



## WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 9<sup>th</sup> October 2018

PRESENT Cllrs. Barber, Belson, Bloomfield, Ellis, Kinnair and Roberts.

### FIRST BUSINESS

- 1.1 Apologies: None
- 1.2 Councillor Vacancies – Amanda Ellis was co-opted onto the Council, proposed by Cllr Barber, seconded by Cllr Belson, carried unanimously. Cllr. Ellis signed the Declaration of Acceptance of Office which was countersigned by the Clerk and was welcomed onto the Council. **ACTION CLERK** to send link for Register of Interests and details on training courses.
- 1.3 The minutes of the last meeting held on the 6<sup>th</sup> September were accepted & approved. Proposer Cllr Barber, Seconder Cllr Bloomfield, carried unanimously
- 1.4 No pecuniary and non-pecuniary interests declared
- 1.5 No applications for dispensation
- 1.6 Public Open Forum – 19 members of public present  
Mr Hubby Frost presented a very impassioned request for the support of the Parish Council for the **addition of nine more names to the war memorial**. Cllr Barber and the whole Council commended Mr Frost for the painstakingly detailed evidential work he had done in support of this request. Mr Frost advised that he was willing to fund this, and Cllr Fleming offered help from her Locality Aware Fund. Motion to approve was proposed by Cllr Bloomfield, seconded by Cllr Barber and carried unanimously. **ACTION Clerk** to contact Mr Frost to suggest that this is invoiced to the Parish Council to reduce the cost by claiming back the VAT.

Adrian Rumbles, with the full support of other members of public present, asked for the support of the Parish Council in questioning the intention of The Old Town Trust to auction The Guildhall on basis that it had become too expensive for the Trust to maintain. He advised the auction had already been advertised for 18<sup>th</sup> October, so time was very short. He raised concerns that if this can happen with The Guildhall the same could happen with other OTT property and land. He advised the Parish Council that meeting had been requested with the Trustees but had been declined. He raised issues about security of tenure for the tenants. Phil Newby, Chair of Neighbourhood Planning group spoke in support of the tenants suggesting that the first responsibility of any social landlord is to the tenants and that it was reasonable to expect a properly conducted consultation with the tenants prior to any decisions being made. He also raised concerns about one of the tenants who has an Assured Shorthold Tenancy meaning that any potential buyer could view this as buying a void property. He put forward a solution which was to withdraw the property from auction and for the Trustees to enter into a conversation with other registered social landlords who would likely be more willing and able to protect the tenants. He suggested if this were to happen good practice would be to involve at least one of the tenants in the selection of a new landlord. The Chair made it clear that the Parish Council had no jurisdiction over, or influence on, the Old Town Trust. Some information on the governing purpose of the Trust had been obtained from the Charity Commission website but there was no Constitution available. There were questions about how the proceeds raised from such a sale would be used as well as how the amount of capital raised would significantly improve the Trust's financial position given that the income from The Guildhall is probably also a

significant proportion of the Trust's overall income. There were concerns from Councillors that this seemed to be proceeding with unseemly haste.

A motion was put to adopt a draft proposal from the floor that the Parish Council notes with concern the imminent sale of The Guildhall with its tenants in situ and strongly advises the Old Town Trust to delay the sale and to enter into a conversation with the whole village about the future of the Guildhall, this motion reflecting the strong feelings of village residents about the proposed sale. This was proposed Cllr Bloomfield, seconded Cllr Barber and carried unanimously.

Cllr Jessica Fleming also advised that she and the District also have no jurisdiction but that she would raise it with MSDC.

**ACTION Clerk** draft a letter for agreement by Parish Councillors to the Secretary of The Old Town Trust, copied to each of the Trustees individually, Cllr Jessica Fleming and the auctioneer.

Public Open Forum closed 20:45

- 1.7 County and District Reports – Jessica Fleming presented reports which are available at on the Parish Council website at <https://www.walsham-le-willows.org/explore/governance-community/parish-council/> – These included for the County, Suffolk Design Guide (**ACTION CLERK** make NP group aware), Suffolk's Budget Consultation, Beccles Southern Relief Road and Schools Application deadline. And for the District, Planning 5 year land supply, Mid Suffolk acquisition of former Aldi building Stowmarket, Business Rates Retention Pilot and Meeting dates.

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

**PARISH COUNCIL IN SUPPORT OF THIS APPLICATION**

**APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/18/04213**

**Proposal:** Notification of works to trees in a conservation area - T1- Reduction of height of an overgrown hedge in order to restore previous height. T2- The removal of two branches on a monkey puzzle tree. T3- Removal of branches on an ornate flowering cherry. T4- Thin small tree (species not known) T5- Thin apple tree, T6- Reduction of height to an ornate pear tree. T7- Removal of lower branches on a copper beech.

**Location:** Grove Cottage, Palmer Street, Walsham Le Willows, Bury St Edmunds IP31 3BZ

**PARISH COUNCIL NOTED THIS APPEAL**

**Planning Appeal - AP/18/00042** - Moriarty's Cafe, The Street, Walsham Le Willows, Suffolk IP31 3AZ **ACTION Clerk** to check that Parish Council submission has been included and resubmit if necessary.

- 3 **PLANNING OUTCOMES – TO BE NOTED**

**REFUSED** | Reference DC/18/03312 Address West Street Farm Walsham Le Willows Suffolk IP31 3AP **Proposal** Notification of Prior Approval Application under Part 3, Class Q

(a) and (b) of the Town and Country Planning (General Permitted Development) Order 2015 - Conversion of existing agricultural barn to a dwellinghouse.

**GRANTED** | **Application: DC/18/03353 Proposal:** Planning Application. Erection of a B8 commercial building. **Location:** Land To The West Of The R&D Construction Depot , Summer Road, Walsham Le Willows, IP31 3AJ

#### **4 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON THE 6<sup>th</sup> September 2018**

- 4.1 **Community Emergency Plan** – Cllr Bloomfield passed amended documentation to Cllr Roberts for final collation and distribution.
- 4.2 **CIL bid submission** – Meeting with reps from Mid Suffolk on Thursday 15<sup>th</sup> November 19:00 Priory Room
- 4.3 **Neighbourhood Plan** – NPG aware of CIL monies available. At last meeting some more progress made on developing strands of the plan. The group needs more interest from members for other strands. - Next meetings 25<sup>th</sup> October, 29<sup>th</sup> November, 7pm Priory Room
- 4.4 **Data Protection** – In progress
- 4.5 **SID devices** – These have been received. Ian Campbell will put forward a name for the management of the Sports Club sign. Cllr Roberts will manage the other one. Clerk reported on the objection that was received to the siting of the pole on Wattisfield Road. Highways have suggested a different site. **ACTION CLERK** Challenge this suggesting a slightly different location on the original verge having checked measurements. Councillors prefer this location because of proximity to the school which is one of the main drivers for the sign. In meantime Cllr Roberts will prepare the devices for mounting and use.
- 4.6 **Play Area Insurance** – Clerk reported that renewal documents for combined policy received.
- 4.7 **Streetlighting conversion** – Councillors shocked by the estimated costs. **ACTION Cllr ROBERTS** to investigate alternatives in case we are able to employ our own contractors. Review plan at budget meeting in November.
- 4.8 **New signage for footpaths** – **ACTION Cllr ROBERTS** to liaise with Cllr Belson to conclude.
- 4.9 **Laser printer** – Clerk will take this to budget setting meeting in November.
- 4.10 **Dog Fouling Signage** – The Parish Council authorised expenditure of £85 for 10 dog fouling signs. Proposed Cllr Barber, seconded Cllr Roberts, carried unanimously. **ACTION Clerk** to order.
- 4.11 **Churchyard ground** more holes opening up – **ACTION Cllr ROBERTS** to deal with this as before by filling with sand.
- 4.12 **Falling Memorial in churchyard** – The Clerk reported that no faculty is needed for the family to repair this memorial. Cllr Barber will forward any further correspondence from the family directly to Revd. Philip Merry and advise on requirement for method statement – what is going to be done and how etc., a risk assessment.
- 4.13 **War Memorial** – new names proposal – See 1.6 Public Open Forum
- 4.14 **Traffic Regulation Orders** – Since last meeting Cllrs Roberts and Barber have spoken with residents that would be affected by the proposal. Residents have raised some issues with the proposal. Cllrs Roberts and Barber suggested they contact Cllr Fleming. In meantime **ACTION Clerk** to proceed with new traffic regulation order request and to include another stretch of Wattisfield Road having surveyed the road for the exact extend envisaged by Councillors.
- 4.15 **Grit heaps/bins** – Clerk updated Councillors. Procedure requires that we apply for permission to place two new grit bins where there were previously heaps and to do this we have to give names and addresses if parishioners who have been consulted because they

may object to a bin being placed. Still yet to identify and consult with the relevant people so this may take some time. In meantime

- 4.16 **Planned Footpath Diversions** – Clerk confirmed letter of thanks had been sent to Mr Martineau

## 5 CORRESPONDENCE

- 5.1 **Telephone call – Clerk reported that Tom Hunter had resigned.** **ACTION Clerk** Council asked Clerk to place an ad in the Observer and a post on the website for the vacancy and to write to Tom to thank him for his service. Not actioned as after the meeting it has been advised that Tom may be able to continue.
- 5.2 **Telephone & Call and Letter – Re imminent auctioning of The Guildhall** – See 1.6 Public Open Forum

## 6 REPORTS

- 6.1 Clerk's Financial report and request for payments & budget reconciliation to 30<sup>th</sup> September 2018

#	Payee	Chq No	Amount	Description
1	Parish Council Employee	002158	£314.89	Wages
2	ROSPA Play Safety	002159	£117.60	Annual Play Area Inspection
3	Community Action Suffolk <b>CANCELLED &amp; DESTROYED</b>	002160	£1249.36	Cheque cancelled and destroyed just after meeting and substituted with another (002163) at reduced premium due to notice in meeting that skate ramp has now been removed from Play Area- see below
4	PKF Littlejohn	002161	£240.00	External Audit
5	ICO	002162	£40.00	Annual Data Protection Fee
6	Community Action Suffolk <b>REPLACEMENT CHEQUE</b>	002163	£1059.32	Reduced Annual insurance premium including Play Area (chq signed 10/10/18 by Cllrs Barber and Bloomfield)

#	Payments In	Ref	Amount	Description
1	Street cleaning Grant Claim <b>Received</b>		£367.01	Q1 street cleansing grant
2	Footpaths Cut Grant Claim <b>Received</b>		£466.22	2 <sup>nd</sup> Cut 2018
3	Precept <b>Received</b>		£10,251.00	2 <sup>nd</sup> Payment for 2018/19

- 6.1.1 Auditor has notified a discrepancy from end 2017 figures and AGAR submitted that year. Will be noted as an 'other issue' for the attention of the Parish Council. Does not affect Auditor's opinion. Query on receipts for 2016/17 being more than 22% higher than 2017/18. Resolved – one quarter of street cleaning grant was not claimed for 2016/17. **ACTION Clerk** to enquire as to possibility of claiming this retrospectively.
- 6.1.2 Final audit report and certification through late on 9<sup>th</sup> October before meeting. Clerk advised that this will be published with interim statement on notice board and website.

- 6.2 **Play Area** – Cllr. Kinnair reported very positive developments from the last Play Council meeting with things moving forward. He advised the skate ramp had now been removed. **ACTION Clerk** to claim back £200+ on insurance. Cllr Kinnair requested that in future things such as ROSPA report are circulated to Play Council Committee at same time as circulation to Councillors.
- 6.3 **Footpath Warden** – Richard Belson – nothing to report
- 6.4 **Tree Warden** – Cllr Belson reported concerns that a perfectly healthy beech tree, just coming to maturity, had been removed from just outside the school which was unfortunately just outside the conservation area, so no permission was required.
- 7 OTHER ITEMS FOR DISCUSSION**
- 7.1 Donation request (s137 payment) Children in Need – agreed that this should be added to next agenda
- 7.2 Parish Election Charges Estimate - noted
- 8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN**
- 8.1 Cllr Barber noted that Cllr Ellis wished to attend the next available SALC Councillor course.
- 8.2 Cllr Roberts to invite Nick Mecrow to next meeting having had discussions with him about co-option as a Parish Councillor.

Meeting Closed 21:43

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