



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 14th May 2019

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

1 FIRST BUSINESS

- 1.1 All Councillor's were re-elected (unopposed), retiring Chair Cllr Roberts presided; Cllr's Belson and Barber proposed Cllr Roberts for Chair, carried unanimously. Cllrs Roberts and Kinnair proposed Cllr Belson for Vice Chair, carried unanimously. All re-elected councillors completed their acceptances of office in the presence of the Clerk.
- 1.2 Apologies - none
- 1.3 Minutes of meeting held on April 9th 2019 were approved with amendments as follows: 4.2 Cllr Belson reported on Neighbourhood Plan NOT Cllr Barber; 6.4 reference 'cemetery' to be changed to 'churchyard' to avoid confusion about responsibilities; 8.2 reference to 'village green' changed to 'Staple Close' to avoid confusion.
Cllr Belson proposed that the Council revert to circulating minutes to all Councillor's before the submission to Observer to avoid irrevocable publication of minutes with errors. Carried unanimously.
- 1.4 Cllr Ellis declared pecuniary interest with regard to the contract for grasscutting.
- 1.5 To consider applications for dispensation – None granted
- 1.6 Clerk reported that Insurance is in place for Parish Council which now covers the Play area after update earlier in the year. Cllr Mecrow asked if the 'Hirer's Liability' was a mandatory component of the insurance. **ACTION Clerk** to check with insurer and report back.
- 1.7 The Councils Standing orders, financial regulations, internal control statement, risk assessment, health and safety statement, and guide for litter pickers, all reviewed with updates agreed unanimously as amended and indicated on the documents circulated and presented. The Clerk advised that we currently have only two signatories to the bank account. It was resolved unanimously to add two more signatories to the bank account to bring the compliment up to four. **ACTION Clerk** obtain the necessary paperwork
- 1.8 It was unanimously agreed to appoint SALC as internal auditor.
- 1.9 Annual subscriptions to other bodies were confirmed as per list previously circulated to Councillors.
- 1.10 Clerk reported that s.137 expenditure for 2018/19 was £335. Well within the capped limit.
- 1.11 Clerk advised dates for meetings to May 2020
- 1.12 **County and District Reports** – Cllr Fleming presented her reports for May which included for the District, new Administration following elections, MSDC Housing Land Supply, Local Plan Update, Community Infrastructure Levy, Neighbourhood Plans, Partnership with Norse Group ; and for the County, Suffolk Walking festival, Women's OVO Cycle Race, Special Education Needs Funding, Greenest County Entries and Energy Grants. The full report can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>
Cllr Fleming advised that the Housing land supply requirement for the District is currently met at 5.06% but that nonetheless for purposes of neighbourhood plan and identifying land for development, that it was strongly advised to look at County Council owned land of which there is much that is reserved for farmland. She also advised that housing allocation at Parish level is monitored at district level so Babergh and Mid Suffolk have their own targets as distinct from West Suffolk. Any potential development at Stanton would not be included in the targets for Babergh or Mid Suffolk. The Clerk asked Cllr Fleming how the 3% housing

land supply for a neighbourhood plan is calculated from the 5% supply required of the District Council. We were referred to Robert Hobbs. **Action Clerk** to contact Robert Hobbs. Cllr Mecrow raised concerns with Cllr Fleming about the lack of voice that Walsham and other surrounding villages have in the development at Stanton because this is in another district council area, despite the fact that there will be impacts on surrounding villages. Cllr Fleming acknowledged that this is a problem. **ACTION Cllr Fleming**, agreed to identify officers at Mid Suffolk and West Suffolk and make sure that they are communicating. Cllr Fleming noted that she was following up on the blocked drain at Four Ashes. **ACTION Clerk Cllr Fleming** advised following up latest report to highways with request to Community Warden, Luke Merton, to come out to look at this, the drains along Summer Road and the state of road at Six Bells corner, with a Councillor.

- 1.13 **Public Open Forum** - two members of the Public present representing the Community Council and requesting financial support from the Parish Council for Memorial Hall development and assistance with claiming s106/CIL monies. Plans and schedules are being worked up and the CC was invited to submit these for consideration.

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

DC/19/02008 APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA

Proposal: Notification of works to trees in a conservation area - (T1) Cherry Tree to be removed. **Location:** Clarkes Of Walsham Ltd, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BA **PARISH COUNCIL MADE NO COMMENT**

APPLICATION FOR OUTLINE PLANNING PERMISSION - DC/19/01250

Proposal: Outline Planning Application (all matters reserved)- Erection of 1no. detached dwelling. **Location:** Rookery Barn, Rookery Lane, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD **PARISH COUNCIL MADE NO FURTHER COMMENT**

3 **PLANNING OUTCOMES**

DC/19/01473 NON MATERIAL AMENDMENT TOWN AND COUNTRY PLANNING ACT 1990

Proposal: Non Material Amendment to 1400/17 - Alterations to window/door positions and changes to external materials **Location:** Hunters End, Wattisfield Road, Walsham Le Willows, Bury St Edmunds Suffolk IP313BD **APPROVED**

DC/19/01520 Proposal Notification of Works to Trees in a Conservation Area - Ash (T1) - Reduce overhanging branches by 3m in length; Ash (T2) - Pollard to a height of 3-4m. **Location** Robann, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ **DOES NOT WISH TO OBJECT TO APPLICATION**

DC/19/01630 Proposal: Notification of Works to Trees in a Conservation Area - Fell 1no. Leylandi **Location:** Church Rise Cottage, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB **DOES NOT WISH TO OBJECT TO APPLICATION**

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

DC/19/00497 Proposal: Householder Planning Application - Erection of a single storey front extension, a single storey side extension and a first floor extension over existing annexe to rear. **Location:** Porters House Farm, West Hall Road, Rickinghall Inferior, Diss Suffolk IP22 1LY **GRANTED**

DC/19/01315 Proposal & Location of Development: Householder Planning Application - Re-siting boiler and oil tank Grove Cottage, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ **GRANTED**

APPLICATION FOR PLANNING PERMISSION - DC/19/01317

Proposal: Householder Planning Application - Erection of a single storey rear extension following demolition of existing lean to. **Location:** The Cottage, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ **GRANTED**

4 MATTERS ARISING

- 4.1 **Neighbourhood Plan** – update Clerk and Cllr Roberts; last meeting very well attended with presentation of Flood Risk issues from Derek Sargeant, Housing issues from Alison Martin. Minutes can be found on the website at: <https://www.walsham-le-willows.org/neighbourhood-plan/>
Cllr Belson noted the rejection of planning application, possibly by East Anglian Water, at the bottom of Town house Road near the monitoring station, on the basis of flood risk which he says did not appear on the map presented at the NP meeting. **ACTION Clerk** to advise NP group of this observation.
- 4.2 **SID devices** **ACTION Cllr Roberts** Clerk requested the map to show current location and desired location of the Bardwell Road SID; Clerk reported that the locality award for additional batteries and battery housings should have been received now. **ACTION Cllr Roberts** to put in order; **ACTION Clerk** advised that data has been downloaded from both devices and work on analysis and presentation was underway.
- 4.3 **Streetlighting conversion** – Clerk advised update has been sought but not yet received on progress with Phase I
- 4.4 **The Guildhall** – Clerk reported that Karen has advised that accounts are about to be signed off and should be available for next meeting.
- 4.5 **Ditch Clearing** - Cllr Roberts reported no progress with request to Anthony Raison re ditch clearing. It was agreed to remove this from the agenda
- 4.6 **New development** – Stanton/Hepworth/Walsham – Cllr Mecrow raised this with Cllr Fleming (see 1.12) and there was further discussion with report back from the developer presentation that took place at end February. Plan is currently for 265-380 units of housing. Increased road traffic movements as a result of this development will impact Walsham significantly. There will be an application by end 2019. **ACTION Clerk** to contact West Suffolk District Council, copying in Clerks at Hepworth and Stanton to put forward case for having a voice at the table alongside Stanton Parish Council.

5 CORRESPONDENCE

- 5.1 **Funding for development of Memorial Hall** from CC. See 1.13
- 5.2 CIL monies bid round. Clerk suggested that there were still no oven ready projects on which we could base an application. This was agreed. Clerk reported Infrastructure Team reply re

the funding for streetlamps. Cllr Belson asked that the list of CIL awards made should be compared with the high-level categories to see if this provides an argument for funding of streetlighting upgrades. **ACTION Clerk**

- 5.3 **OVO women's cycle tour** – 10th June – Cllr Ellis to investigate the whereabouts of the banner.
- 5.4 **Letter from Trevor Pollard/Munro Consulting** – It was unanimously agreed to submit this report in the name of the Parish Council. **ACTION Clerk**

6 REPORTS

- 6.1 Clerk's Financial report to 30th April 2019 & request for payments

#	Payee	Chq No	Amount	Description
1	Parish Council Employee	002217	£264.69	Wages
2	Parish Council Employee	002218	£20.68	Expenses, stamps, ink cartridges
3	Tom Hunter	002219	£109.92	Street sweeping
4	Tom Hunter	002220	£56.00	Play Area Maintenance

#	Payments In	Ref	Amount	Description
1	Precept 2019/20 Received	0000419737	£10,425.50	First payment
2	Locality Award	06/2008/013	£819.00	For speed indicator batteries and housings
3	Footpaths Cutting Due	651821	£466.22	1 st Cut to be claimed

- 6.1.1 Clerk presented **end of year reconciliation and end of year bank reconciliation statement**
Cllr Mecrow asked that the final figure for balance of reserves in the year end bank reconciliation be removed as it is confusing. This was unanimously agreed. It was also noted that the allocated reserves figure needs to include the amount for s1.37 payment. **ACTION Clerk** After these changes, the year-end reconciliation to bank statement was unanimously approved.
- 6.1.2 **Internal Audit report & recommendations 2018/19 to follow.** The Clerk reported that the internal audit this year will take place week beginning 24th June. There may have to be an extra meeting called after the receipt of the report. **NOTE** most likely dates 27th / 28th June.
- 6.1.3 **Annual Governance & Accountability Return** – Section 1 completed and signed by RFO and Chair
- 6.1.4 **Annual Governance & Accountability Return** – Section 2 completed and signed by RFO and Chair
- 6.1.5 **Exercise of Public Rights** – Dates to be advised. Has to commence to include the first 10 days of July.
- 6.1.6 Clerk advised that on basis of increase in end of year balance that £1500 should be transferred to reserve. This was unanimously agreed. **ACTION Clerk** To prepare transfer mandate for next meeting.
- 6.1.7 The Clerk advised VAT reclaim submitted in amount of £1972.37 – noted
- 6.2 **Play Area** – Brian Kinnair & Clerk – At this point Cllr Ellis left the room. Future arrangements for **grass cutting contracts** including Play Area were discussed at length. David Murray has agreed to cut the Play Area until the new contract is sorted out. It was noted that:

- SALC have advised that under 11.1 iv of the Financial Regulations, the Parish Council are not required to put this out to tender and could in fact just extend the existing contract if the current contractor were agreeable.
- But that the Council will get three quotes as a matter of good practice
- And that the Council would prefer one contractor for both Play Area and Churchyard to reduce the burden of administration.
- And that the Council will postpone the commencement of a new contract until the winter season, to align contract dates for Play area and Churchyard if they are fulfilled by separate contractors, and to align the contract(s) with seasonal cycles as is the current position.

Incorporation of Play Council into Parish Council business the Clerk relayed advice from SALC and CAS and advised Council on that basis that the Council needs to take detailed advice from CAS, after a full outline of situation, on exactly how this should be properly executed. For now, Brian Kinnair remains on the Play Council Committee and he will discuss finances with Joe, Emma and Kim and would take on Treasurer role. Clerk advised that our contact at CAS has left the organisation and there is currently no replacement for the governance advisor as yet. The CEO may be able to assist, and the Clerk is waiting for a return call. **ACTION Clerk** to chase CAS and arrange piece for the Observer at some point to publicise request for quotes. Also to liaise with CEO of CAS on setting up a meeting with Parish Councillors to decide way forward.

CLlr Ellis was invited back into the meeting.

Letter Jean Philippe Curdy, Town House Property, reporting vandalism Clerk circulated this with numerous photographs just before the meeting. Parish Councillor's were concerned to see that this was happening. **ACTION Clerk** to reply to Mr Curdy to advise that the council have no specific powers to deal with his directly and that it is a matter for the Police and that the Parish Council will support any reports to the police in whatever way it can.

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

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

7 **OTHER ITEMS FOR DISCUSSION**

7.1 Parish Council Marquees – The Clerk advised of a request from a village resident re the use of the marquees for an event outside the village. It was advised that loans had been made for last two years. Sitting Parish Councillors had not been aware of this arrangement. Parish Council records record one marquee that was donated to Parish Council with invoices to Parish Council for two others, one being purchased wholly by the Parish Council and the other with donations from Community Council and Gardens Weekend with the intention that these would be used within the village by village organisations. The majority of the purchase cost was therefore met by the Parish Council, in whose name they are insured as they appear on the Parish Council asset register. It was resolved that in future they will be used only within the village and by village organisations, as was originally intended.

7.2 Four Ashes Drain reported again in strongest of terms and cc'd to Jessica Fleming – noted

7.3 Chevron sign on double bend, Ixworth Rd just before entering village – noted

8 **ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN (No decisions made under AOB)**

- 8.1 **Clerk presented email request from Sports Club** for Parish Council to submit planning application in name of Parish Council so that the large fees can be reduced by 50%. There will be no work for Clerk to do other than submit the application and ensure reimbursement is received from the Sports Club. To be put forward for agreement at next meeting.

Meeting closed 22:20

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