clerk - Noted. Agreed a donation of £20.
 - 7.5 **Standing Orders, Financial Regulations**, Internal Control Arrangements, Risk Assessment, Health & Safety, Litter Pick Health & Safety were all reviewed and adopted with amendments. The Asset Register was reviewed and updated. Register of Interests forms submitted were reviewed (see 4.7 above)
 - 7.7.1 **Review of Fees & Charges** – there are none
 - 7.7 **Local Council Administration** – The agreement to purchase an updated copy was agreed at a previous meeting but not minuted. Meeting resolved that purchase of updated edition go ahead. Proposed: TR; Seconded MB; unanimously carried.
- 8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN**
- 8.1 Letter from Garth Harlow recently rediscovered Thomas Hutton Wilkinson Charity Endowment Fund in favour of the Mistress of the Primary School amongst others; Request that parish Council put forward three names as Trustees. ACTION: Clerk to write to Mr Harlow putting Richard Martineau, David Daniels and Judith Harlow. Proposer: FB; Seconder: BK; Carried unanimously.
 - 8.2 Proposal from the Wattisfield lobby group to commission a Traffic Survey in relation to the proposed development of 60 houses on Wattisfield Road. Cost is £400-600. The group have already raised £260 themselves and request that the Parish Council top this up to ensure that the independent report is commissioned. Proposer: TR; Seconder: BK; Carried unanimously on the proviso that the report is commissioned directly by the Parish Council.
 - 8.3 Worsening of surface water reported on road outside Millstones and that water can be heard under manhole covers (believed to be BT) just outside the corner of Rookery Lane. **ACTION: MB** To identify further. **ACTION: Clerk** to report

MEETING CLOSED 22:05

Kevin Boardley

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