



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

DRAFT MINUTES of meeting Tuesday 12th June, 2018

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

1 FIRST BUSINESS

1.1 Apologies: Cllr. Dunn

1.2 Approval of the Minutes of the last meeting held on the 8th May 2018 was proposed by Cllr Belson and unanimously agreed with amendment to 6.13 which incorrectly noted a £15k transfer to reserve. This should have noted a transfer reserve of £23,036.42 leaving a balance of £15k in the current account as at 31st March 2018. Cllr. Belson also noted that the year on the end of year statement was incorrect in one place. This was corrected to 2018 by hand.

1.3 No pecuniary or non-pecuniary interests declared

1.4 No applications for dispensation.

1.5 Public Open Forum – no members of the public were present

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/> – Jessica's report included for the County, Changes to senior positions, Home to School Transport, Suffolk Day June 2018, On call Fire, and for the District, Tourism Strategy, Planning (verbal report) and Public Access reminder.

Council raised a number of matters with Jessica: SIDs, issues with responsiveness of Dynnic, the company initially charged with assessing site locations; Jessica confirmed that there had been problems and that this is now being handled directly by SCC again. ACTION Clerk: Let JF know if we have not heard anything by end of week.

Post Office, Cllr Barber reported that this cannot be progressed until middle of July; JF agreed to chase if it does not progress as expected.

Clerk raised again the issue of quality control and value for money of road repairs. Although it appears that these were completed to a better standard this time, pot holes remain adjacent to repairs, many touching the edge of the repair. ACTION Clerk: send images of examples.

Councillors and Clerk also raised again the issue of the carriageway outside the Six Bells still being in an unsatisfactory state. Clerk gave JF the report reference: 00208911 for follow up.

Cllr Barber raised issue of incorrect location of disabled bay markings that had been incorrectly positioned outside The Old Bakery rather than The Old Bakehouse. JF to request that it is moved.

The Clerk reported the school children sign that has fallen has been removed rather than re-erected which seems perverse given the issues around school safety particularly with all the attention that the new development has focused on the Wattisfield Road traffic situation.

ACTION Clerk: send report reference to JF – 00208910

Clerk raised issue of roadworks.org alerts which are still being sent out with some works being just days away despite having reconfigured the automated alert as was suggested.

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

Application DC/18/02589 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 - To vary Condition 2 of Planning Application 1613/15 (Demolition of an existing garage block and the erection of a four bedroom detached house on land to the South West of the host property together with a cart lodge for the host property). **The Parish Council resolved to support this application.**

3 PLANNING OUTCOMES

GRANTED Application for outline planning permission - DC/17/02783 Proposal: Outline planning application (with all matters reserved) - Erection of up to 22 dwellings. **Location:** Land Opposite, Broad Meadow, Walsham Le Willows, Suffolk **NOTE** Incorrect wording identified by Evolution Town Planning

Cllr Belson requested that it be minuted that 30 conditions applied to the granting of this application, in particular: 35% of dwellings must qualify as affordable housing; the green lane must be protected by the establishment of a buffer zone; a footway link must be established between the development and the existing footpath south of Mill Close. All the conditions can be viewed with the decision by navigating to <https://planning.baberghmidsuffolk.gov.uk/online-applications/> and entering the application reference into the simple search.

GRANTED 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.

DISMISSED Appeal Against Refusal AP/17/00096 Address: Linton House The Street Walsham Le Willows Bury St Edmunds Suffolk IP31 3AZ **Nature:** 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)

4 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON THE 8th May 2018

- 4.1 **West Suffolk Community Engagement Group proposition – ACTION Clerk:** to reply to Graeme Norris, asking if the patient list at Ixworth had been used to elicit feedback to the commissioning group.
- 4.2 **Traffic Analysis –** Council resolved to pay the balance of the Traffic Analysis report; proposed Cllr Bloomfield and agreed unanimously.
- 4.3 **Community Emergency Plan –** Cllr Roberts reported that this needs a final clean up including a sense check by all councillors, in particular that people mentioned are still in the village. **ACTION Clerk:** circulate to all councillors for comment.
- 4.4 **SCC re streetlighting maintenance –** Clerk reported that apart from the two lamps for which SCC are reliant on UK Power Networks, all the others are reported as fixed.
- 4.5 **Change to day of Parish Council meeting –** Clerk requested that this be postponed pending further consideration as to benefit. **ACTION Clerk:** to contact Janet to advise that this was just an enquiry at this stage with regard to room availability.
- 4.6 **CIL bid submission –** Clerk reported that on an initial scan of the documentation it was thought that bids could not be submitted until development was underway. Clerk requested that Councillors read and discuss again. Clerk suggested that the best course of action would be to co-ordinate with the Neighbourhood Plan group in the formulation of a plan in which bids have to be based.

- 4.7 **Neighbourhood Plan** – Cllr Barber reported that next meeting was a drop in session from 2.30 to 9pm on 27th June at the Priory Rooms to ask parishioners their views including the boundary that should apply for the plan so that the group can move the process forward to the next stage.
- 4.8 **Data Protection** – Clerk reported no further progress due to other priorities, principally external audit preparations but that this was ongoing.
- 4.9 **SID devices** – Clerk reported that nothing had yet been heard but advice was that we should receive a response by the end of the week. (see also 1.6)
- 4.10 **Streetlighting conversion** – Councillors discussed Highways proposal to carry out the assessment of upgrade costs with a charge for each unit that would be offset against the total costs as and when the actual upgrades take place. Cllr Belson proposed that this proposal be accepted; carried unanimously. **ACTION Clerk:** Advise acceptance to SCC Highways.
- 4.11 **Register of Interests Online** – Clerk reported that there was just one ROI form to be updated. **ACTION Clerk:** to follow up
- 4.12 **HMRC Employer Check** – Clerk reported nothing further yet heard. **ACTION Clerk:** Chase HMRC for resolution.
- 4.13 Play Area Insurance – **ACTION Clerk:** seek advice from CAS on how best to merge the policy with that of the Parish Council.

5 CORRESPONDENCE

- 5.1 **New signage for footpaths - ACTION Cllr Roberts:** Provide map to Rob Barber for checking against the original Footpath map at the Memorial Village Hall which needs to be replaced. Cost of new sign to be invoiced to Parish Council.
- 5.2 **Seafarers uk** – The Council considered the request for involvement in this initiative. MB proposed that the Parish Council do not join; carried unanimously.
- 5.3 **emails – Highways** – See 1.6. Clerk also reported removal of incorrectly placed national speed limit sign in response to report.
- 5.4 Road Closures – see 1.6 and noted.

6 REPORTS

- 6.1.1 **Internal Control Audit report** Cllr Kinnair - completed 10/04/2018 - Cllr Kinnair confirmed to Council the completion of the internal audit.
- 6.1.2 **Clerk's Financial report and request for payments & budget reconciliation to 31st May 2018** which was confirmed as agreeing to bank statements.

| # | Payee | Chq No | Amount | Description |
|---|-------------------------------------|--------|------------|--|
| 1 | Parish Council Employee | 002121 | £710.52 | Wages |
| 2 | Tom Hunter | 002122 | £137.40 | Street Cleaning |
| 3 | WleW Parish Council Reserve Account | 002123 | £23,036.42 | £38036.42 - £15,000 as minuted 8 th may 2018, item 6.11 |
| 4 | K Boardley | 002124 | £59.26 | Expenses |
| 5 | HMRC | 002125 | £197.20 | PAYE |
| 6 | SALC | 002126 | £32.50 | Good Councillor's Guide to Neighbourhood Planning |
| 7 | SALC | 002127 | £84.79 | Tenth Ed Arnold-Baker |
| 8 | Clarkes of Walsham | 002128 | £28.98 | Fibre Board |
| 9 | SALC | 002129 | £264.00 | Internal Audit |

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|----|------------------|--------|---------|------------------|
| 10 | Vertas | 002130 | £417.59 | Vertas |
| 11 | Munro Consulting | 002131 | £422.50 | Traffic Analysis |

| # | Payment In From | Ref | Amount | Description |
|---|---------------------------------|-----|---------|-----------------------------|
| 1 | Maggie Barber Received | | £380.00 | Wattisfield Road Collection |
| 2 | Footpaths Grant Invoiced | | £466.22 | 1 st Cut End May |

- 6.1.3 S137 Expenditure** – Donation to CAB authorised 10/04/2018 £25 was made under s137 powers – noted buy Council
- 6.1.4 Annual Governance & Accountability Return** – Council were in receipt of full internal audit report in advance of the meeting.
- 6.1.5 Annual Governance & Accountability Return** – Section 1 Completed and signed by RFO and Chair
- 6.1.6 Annual Governance & Accountability Return** – Section 2 Completed and signed by RFO and Chair
- 6.1.7 Exercise of Public Rights** – Clerk reported this will commence **21st June and end on 1st August** - noted
- 6.1.8** Clerk presented **revised end of year reconciliation and end of year statement** corrected for minor accounting errors as advised by internal auditor – noted
- 6.1.9 Document retention and disposal** – Clerk referred to previously circulated proposal for retention and disposal of Council documentation. Council agreed proposal. **ACTION Clerk**
- 6.1.10 Headings on reconciliation** – Council noted some changes **ACTION Clerk:** to make amendments to cashbook headings
- 6.1.11 Santander** – Clerk reported another error in correspondence received to incorrect address; that all information other than address and contact details used for Parish Council work removed from Santander’s database; and that a goodwill payment of £150 had been secured from the bank for the considerable inconvenience caused over the last 14 months.
- 6.1.12 Represented end of year reconciliation and statement 2017/18** – duplicated agenda item (6.18)
- 6.2 Play Area** – Trevor Roberts – Cllr Kinnair reported back to Council on joint meeting with new Play Council Committee on 19th May.
- 6.3 Footpath Warden** – Richard Belson – Nothing to report other than the updating of the map. Cllr Bloomfield reported concern over footpath 25 overgrowth. It was noted that this has now been remedied by the Sport Club.
- 6.4 Tree Warden** – Richard Belson – nothing to report

7 OTHER ITEMS FOR DISCUSSION

- 7.1** Old ? streetsweeping contract – Councillors confirmed that the contract was an old one and identified the former streetsweeper from the signature.

8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

- 8.1** Cllr Bloomfield asked if the now unused speed gun should be sold to raise funds. **ACTION Cllr Bloomfield:** To ascertain likely resale value.

MEETING CLOSED 21:35

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