



## WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

DRAFT MINUTES of meeting Tuesday 10<sup>th</sup> July 2018

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

### 1 FIRST BUSINESS

- 1.1 Apologies & resignation; Cllr. Kinnair and Cllr. Dunn. Cllr. Dunn has submitted his resignation to the Chair. Clerk advised Council that notice period for poll starts 11 July and ends on 31<sup>st</sup> July when, if at least 10 electors have not submitted a request for a poll to the returning officer, the vacancy will be filled by co-option. If an election is held it will take place not later than 3 October 2018.
- 1.2 Minutes of the meeting held on the 12<sup>th</sup> June 2018 were approved and signed. Proposed by Cllr Barber and seconded by Cllr Lunken
- 1.3 To receive pecuniary and non-pecuniary interests of members – none declared
- 1.4 To consider applications for dispensation - none
- 1.5 Public Open Forum – 1 member of the public present. Requested that Parish Council take on cutting hedge along The Causeway. The base is becoming so overgrown which is making walking along it pretty scary when traffic goes by at speed. Council discussed and it was thought that this was impeding pedestrian access and making the use of wheelchairs dangerous if not impossible. **ACTION Clerk:** Contact Highways  
Cllr Bloomfield raised same issue of hedge to 11 Wattisfield Road, which has new occupiers, preventing push chairs from being used on the pavement. **ACTION Clerk:** Write to new occupiers requesting that it is cut.
- 1.6 Jessica Fleming presented her reports which are available at on the Parish Council website at <https://www.walsham-le-willows.org/explore/governance-community/parish-council/> – Jessica's report included for the County, Home to School Transport, Highways Programme Review, Consultation on Specialist Education and 'We are Listening' events. And for the District, Planning, Statement of Community Involvement, Needham Market Middle School Site, Joint Housing Strategy Consultation, Solar Panels and Date to Meet Jo Churchill MP. **ACTION Clerk:** Pass on info about Statement of Community Involvement and Solar Panels to Chair of Neighbourhood Planning group.

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

None

### 3 PLANNING OUTCOMES

**GRANTED 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** – Noted by the Parish Council. In response to a question from Cllr Belson asked Cllr Fleming confirmed that the District Council would be able to hold the developers to the 35% affordable housing condition. Cllr Belson also asked for clarification on what 'affordable' meant legally.

### 4 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON THE 12th June 2018

- 4.1 **West Suffolk Community Engagement Group** – Clerk reported further correspondence and suggested maybe the NP group may be interested. **ACTION Clerk:** pass on to NP Group Chair.

- 4.2 **Community Emergency Plan – ACTION Cllr Bloomfield:** To check names and refer back.
- 4.3 **Change to day of Parish Council meeting** – Clerk proposed decision postponed for time being. Clerk confirmed Janet Kerridge had been advised that this was just an enquiry at this stage.
- 4.4 **CIL bid submission** – no further progress – Cllr Fleming suggested we look at this and advised that 75% of the pot can be claimed without any relevant housing development having started or a neighbourhood plan being in place. **ACTION Cllr Fleming:** Supply name of contact at Council so that meeting can be organised with Parish Councillor’s and NP group representatives.
- 4.5 **Neighbourhood Plan** – Cllr Barber updated the meeting about the successful drop in day and over 140 signatures to plan boundary.
- 4.6 **Data Protection** – no further progress
- 4.7 **SID devices** – not yet ordered. Four weeks have elapsed and we haven’t had confirmation of sites. It could be another 14 weeks before posts are in place to take the devices. **ACTION Clerk:** Chase again and let Cllr Fleming know if there is no response before next Thursday.
- 4.8 **Streetlighting conversion** – Nothing heard back. Cllr. Bloomfield suggested that when the conversion happens we might find alternate locations for the two UK Power networks poles from the inventory as there appears to be never ending issues with fixing these. **ACTION Clerk:** chase again and enquire.
- 4.9 HMRC Employer Check – Clerk advised that letter had been received advising that this check had concluded with no further action required.
- 4.10 **Play Area Insurance** – discussed and resolved that we had further questions about how to approach this. **ACTION Cllr Roberts:** Contact Chair of Play Council to discuss. **ACTION Clerk:** Call CAS with questions; list play area equipment and guesstimate rough value;
- 4.11 **New signage for footpaths** – **ACTION Cllr Roberts:** contact John Dorling
- 4.12 **Unused speed gun** –Cllr Bloomfield reported that to buy new the guns are approx. £1000 and used they fetch about £200 but that there is not much of a market. Council resolved that it was best to retain the gun as it might work well in conjunction with new speed devices. **ACTION Cllr Bloomfield:** To make enquiries with contacts about joining previous members of speedwatch group to get this back up and running.

## 5 CORRESPONDENCE

None

## 6 REPORTS

- 6.1 Clerk’s Financial report and request for payments & budget reconciliation to 30<sup>th</sup> June 2018 **Budget reconciliation** was agreed to bank statements by Cllr Bloomfield. Clerk presented **letter mandating bank to make transfer to reserve from current account** as per decision made at meeting on 12<sup>th</sup> June, minute ref 1.2 and replacing signed transfer template and cheque authorised at last meeting which had been destroyed. Clerk explained that this cannot be effected by cheque which has to be posted in cashbook and then shows as expenditure. Mandate duly signed by Cllr’s. Barber and Belson. **ACTION Clerk:** forward to Santander with evidence of minute references of decision.

**Cllr Belson raised issue of Clerking hours.** Councillor’s discussed the reasons for this and it was agreed that the expenditure on Clerk’s hours needs to be monitored against budget. The Clerk acknowledged this and gave some examples of additional work that the previous

Clerk did not have to deal with advising that a fairly detailed record of tasks is being kept against the hours claimed.

#	Payee	Chq No	Amount	Description
1	Parish Council Employee	002132	£565.09	Wages
2	Tom Hunter	002133	£109.92	Street Cleaning
3	David Murray	002134	£350.00	Churchyard grasscutting
	CHEQUE DESTROYED	002135		CHEQUE DESTROYED
4	Maggie Barber	002136	£329.10	Badge making machine for NP group – cost covered by Donation from Town Farm Charity
5	Maggie Barber	002137	£16.24	Denny Bros - Pencils – to be charged to NP group
6	Maggie Barber	002138	£11.00	Walsham Primary School – Supply of paper and post it notes – to be charged to NP group
7	Tom Hunter	002139	£238.00	Play Area Maintenance from 01/04/2018 to 28/07/2018
	TFR to RESERVE	002123	£23036.42	<b>CHEQUE CANCELLED</b> – transfer to be effected by signed letter to Santander

#	Payment In From	Ref	Amount	Description
1	Footpaths Grant <b>Due</b>		£466.22	1 <sup>st</sup> Cut End May
2	Town Farm Charity <b>Chq Received</b>		£355.00	Donation for badge making machine

6.2 **Play Area** – Clerk reported that Kim Hubbard was on the case to try to pin down contract with Vertas and payment of invoice is being withheld until this is resolved.

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

6.4 **Tree Warden** – Richard Belson – nothing to report

## 7 OTHER ITEMS FOR DISCUSSION

None

## 8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

8.1 Cllr Barber noted that Cllr Trevor Roberts had been appointed as Trustee on the newly established Sport Club CIO as Parish Council representative.

8.2 Cllr Barber reminded Cllr's of Parish Council Liaison meeting as previously circulated. No councillor's were available to attend this time.

Meeting Closed at 20:35

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