



## WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 11<sup>th</sup> December 2018

PRESENT Cllrs. Belson, Ellis, Kinnair, Roberts and Mecrow (following co-option)

### 1 FIRST BUSINESS

- 1.1 Apologies - Cllrs. Barber & Bloomfield. Cllr Fleming
- 1.2 A declaration of eligibility to hold office of parish councillor had been received from Nick Mecrow, whom the Parish Council proceeded to co-opt as Parish Councillor, proposed by Cllr Ellis, seconded by Cllr Kinnair and carried unanimously. Cllr Mecrow duly completed a declaration of acceptance of office.
- 1.3 The minutes for the meetings held on November 13<sup>th</sup> and 27<sup>th</sup> were approved, proposed by Cllr Ellis, seconded Cllr Kinnair and carried unanimously.
- 1.4 To receive pecuniary and non-pecuniary interests of members - None
- 1.5 To consider applications for dispensation - None
- 1.6 Public Open Forum – No members of the public present
- 1.7 **County and District Reports** – available on the Parish Council website at <https://www.walsham-le-willows.org/explore/governance-community/parish-council/> – These included for the County, Application for Roundabouts at Eye, Highways & Drainage, School Transport. And for the District, Funding of PCSO's, Access to Council services over Christmas, establishment of Tenant Board and upcoming meetings of Council.

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

#### **PARISH COUNCIL HAD NO COMMENT APPLICATION FOR PLANNING PERMISSION -**

**DC/18/05209 Proposal:** Householder Planning Application - Erection of a double garage and workroom **Location:** Grove Cottage, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ

### 3 PLANNING OUTCOMES

**GRANTED Reference: AP/18/00042 Address:** Moriarty's Cafe The Street Walsham Le Willows Suffolk IP31 3AZ **Nature:** Application under Section 73 of the Town and Country Planning Act. 3323/15 Change of Use Of Former Ironmonger's Shop (A1) To Cafe/Tea Shop (A3) without compliance with Condition 3 (Restriction on operation times) to extend opening hours from 0800hrs to 21:00hrs on Wednesdays to Saturdays.  
Appeal Type: Appeal Against Refusal

#### **GRANTED PRIOR APPROVAL - AGRICULTURAL TO DWELLING - DC/18/04417**

**Notification under Schedule 2 Part 3 Class Q of the Town and Country Planning (General Permitted Development) (England) Order 2015**

**Proposal:** Notification of Prior Approval Application under Schedule 2, Part 3, Class Q (a) and (b) of the Town and Country Planning (General Permitted Development) Order 2015 - Change of use of agricultural building to dwelling house.

**Location:** West Street Farm, Ixworth Road, Walsham Le Willows, Suffolk IP31 3AP

**Application DC/18/04327 NON MATERIAL AMENDMENT TOWN AND COUNTRY PLANNING ACT 1990 Proposal:** Application under Section 96a of the Town and Country Planning Act – Outline Planning Permission for the Erection of up to 22 dwellings (Ref: DC/17/02783). Non amendment to Condition 21 (Compliance with the recommendations of the ecological report) and Condition 27 (Action required ecology buffer)

**MSDC DOES NOT WISH TO OBJECT Reference: DC/18/04749 Proposal:** Notification of works to Trees in a Conservation Area - Spruce (T1) Fell and American Oak (T2) Remove 2no. limbs **Address:** The Priory The Causeway Walsham Le Willows Bury St Edmunds Suffolk IP31 3AB

#### **4 MATTERS ARISING FROM THE COUNCIL MEETING HELD ON THE 9<sup>th</sup> October 2018**

- 4.1 **Community Emergency Plan** – Clerk had not received documents. **ACTION Cllr Roberts:** Forward documents to Clerk tomorrow.
- 4.2 **CIL bid submission** – Concluded – no action required from Parish Council at this time. Remove from matters arising.
- 4.3 **Neighbourhood Plan** – Nothing to report.
- 4.4 **Data Protection** – As before, Clerk reported that this is in progress but has not been able to prioritise.
- 4.5 **SID devices** – Cllr Roberts reported that the second device has now been installed on The Causeway. Clerk reported that a download of data from the Summer Road device was unsuccessful. **ACTION Clerk:** to investigate further with the support of vendor if necessary. The Parish Council discussed the funding of the device to be dealt with by the Sports Club on Summer Road. **ACTION Clerk:** To draft letter to Ian Campbell seeking to resolve this matter to the satisfaction of the Parish Council.  
**ACTION Clerk:** Investigate insurance  
Cllr Roberts proposed another site on Wattisfield Road for the SID post. **ACTION Clerk:** Put this forward to Highways.
- 4.6 **Streetlighting conversion** – Cllr Ellis has started to develop plan for rolling programme of LED replacements. The Parish Council wishes to know if we are able to start with the lamp on the corner of The Causeway and Grove Park which we has previously been advised by Highways as under control of UKPN and have therefore been unable to give timescale for repair/upgrade. **ACTION Clerk:** to follow up with Highways and recirculate inventory and costing to all councillors.
- 4.7 **New signage for footpaths** – The appropriateness of Parish Council taking responsibility for this in first place was discussed. It was established that the original understanding that this was a map of footpaths is incorrect and that this was a map of village walks that was erected outside the Memorial Hall. The Council decided to remove this from matters arising and Cllr's Belson and Roberts will follow up and resolve as appropriate.
- 4.10 **Dog Fouling Signage** – **ACTION Cllrs Roberts and Belson** to progress the erection of these signs before Christmas break. Resolved to remove this from matters arising.
- 4.11 **Churchyard ground** – Cllr Roberts reported that one hole on West side in the churchyard has been topped up again, so far with approximately ½ tonne of sand. Another was found on East side with unstable perimeter. It was topped up and consumed ½ tonne of sand – more is required. **ACTION Cllr Roberts:** More sand to be purchased for filling.
- 4.12 **War Memorial** – Clerk reported that quote had been received and as per discussions at Budget setting meeting it is not anticipated that the shortfall and therefore contribution from Parish Council will amount to very much. To be removed from matters arising.

- 4.13 **Traffic Regulation Orders** – Discussed and resolved that this should be left with the Neighbourhood Planning group who will include a full review as part of traffic analysis, calming and restrictions as part of the plan. To be removed from matters arising. **ACTION Clerk:** formally write to NP group to alert to concerns of Parish Council.
- 4.14 **Grit heaps/bins** – Clerk reported one more signature required before submitting applications which should now happen before next regular meeting. **ACTION Clerk**
- 4.15 **The Guildhall** – The Parish Council discussed most recent emails from OTT, SALC, Charity Commission and Clare Higson (for tenants). **ACTION Clerk:** Resolved that Clerk should write to Philip Merry enquiring as to his understanding of the Trust and his involvement if any.

## 5 CORRESPONDENCE

- 5.1 Suffolk Highways – advising of closure and works to Ixworth Road from village crossroads to A143 between 10<sup>th</sup> and 19<sup>th</sup> December- Noted.
- 5.2 Tinklers Meadow Campaign Group – **ACTION Clerk:** Forward to NP group.

## 6 REPORTS

- 6.1 Clerk's Financial report to 30<sup>th</sup> November 2018 & request for payments  
Cllr Kinnair reported on regular audit. Two payments were selected. One of these revealed that the invoice for payment to PFK Littlejohn for external audit in October was missing from the file. Apart from this issue, all in order. Clerk suggested that councillors would not have authorised payment without the invoice which must have been filed with other audit papers. **ACTION Clerk:** Locate invoice and store with relevant records.

#	Payee	Chq No	Amount	Description
1	Parish Council Employee	002173	£351.49	Wages
2	K Boardley	002174	£8.74	Stamps; Paper; notepad
3	Tom Hunter	002175	£137.40	Street sweeping
4	Tom Hunter	002176	£70.00	Play Area Maintenance
5	Suffolk Assn. of Local Councils	002177	£123.60	Subscription
6	HMRC	002178	£7.40	PAYE

#	Payments In	Ref	Amount	Description
1	<b>Received</b> Street Cleaning Grant		£357.18	Q2 to September 2018

- 6.1.1 **Budget for 2019/20** – The draft budget was approved and set at £24,276, proposed Cllr Belson, Seconded Cllr. Roberts and carried unanimously.
- 6.1.2 **Precept for 2019/20** – Set at £20,851, proposed Cllr Kinnair, seconded Cllr. Roberts, carried unanimously.
- 6.1.3 Actions requested of Clerk from Budget Setting meeting on 27<sup>th</sup> November – Clerk reported that some had been completed and remainder still to do.

Cllr Mecrow queried the reserve figure showed in the budget. It was noted that we still have three months to end of financial year which will reduce balance held in current account to approximately £2k. **ACTION Clerk:** make note on published budget reconciliation of earmarked and ringfenced reserves differentiating allocated and unallocated reserves.

6.2 **Play Area** – Nothing to report. Cllr Kinnair will attend next meeting as usual and report back on progress. Parish Council noted email from Vertas to Kim Hubbard in July re ‘contract’ for maintenance.

6.3 **Footpath Warden** – Nothing to report other than more signs are appearing as expected.

6.4 **Tree Warden** – Richard Belson

**7 OTHER ITEMS FOR DISCUSSION - None**

**8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN - None**

Meeting Closed 21:30

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