



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 9th July 2019

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

1 FIRST BUSINESS

1.1 **Apologies** – None; Clerk advised that Cllr Meyer and Ian Bartholomew had indicated that they would arrive later in the meeting.

1.2 Co-Option of Ian Bartholomew onto the Council to fill vacancy existing from date of the election was postponed until later in the meeting.

1.3 The approval of the Minutes of meeting held on May 14th 2019 and June 11th 2019 were approved.

1.4 To receive **pecuniary and non-pecuniary interests** of members – Cllr Ellis re agenda item 6.2

1.5 To consider applications for **dispensation** – None

1.6 **Public Open Forum** – six members of public present. Councillors received representations about two issues:

Ringfencing of funds to build a fund for a replacement Community Bus which currently serves a number of Parishes including Walsham. Whilst agreeing wholeheartedly that the service is invaluable admirable in its aims and achievements in supporting 3700 people movements in a year (700 in Walsham), Councillors reiterated their concerns about ring fencing / contributing public funds where the legal entity owning the asset is not clear. Cllr. Mecrow asked that if the business status could be made clearer it would be helpful to Councillors in deciding if they can revise their previous decision.

Community Council

There was also a representation with regard to concerns about adherence to proper procedures with regard to the running of the Community Council. Amongst these were that no AGM has been held in June as per the updated Constitution (2010) and that proper accounts have not been presented for some time at meetings, the minutes of which also have not been reflecting what is actually is happening in the meetings. An audited set of Community Council accounts were presented to the Parish Council as a public record of the position up until the financial year to 31st December 2018.

ACTION Clerk to draft a letter from Parish Council to Community Council enquiring about the concerns raised by parishioners.

1.7 **County and District Reports** – Clerk advised apologies from Jessica Fleming, whose County report had been provided and circulated, including items on A14 closure and diversion, Ipswich Northern Route Consultation, Bus Services Review, Broadband Update, Pothole repair criteria and Green Access strategy consultation.

Richard Meyer not present at the beginning of meeting so his District report was postponed until later in the meeting, Clerk had received an circulated his report in advance of the meeting and it included items on Council support for Bosch workers, Housing Survey for all tenants and leaseholders, Changes to Recycling, Home Start Charity named as Chair's choice, Support for Rough Sleepers, Plans for Stowmarket Middle School Site, Paperless Award, £290k CIL funding, Electric Vehicle Charging Point and Draft Local Plan. The full reports can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>

[Ian Bartholomew joined the meeting at 19:55 and agenda item 1.2 was dealt with. Ian provided a signed Declaration of Eligibility for Office and his co-option was proposed by Cllr Roberts and carried unanimously. Subsequent to the meeting it was discovered by reference to advice from SALC that the Clerk had misinterpreted the rules on co-option to a vacancy following an election, meaning that the co-option of Ian Bartholomew to the Parish Council was invalid. The Parish Council was advised and steps taken to immediately publicly notify the vacancy. The Council await the outcome of the notice period.]

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

Reference DC/19/02890 Address: Meadow View Wattisfield Road Walsham Le Willows Bury St Edmunds Suffolk IP31 3BD **Proposal:** Householder Planning Application - Erection of single storey front and rear extension. **THE PARISH COUNCIL WERE IN SUPPORT OF THIS APPLICATION**

Reference DC/19/03078 Address Maplestead The Street Walsham Le Willows Bury St Edmunds Suffolk IP31 3AA **Proposal** Notification of Works to Trees in a Conservation Area - T1 (Maple) - Reduce crown by 1.5m and thin crown by 10%. T2 (Plum) - Reduce crown by 1.5m. **THE PARISH COUNCIL MADE NO COMMENT**

3 PLANNING OUTCOMES

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 **PERMISSION GRANTED**

Application 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 **PERMISSION REFUSED**

[Cllr Rick Meyer joined the meeting at approx. 20:30]

MATTERS ARISING

- 4.1 **Neighbourhood Plan** – Next meeting on Thursday 11th July.
- 4.2 **SID devices** – Cllr Roberts supplied analysis software to Clerk and reported that new battery housings and batteries had been received and supplied to Ian Campbell. Some misunderstanding about what had been ordered. **ACTION Cllr Roberts:** to place order for same for the other SID. Cllr Mecrow reported back to Council on an initial (April/May) data analysis for consideration. Discussion as to how the data will be used.
- 4.3 **Streetlighting conversion** – Clerk reported that despite more chasing still no confirmation that work has been commenced. **ACTION Clerk:** to keep chasing to ascertain start date for phase I.
- 4.4 Councillors Barber, Belson and Mecrow report back outcome of onsite meeting with Community Liaison Engineer:
 - Pavements do not meet criteria for repair but have been referred for possible action

- Drain at Four Ashes confirmed as definitely blocked and is on a 2 year cleaning rota – will be cleared now. Drains along Summer Road will be cleared.
- Road surface outside Six Bells again apparently does not meet criteria for repair but considering the number of patch repairs that have been done this is now being looked into.

5 CORRESPONDENCE

- 5.1 Draft order for Traffic Regulation published Suffolk County Council (Parish of Walsham Le Willows) (Bridge No. 35/103, Ixworth Road) (Old Brook Bridge) (Prohibition of Vehicles with Exemptions) Order 201 – noted

6 REPORTS

6.1 Clerk's Financial report to 30th June 2019 & request for payments.

Cheques for payment were duly authorised and Cllr Kinnair signed the reconciliation to bank statements.

#	Payee	Chq No	Amount	Description
1	Parish Council Employee	002226	£594.98	Wages
2	Kevin Boardley	002227	£39.24	Mileage for delivery of accounts for audit 87.2 miles @ 0.45
3	Kevin Boardley	002228	£29.99	Namesco – website back up subscription - reimbursement
4	SALC	002229	£270.00	Internal Audit
5	H Reeve	002230	£171.37	1 st Cut Footpaths
6	Martineau Farms LLP	002231	£153.95	1 st Cut Footpaths
7	M Hawes	002232	£62.25	1 st Cut Footpaths
8	P Dryden	002233	£40.00	1 st Cut Footpaths
9	G Pollard	002234	£38.65	1 st Cut Footpaths
10	Tom Hunter	002235	£109.92	Street sweeping
11	Tom Hunter	002236	£56.00	Play Area Maintenance

#	Payments In	Ref	Amount	Description
1	Footpaths Cutting Received	651821	£466.22	1 st Cut

- 6.1.1 **Authorisation for transfer to reserve** – Cllrs Barber and Belson signed the authorisation for transfer of £1500 to reserve previously agreed on 14th May 2019 minute ref: 6.1.6.

- 6.1.2 **Internal Audit Report Comments & Recommendations** – Councillors noted favourable audit report and agreed the response to comments and recommendations as suggested by the Clerk most of which had already been actioned:

- Financial regulations have been tailored to the Council as per marked up document circulated to councillors prior to the meeting and uploaded again to website
- Legal Powers Identified in minutes/cashbook – this was considered, and Council decided not to implement
- Typo on AGAR corrected and initialled by Clerk and Chair
- Publication of page 3 of AGAR – has been actioned
- 'Acceptance' of apologies will now noted in the minutes
- The revised data protection policy as circulated by the Clerk was accepted as a proportionate response to data protection legislation for the Parish Council.

- 6.1.3 **Signatories to the bank accounts** – forms were completed for submission by Clerk. **ACTION Clerk & Councillors**; Clerk to circulate requirements for ID required of submission with forms. Cllrs to provide ID by email or at next meeting.
- 6.2 **Play Area** – Cllr Kinnair reported that a meeting had been arranged with Sovereign Design Play Systems Ltd. at the Play Park to get free advice on new facilities including costs. Cllr Kinnair to report back at the next meeting. Clerk advised no further advice from CAS but this is imminent. [Cllr Ellis left the meeting] Agreement was reached on wording for seeking quotes for work, dates for advertisement were agreed. [Cllr Ellis joined the meeting]. **ACTION Clerk**: to place notice in the Observer on website and village notice board.
- 6.3 **Footpath Warden** – nothing to report
- 6.4 **Tree Warden** – nothing to report
- 7 OTHER ITEMS FOR DISCUSSION**
- 7.1 **Bus Shelter Palmer Street** – it was unanimously agreed that the shelter should be cleaned. Afterwards consideration will be given to repairs or upgrades that may be needed. **ACTION Cllr Roberts**
- 7.2 **Locality Award** – **ACTION Clerk** to put together a bid for 2019/20 for Neighbourhood Watch signage and remaining SID expenditure.
- 8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN (No decisions made under AOB)**
- 8.1 Letter James Dixon re parking and traffic issues – noted for next agenda
- 8.2 Letter from Fred Bloomfield as Chair of CC – noted for next agenda
- 8.3 Possible works without planning consents - noted for next agenda

Meeting Closed 22:05

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