



## WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

DRAFT MINUTES of meeting Tuesday 8<sup>th</sup> May, 2018

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

### 1 FIRST BUSINESS

- 1.1 Election of Chairman: Cllr Barber nominated Cllr Roberts; seconded by Cllr Belson; carried unanimously; Declaration of Acceptance of Office was duly completed. Election of Vice Chairman: Cllr Barber nominated Cllr Belson; seconded by Cllr Bloomfield; carried unanimously; Declaration of Acceptance of Office was duly completed.
- 1.2 Apologies: Cllr's Kinnair and Dunn
- 1.3 Minutes of the last meeting held on the 10<sup>th</sup> April 2018 were approved with proviso that decision taken under 8.2 is added to next agenda as this was not valid under AOB. Noted by Cllr Belson.
- 1.4 No pecuniary and non-pecuniary interests of members declared
- 1.5 No applications for dispensation requested
- 1.6 Clerk presented reviewed Model Standing Orders (revised by NALC 2018) for adoption. Proposed by Cllr Barber; Seconded by Cllr Belson; carried unanimously. These were duly adopted.
- 1.7 Clerk raised issue of arrangements for Insurance Cover in respect of all Insurable risks; Council resolved to add this to next agenda for review after AGM of Play Council where it will be decided what cover needs to be added to the Parish Council policy for the Play Area.
- 1.8 The Council's subscriptions to other bodies were reviewed and agreed as appropriate for the coming year.
- 1.9 Clerk advised s137 expenditure of £251 in year to 31<sup>st</sup> March 2018 which was well within the capped limit. From 1<sup>st</sup> April Clerk will identify s137 expenditure payments against capped limit as they are authorised.
- 1.10 Clerk presented list of dates for meetings for year to 31<sup>st</sup> March 2019. These were approved. Clerk also asked for consideration of changing meeting day to Wednesdays. Council resolved to consider moving Council meeting day to Thursdays. To be decided at next meeting. **ACTION Clerk:** Contact Janet Kerridge re Thursday availability of the Priory Room.
- 1.11 Public Open Forum – one member of public present  
Graham Norris presented proposal to Council with regard to concerns re changes to Primary Care services and engaging villages in feedback to the Patient Participation Groups. **ACTION Clerk:** add to agenda for consideration at next meeting.
- 1.12 **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/> – Jessica's report included for the County, Data Protection, Primary School Places, Highways, On Call Fire Fighters, Suffolk Walking Festival, and for the District, Working Together Awards, Former Needham Markey Council Site, CIL Bids and Public Access reminder. With regards to **bids for CIL monies**, this had been raised before at previous meetings by the Clerk but it was clarified that Walsham le Willows can submit a bid for the 75% of CIL monies available that are not distributed on basis of approved developments. **ACTION Clerk:** Review guidance and report back to next meeting.

The issue of the **road surface and large 'pothole'** on the corner of Summer Road and The Street was raised by Cllr Barber. Clerk advised that this was reported and a request was submitted for this to be properly repaired this time. Cllr Barber reported that it has been 'completed'. Councillors and the Clerk expressed strong dissatisfaction with this and other 'repairs' which are wholly unsatisfactory. The Clerk asked if there was any contract management quality check of the work of companies contracted to complete road repairs for SCC. Cllr Fleming advised that there was no such quality control. **ACTION Clerk:** Report pothole at Four Ashes

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

**The Parish Council resolved to support his application** **Application:** DC/18/01401 **Location:** Walsham Le Willows Memorial Village Hall The Street Walsham Le Willows Bury St Edmunds Suffolk IP31 3AA **Proposal:** Full Planning Application - Erection of single storey extension and relocation of 2 no. disabled parking spaces.

**The Parish Council resolved to support his application** **Reference:** DC/18/01835 **Address:** Crownland Hall Crownland Road Walsham Le Willows Bury St Edmunds Suffolk IP31 3BU **Proposal:** Application for Listed Building Consent - Alterations including removal of internal load bearing wall between kitchen and hall and re-instatement of windows to front elevation.

**Application. No: 1352/17** – 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

Cllr Barber spoke to traffic analysis report that will be presented at Planning Committee on 9<sup>th</sup> May 2018.

## **3 PLANNING OUTCOMES**

**RAISE 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)

## **4 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON THE 10<sup>th</sup> April 2018**

- 4.1 **Community Emergency Plan** – **ACTION Cllr Roberts:** Finalise document and provide four copies to Clerk for Parish Council, Village Hall notice board; MSDC and Community Council.
- 4.2 **Neighbourhood Plan** - Next meeting 27<sup>th</sup> June will be public meeting to raise awareness, promote engagement and gather ideas including views on the village boundary that should be part of the plan and existing proposed developments within the boundary.
- 4.3 **Data Protection** – Clerk reported that it appears that Parish Councils are going to be exempted from requirement to appoint a data protection officer. Legislation is going through Parliament now. However, the other requirements will remain. Clerk updated Council on position on working towards compliance.
- 4.4 **SID devices** – **ACTION Clerk:** Place order when details received.
- 4.5 **Streetlighting conversion** - nothing to report. **ACTION Clerk:** Chase SCC for costs
- 4.6 **Register of Interests Online** – **ACTION Clerk:** follow up with Cllr Dunn
- 4.7 **HMRC Employer Check** – Nothing to report. No contact from HMRC since last submission.

## 5 CORRESPONDENCE

- 5.1 **SCC re streetlighting maintenance** – Grove Park light has been repaired. **ACTION Clerk:** Chase SCC re remaining two lamps that are out.

## 6 REPORTS

- 6.1.1 **Internal Control Audit report Cllr Kinnair** – not presented as Cllr Kinnair not present.

### 6.1.2 Clerk's Financial report and request for payments

#	Payee	Chq No	Amount	Description
1	Parish Council Employee	002117	£449.71	Wages
2	Tom Hunter	002118	£109.92	Street Cleaning
3	Maggie Barber	002119	£27.00	Mileage expenses
4	MSDC	002120	£720.00	Litter & Dog bin emptying
	<i>For Information: Public Works Loan Board</i>	<i>NONE Direct Debit</i>	<i>£511.48</i>	<i>Final payment Ref: 531 08132 Leaving account on 31<sup>st</sup> May</i>

#	Receipts	Ref	Amount	Description
1	<b>MSDC Received</b>		£10,251.00	First Precept payment
2	<b>HMRC Received</b>	XPV126000100057	£1,164.34	VAT Reclaim

- 6.1.3 **Ringfencing and Earmarking** – It was unanimously agreed to transfer £15k from current to reserve account and note ringfencing and earmarking in the accounts as follows: SIDs £2,160 (ring fenced) Closed Churchyard Wall £5k, Elections £1k, Neighbourhood Plan £2k, Streetlight LED Conversion £4k, Play Park £5k. **ACTION Clerk:** Raise cheque for £23,036.42 payable to Walsham le Willows Parish Council Reserve Account (year end balance minus £15k).

- 6.1.4 **Audit Recommendations** – Parish Councillors indicated that they had considered the Clerk's commentary alongside the statements on the Annual Return and were happy to answer all in the affirmative.

- 6.1.5 **2017/18 Audit** – Clerk reported submission dates now 16<sup>th</sup> May for Internal and 18<sup>th</sup> June for External

- 6.2 **Play Area** – Trevor Roberts – nothing much to report. Councillor's discussed upcoming AGM.

- 6.3 **Footpath Warden** – Richard Belson - nothing to report

- 6.4 **Tree Warden** – Richard Belson – nothing to report other than 6 new signs have been made. These will be erected as soon as ground conditions allow.

## 7 OTHER ITEMS FOR DISCUSSION

- 7.1 Six Bells pothole / carriageway down for repair. (refer 1.12) **ACTION Clerk:** Re-report

- 7.2 Thank you letter CAB donation - noted

- 7.3 Park Runs or Great Run Local Events – **ACTION Clerk:** Pass information onto Ian Campbell at Sports Club

## 8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

- 8.1 Letter from Rob Barber requesting that the Footpaths map at the entrance to the Memorial Hall is replaced as it was vandalised last year. **ACTION Clerk:** Add to agenda for June.

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