



## WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 12<sup>th</sup> March 2019

PRESENT Cllrs. Barber, Belson, Kinnair, and Roberts

### 1 FIRST BUSINESS

- 1.1 Apologies – Cllrs. Ellis and Mecrow
- 1.2 The Clerk formally advised of the resignation of Cllr Bloomfield whose resignation email has been forwarded to Cllr Roberts and the Electoral Service Team advised of the vacancy. Due to proximity of elections the Parish Council is not required to co-opt at this stage.
- 1.3 Minutes of meeting held on February 12<sup>th</sup> were approved as corrected by Clerk to remove planning applications DC/19/00796 and DC/19/00817 which were not considered at the February meeting.
- 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
- 1.6.1 Two residents present (Play Council Committee members), who after another resignation have proposed to the Parish Council the cessation of formal Committee meetings of the Play Council with attendance to report back at Parish Council meetings and to allow the focus to be on getting things done at the Play Area rather than formal committee procedures. It was also suggested that the Parish Council handles any monies raised. It was reported that advice had been taken that suggest that it would be better for the Parish Council to handle monies raised, bank account etc and indeed that some monies that are available have to be paid to the Parish Council. **ACTION CLERK** Follow up with Jon Eaton at CAS, and Gillian Hilda at BMSDC; check with insurance company re cover for volunteers; arrangements for bank account etc. It was agreed that a meeting needs to be held with maintenance contractors to review and formalise annual programmes of maintenance. Cllr Kinnair has agreed to lead on this.
- 1.6.2 Revd Philip Merry had asked to attend but was not present **ACTION Clerk** to follow up
- 1.7 **County and District Reports** – Cllr Fleming not present at meeting but reports for March included for the County, New School Transport Policy, Major Infrastructure consultations; and for the District, Draft Local Plan, Developers Contribution Database and upcoming decisions and meetings. The full report can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>

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

**Parish Council made no comment** 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.

**Parish Council support this application** Reference **DC/19/00817** Address Cranmer Farm Fanningham 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.

**Parish Council made no comment APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/19/00831**

**Proposal:** Notification of Works to Trees in a Conservation Area - (G1) Group of Yew trees - Reduce in height by 50% to 4m. (T1) Poplar - Fell. **Location:** The Priory, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB

**3 PLANNING OUTCOMES**

**4 MATTERS ARISING**

- 4.1 **Community Emergency Plan** – Ongoing. Clerk advised that in absence of anyone else taking this on that it would be completed as and when time allows.
- 4.2 **Neighbourhood Plan** – Cllr Barber reported nine people in attendance. A talk from the District Council re accessing funding is to be arranged.
- 4.3 **SID devices** – Issue re the battery life on Summer Road SID. Clerk to check on brightness levels and extract data as soon as possible. Re position of Badwell post, it was agreed that it would be best to leave the existing post and put in another closer to the junction. **ACTION Clerk** to email SCC with map to be supplied by Cllr Roberts.
- 4.4 **Streetlighting conversion** – Clerk presented the revised quotes for Phase I of upgrade programme. After some clarification of the interpretation it was resolved to request works for ‘minimum works’ option based on cost/benefit analysis. **ACTION CLERK** Submit request. **ACTION Cllr Belson** to submit piece to Observer to publicise the funding of this by the Parish Council.
- 4.5 **Churchyard ground** – Cllr Roberts reported that the ventilation shafts to the crypts have been capped off and that no signage was now needed. Also that he had adjusted the height of the striker on the gate. To be removed from matters arising.
- 4.6 **Grit heaps/bins** – Clerk advised no further news. **ACTION Clerk** to chase.
- 4.7 **The Guildhall** – Clerk advised of correspondence that confirms that a full set of accounts will be supplied in appropriate format. **ACTION CLERK** to enquire as to when these might be received. Outcome: Have since been advised that these applications have been refused because both locations are on a ‘P2 gritting route’.
- 4.9 **Risk assessment for contractors** - It was resolved to remove the requirement for annual risk assessment from the policy on the basis that the Parish Council does not directly employ any contractors who would be performing their own risk assessments and that for things like the litter pick extensive guidance is given to volunteers who are covered by Parish Council insurance. **ACTION Clerk**.
- 4.10 Response from Anthony Raison re ditch clearing – **ACTION Cllr Barber** to follow up
- 4..11 Spring Litter pick – Cllr Barber liaising with Cllr’s Mecrow and Roberts. All ready to go. Correction to date noted in last minutes: Should have been 23/24<sup>th</sup> March

**5 CORRESPONDENCE**

**6 REPORTS**

- 6.1 Clerk’s Financial report to 28 February 2019. The following payments were authorised for payment:

#	Payee	Chq No	Amount	Description
1	Graham Staff (Reissued and signed outside of meeting 02/03/2019)	002194	£280.96	Mower Service – Chq 002193 was stopped

2	Parish Council Employee	002195	£369.19	Wages
3	CHQ CANCELLED	002196		
3	SALC	002197	£30.00	Election Briefing for Clerk
4	SARS	002198	£40.00	s.137 donation
5	EACH	002199	£40.00	s.137 donation
6	East Anglian Air Ambulance	002200	£40.00	s.137 donation
7	Mid Suffolk CAB	002201	£40.00	s.137 donation (Stowmarket)
8	Suffolk West CAB	002202	£40.00	s.137 donation (Bury St Edmunds)
9	Headway Suffolk	002203	£40.00	s.137 donation
10	Tom Hunter	002204	£137.40	Street sweeping
11	Tom Hunter	002205	£70.00	Play Area Maintenance

#	Payments In	Ref	Amount	Description
1	BMSDC Q4 <b>Claimed</b>		£357.18	Street Cleansing Grant Q4
2	War Memorial Fund <b>Paid In</b>		£412.00	3 x cheques

- 6.1.1 Regular Donations – Upon request for clarification it was resolved that no donations would be made to Avenues East.
- 6.1.2 Clerk hours Feb/March – Clerk advised that some hours from March had moved into hours record for February – this was due to personal circumstances preventing full hours being worked in Feb which were instead worked in March. - Noted
- 6.2 **Play Area** – Cllr Kinnair reported that the Committee has still not met since Thursday 18<sup>th</sup> 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 – 20<sup>th</sup> 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