



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 11th June 2019

PRESENT Cllrs. Barber, Ellis and Roberts

1 FIRST BUSINESS

- 1.1 **Apologies** – Cllrs. Belson, Kinnair, Mecrow
- 1.2 The approval of the Minutes of meeting held on May 14th 2019 was postponed until the next meeting.
- 1.3 To receive **pecuniary and non-pecuniary interests** of members - None
- 1.4 To consider applications for **dispensation** – None
- 1.5 **Delegation arrangements** to other organisations were reviewed: Cllr Roberts was re-confirmed as representative for the Community Council, proposed by Cllr Barber and agreed unanimously. Cllr Kinnair was reconfirmed in his absence as representative for the Play Council, proposed by Cllr Barber and agreed unanimously.
- 1.6 **Public Open Forum** – two members of public present seeking the last audited accounts of the Old Town Trust which had not been received by them despite a formal request. A copy as received by the Clerk was supplied.
- 1.7 **Changes to District and County Councillor presentations** as proposed by Cllr Fleming discussed with Cllr Meyer in Cllr Fleming's absence. Cllr Meyer agreed that he could get his report to the Clerk in advance of the meeting. Clerk to seek reports a week in advance of meetings so that Parish Councillor's have a chance to read in advance.
- 1.7.1 **County and District Reports** – Jessica Fleming, apologies given and County report provided covering, Highways Self Help Scheme, New County Exercise Referral Scheme Quality Standard and Energy Grants. Richard Meyer was present, introduced himself, His District report covered New Administration and his responsibilities and availability; School Visit and PCSO funding by MSDC. The full reports 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)

APPLICATION FOR PLANNING PERMISSION - DC/19/02534 Proposal: Householder Planning Application - Erection of a two storey side extension following demolition of garage and detached three bay cart lodge. **Location:** Rose Cottage, Rookery Lane, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD **NO COMMENT**

APPLICATION FOR PLANNING PERMISSION - DC/19/02590 Proposal: Planning Application - Raise roof height to create first floor and installation of glazed roof lights. Creation of lean to link extension **Location:** Namaste, Wattisfield Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD **NO COMMENT**

APPLICATION FOR PLANNING PERMISSION - DC/19/02526 Proposal: Full Planning Application - Erection of 5no. storage buildings, 2no. seating areas, 1no. changing room building and associated amenities including 1no. toilet block and 1no. Snack Bar (Retention of) **Location:** Sports Pavilion, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AH **PARISH COUNCIL SUPPORTED THIS APPLICATION**

APPLICATION FOR PLANNING PERMISSION - DC/19/02708 Proposal: Householder Planning Application- Erection of side and rear extension **Location:** Woodentops, Wattisfield Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD **NO COMMENT**

3 PLANNING OUTCOMES

Application Reference: DC/19/01316 **Proposal** Application for Listed Building Consent - Re-siting boiler and oil tank **Location:** Grove Cottage, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ **GRANTED**

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 **NO OBJECTION**

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 **NO OBJECTION**

MATTERS ARISING

- 4.1 **Neighbourhood Plan** – Cllr Ellis reported on last two meetings this month; maps were discussed and locations are under consideration; one member tasked with contacting local landowner(s); housing development records are being brought up to date for inclusion in the plan.
- 4.2 **SID devices** – It was agreed that the long standing re-siting request would be removed from the agenda. **ACTION Cllr Roberts:** to place the order for the new batteries and battery housings; **ACTION Clerk:** data presentation for next meeting; **ACTION Clerk:** to reduce brightness on village SID to try to address battery longevity.
- 4.3 **Streetlighting conversion** – Clerk reported that despite chasing twice communications from SCC Highways have been non-existent. **ACTION Clerk:** to keep chasing to ascertain start date for phase I.
- 4.4 **The Guildhall** – accounting statement received to December 2018, circulated to Councillor's and a copy provided to members of the public who it was advised had also requested this but had not received it.
- 4.5 **New development** – Stanton/Hepworth/Walsham – Cllr Meyer advised that he and Cllr Fleming had met with the Chief Planning Officer for Suffolk; it has been acknowledged that Wattisfield was the closest area to the centre of the site and were not invited to be part of the consultation – there will be more. A traffic assessment for Wattisfield was agreed. It was noted that it is likely that all residents on the new sites heading for the A14 would route through Walsham. Cllr Meyer also noted the impact on leisure facilities in the village and in the light of the neighbourhood plan which is being formulated this needed to detail what residents in the village resolve that is required to reduce / meet impact of the development so that s106 monies can be accessed for this. Also that Jo Churchill will be focusing on the impacts on the school. Cllr Meyer also advised that MSDC are required to provide 556 units of accommodation per annum across the district for the next 18 years (from draft local plan which is due to be finalised in June). Development is due to start in 2021.
- 4.6 **Insurance query Cllr Barber** – Clerk clarified that the two amounts on the insurance schedule that appeared to be a duplication were in fact for the netball wire wall and the netball area base.

5 CORRESPONDENCE

- 5.1 Traffic Regulation Order for School Entrance – **ACTION Clerk:** to communicate Parish Council's support
- 5.2 Consultation on proposed structural weight and width restrictions in Ixworth Road, Walsham Le Willows **ACTION Clerk:** to communicate Parish Council's support
- 5.3 Email from resident – the Parish Council had no objection to the repainting of 38 Townhouse Road as detailed. **ACTION Clerk:** to communicate this to the resident
- 5.4 Request to hold barbeque 14 Townhouse Road green – It was noted that the request had been withdrawn

6 REPORTS

- 6.1 **Clerk's Financial report to 31st May 2019 & request for payments.** Cheques were signed by Cllr Barber as the only signatory present. **ACTION Clerk:** to get second signature from Cllr Belson.

| # | Payee | Chq No | Amount | Description |
|---|-------------------------|--------|---------|--|
| 1 | Parish Council Employee | 002221 | £226.59 | Wages |
| 2 | Parish Council Employee | 002222 | £23.27 | Annual Subs website caching plugin & Signed for Delivery |
| 3 | Tom Hunter | 002223 | £137.40 | Street sweeping |
| 4 | CANCELLED | 002224 | - | CANCELLED |
| 5 | Tom Hunter | 002225 | £70.00 | Play Area Maintenance |

| # | Payments In | Ref | Amount | Description |
|---|----------------------------------|-----------------|----------|--|
| 1 | Locality Award Received | 06/2008/013 | £819.00 | For speed indicator batteries and housings |
| 2 | Footpaths Cutting Due | 651821 | £466.22 | 1 st Cut |
| 3 | HMRC VAT reclaim Received | XPV126000100057 | £1972.37 | For year end 2018/19 |

- 6.1.1 **Exercise of Public Rights** for public examination of Parish Council financial records– Noted as 17th June to 26th July
- 6.1.4 **Authorisation for transfer to reserve** – postponed to next meeting
- 6.1.5 **End of year submission for internal auditor** 24th June –noted
- 6.1.6 **Parish Council submission by proxy of Sports Club planning application** to assist Sports Club in accessing discount on fees – Proposed by Cllr Ellis and agreed unanimously
- 6.1.7 **Redeclaration with Pension Regulator** confirming that we have no employees who are currently in the scheme, or who are above the threshold for auto enrolment – noted
- 6.1.8 **Sign new signatory forms** - Postponed to next meeting

- 6.2 **Play Area** – Clerk summarised position as it is currently understood and updated the meeting on progress with seeking advice from SALC and CAS. This process is ongoing. Agreement on advertisement for tender of grass cutting postponed to next meeting. **ACTION Clerk:** Contact Gillian Hilder to see if she can offer any advice
- 6.3 **Footpath Warden** – Cllr Belson absent – no report
- 6.4 **Tree Warden** – Cllr Belson absent – no report

- 7 **OTHER ITEMS FOR DISCUSSION**
- 7.1 Register of Interest forms – postponed to next meeting
- 7.2 Minuting of Public Open Forum - postponed to next meeting

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

- 8.1** Clerk circulated list of Authorised Cheques over £100 for 2018/19 to all councillors by email.

Meeting Closed 20:50

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