



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

DRAFT MINUTES of meeting Tuesday 12th February 2018

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

1 FIRST BUSINESS

- 1.1 Apologies – Cllr Ellis
- 1.2 Minutes of meeting held on January 8th were approved.
- 1.3 To receive pecuniary and non-pecuniary interests of members - None
- 1.4 To consider applications for dispensation - None
- 1.5 Public Open Forum – One member of the public present. Gill Scarfe raised three issues:
 - 1.5.1 Blockage of drains on Causeway and Summer Road. The Parish Council have been liaising directly with Cllr Fleming about this who recently did onsite inspections of these and other issues and is following up for us with Highways. **ACTION CLERK** report Summer Road blockages.
 - 1.5.2 Latchgate in churchyard needs some attention. **ACTION Cllr Roberts** to address.
 - 1.5.3 Dog fouling issues. **ACTION CLERK** letter to Observer and post on website. **ACTION Cllrs Roberts and Belson** to look into new signage
- 1.6 **County and District Reports** – Cllr Fleming presented reports. For the County, CAB funding, County Council Budget, Three Bridges Project, Ipswich, Great East Run. And for the District, Great Run Local, Online Tax Account Portal, CIL and Section 106 accounts, Parking policy, Draft Communities Strategy, May Elections and Council Tax. Full reports available on the Parish Council website at <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>
- 1.6.1 Cllr Fleming also noted proposed cuts to bus services and mentioned the review that will take place about this.

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

Reference DC/19/00796 Address The Rosary Palmer Street Walsham Le Willows Bury St Edmunds Suffolk IP31 3BS **Proposal** Notification of Works to Trees in a Conservation Area - (T1) Ash - Fell, (T2) Yew - Cut back overhanging branches to boundary.

Reference DC/19/00817 Address Cranmer Farm Finningham Road Walsham Le Willows Bury St Edmunds Suffolk IP31 3BJ **Proposal** Application for Listed Building Consent - Replacement render and insulation to all elevations and general remedial works to the timber frame.

3 PLANNING OUTCOMES

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

4 MATTERS ARISING

- 4.1 **Community Emergency Plan** – Ongoing. **ACTION CLERK** will endeavour to get this completed before next meeting.

- 4.2 **Neighbourhood Plan** – Cllr Barber reported that last meeting was cancelled and next will be Thursday 28th February (fourth Thursday of every month). This will pick up the ‘visioning’ meeting.
- 4.3 **SID devices** – Clerk reported back on position re the siting of Wattisfield Road SID and discussion re the re-siting of one of the Summer Road poles. **ACTION Cllr Roberts** provide images to Clerk re proposed location (Summer Road) for forwarding to Highways and measurements for re-siting Badwell Ash post. Also that cost for extra batteries and housings sent to Jessica Fleming and that we are awaiting response. **ACTION CLERK: follow up re Sports Club contribution; attempt to extract data again; check SID settings with regard to minimum speed at which sign displays etc.** There was a discussion about better publicising the fact that Parish Council has funded these devices as well as other work that the Parish Council does. **ACTION CLERK** to put something together for website and Observer
- 4.4 **Streetlighting conversion** – Clerk reported that we are waiting for the remainder of the quotes for those lamps identified for Phase I of upgrade programme. Council officer is away for 2-3 weeks. **ACTION CLERK** to chase at appropriate time.
- 4.5 Churchyard ground – Still waiting for outcome of visit from Diocesan archaeologist but in meantime Cllr Roberts presented images from camera dropped down ventilation shafts which revealed the presence of brick walled crypts. Clerk reported back on requirements of the Insurance company for Insurance to be valid should there be an accident. **ACTION CLERK** to confirm to insurance company that requirements have been met. **ACTION Cllr Roberts** to obtain paving slabs to cover the ventilation shaft holes; send images of crypt to Clerk for forwarding to insurance company; to arrange warning signage.
- 4.6 **Grit heaps/bins** – Clerk advised that the applications have finally been signed by remaining elusive resident and submitted.
- 4.7 **The Guildhall** – Discussion re the accounting information supplied. **ACTION CLERK** to write to Secretary of OTT to request full accounts.
- 4.8 **Letter of congratulation to School** – Discussion re the interpretation of data published. **ACTION Cllr Belson** to check this before letter is sent.

5 CORRESPONDENCE

- 5.1 **Email from Archant re unspent s106 monies** – Given that the article has now been printed it was decided not to make a press statement at this time.
- 5.2 **Spring Litter pick** – Cllr Barber reported that this would be the last year that she would organise the Litter Pick. Clerk asked for volunteers for this. Cllr Barber advised that organising this involved contacting all the volunteers (approx. 15 people) to advise of date (this year 23rd March) and Sarah Carter at MSDC to arrange the main pick up from the car park (this year on 24/25th March and then distributing the guidance and pick sticks and bags to volunteers. Cllrs Mecrow and Roberts will liaise on this from next year. **ACTION Cllr Barber** to review the guidance.
- 5.3 **Pensions Regulator**– **ACTION Clerk** to write letter to self from Parish Council to satisfy requirement for paper trail by auditor.

6 REPORTS

- 6.1 Clerk’s Financial report to 31st December 2018. The following payments were authorised for payment:

#	Payee	Chq No	Amount	Description
1	Tom Hunter	002185	£109.92	Street sweeping

2	Tom Hunter	002186	£56.00	Play Area Maintenance
3	Parish Council Employee	002187	£243.86	Wages
4	Cllr Roberts	002188	£42.00	Reimbursement for Parish Online Mapping subscription
5	CHQ CANCELLED	002189		
5	Councillor Ellis	002190	£41.40	Travel Expenses
6	Tom Hunter	002191	£109.92	Street sweeping
5	Tom Hunter	002192	£56.00	Play Area Maintenance
6	Graham Staff	002193	£280.96	Mower service

#	Payments In	Ref	Amount	Description
1	BMSDC Claimed		£357.18	Street Cleansing Grant Q4
2	War Memorial Fund Received		£412.00	3 x cheques
3	BMSDC Received		£357.18	Street Cleansing Grant Q3

6.1.1 Regular donations (section 137 expenditure) list agreed as per the list circulated by Clerk. Proposed Cllr Barber, Seconded Cllr Kinnair, carried unanimously.

6.2 **Play Area** – Cllr Kinnair reported that the Committee has still not met since Thursday 18th October which is of some concern to the Parish Council.

6.3 **Footpath Warden** – Cllr Mecrow reported that the Rambler gate has been repaired. It appears that the sizzorgate where footpath 8 meets the Ixworth Road has still not been repaired. **ACTION Cllr Barber** to investigate further.

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

7 OTHER ITEMS FOR DISCUSSION - None

7.1 Elections Course for Clerk – 20th February – £25 plus vat – Proposer Cllr Roberts, Seconder Cllr Barber, carried unanimously.

7.2 Health and Safety Policies – **ACTION Cllr Barber & Clerk** to look for Risk Assessments referred to in policies. **Clerk** to make further minor adjustment to policies for approval at next meeting.

7.3 Proposal to circulate agenda and docs a week earlier – Councillor's found this helpful although circulating agenda, which is also the summons, means that no further items can be added for decision once this has been sent. Agreed that we will experiment with trying to get agenda documents out earlier but agenda will be held back.

7.4 No response from Anthony Raison re ditch clearing – **ACTION Cllr Roberts** to drop in to see why we haven't had a response.

8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

8.1 Cllr Mecrow raised question of anticipated issues facing Parish Council over next year or so.

8.2 Cllr Bloomfield advised he had received two or three representations about the Community Bus. Discussion did not result in any desire to change the decision made previously.

Meeting closed 21:35

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