



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 13th August 2019

PRESENT Cllrs. Barber, Belson, Ellis, Kinnair, Mecrow & Ian Bartholomew

1 FIRST BUSINESS

- 1.1 Apologies from Cllr Roberts were noted and accepted.
- 1.2 Ian Bartholomew was unanimously co-opted to vacant councillor post having been proposed by Cllr Ellis. A Declaration of Acceptance of Office was signed. Clerk had noted in meeting on 9th July 2019 that a Signed Eligibility for Office had been received. Cllr Bartholomew was welcomed back to the Parish Council.
- 1.3 Minutes of the last meeting held on 9th July 2019 were unanimously approved and were signed.
- 1.4 Non-pecuniary interests of members declared as follows re agenda item 2: Cllr Barber, application 02568; Cllr Bartholomew, application 03671 and Cllr Mecrow, application 03716.
- 1.5 To consider applications for dispensation – none required
- 1.6 Public Open Forum – one member of the public as representative of Play Council joined the meeting after public open forum had closed.
- 1.7 County and District Reports – Report for County from Jessica Fleming not received in time for the meeting but has been uploaded to website and covers East Suffolk Energy Projects, Green Access Strategy, Ipswich Northern Route Consultation and Energy Grants. Richard Meyer for the District had sent his apologies and provided a report that covered the draft local plan consultation, CIFCO Business Plan, New dates for Bin Collections, Active Schools, Carbon Neutral ambitions and Free Summer Swimming. 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)

Reference DC/19/03332 Address The Rosary Palmer Street Walsham Le Willows Bury St Edmunds Suffolk IP31 3BS **Proposal** Notification of Works to Trees in a Conservation Area - Ash (T1) – Fell **THE PARISH COUNCIL DID NOT WISH TO OBJECT**

Reference DC/19/03470 Address 44 Townhouse Road Walsham Le Willows Bury St Edmunds Suffolk IP31 3BP **Proposal** Householder application - Erection of 2 storey rear extension with ground floor bay window. **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

Reference DC/19/03549 Address Beech Cottage The Street Walsham Le Willows Bury St Edmunds Suffolk IP31 3AA **Proposal** Notification of proposed works to trees in a conservation area - Walnut - Reduction of crown **THE PARISH COUNCIL DID NOT WISH TO OBJECT**

Reference DC/19/03671 Address 3 Upper Meadow Walsham Le Willows Bury St Edmunds Suffolk IP31 3AY **Proposal** Householder application - Erection of single storey infill extension and conversion of garage. **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

Reference - DC/19/02568 Proposal: Planning Application - Erection of 1no. dwelling and cart lodge. **Location:** Land Rear Of Avenue House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ **THE PARISH COUNCIL OBJECTED TO THIS APPLICATION**

The Parish Council would like to lodge objections to this application in the strongest terms possible. The main points of objection are:

1. This site is in the Walsham le Willows Conservation Area. In Walsham the Conservation Area consists mainly of the old heart of the village, along The Street, and an extensive area of parkland created around The Grove, (early 19th cent. Mansion). This site is at the only real meeting point of these two key elements and so any development here would have a particularly detrimental effect on the appearance and cohesion of the Area.
2. The plot is within a designated Special Landscape Area. This section of the SLA consists basically of parkland with an avenue of mature lime trees leading up to The Grove. Villagers have enjoyed use of The Avenue for many years and because it is immediately accessible from The Street it is the section of the SLA which provides the highest amenity value. Development of this site would severely detract from the character of this much used part of the SLA.
3. The plot is within the curtilage of a 17th cent. thatched house, (No. 1 Avenue Cottage), set in a 14th cent. messuage. It, and its immediate neighbour, were identified as buildings of Special Historic and Architectural Interest by Mrs. Sylvia Colman in her survey of 1967. The building is not listed because of the rather dramatic modifications which occurred when The Avenue was created in c.1860, but from a local viewpoint this adds to its historic value. To build a modern house on this site would be an affront to our heritage.
4. The proposed design is totally inappropriate for this location. Both the design and the materials involved would clash violently with the neighbouring buildings: two 17th cent. timber framed thatched cottages and an early 18th cent. brick house, (Avenue House).

Additionally, the Parish Council is concerned that the site has flooded in the past when both Avenue Cottages and their gardens were inundated with flood-water from the stream. Access from the site onto The Street is also at a particularly difficult and rather dangerous part of the road.

Finally concern has been expressed about the bridge which crosses the stream and gives access to The Avenue. This simple, ornamental bridge is privately owned and has probably never been weight tested or assessed; it is not at all certain that it would cope with heavy construction traffic. If the bridge was damaged or destroyed it is quite possible that villagers would then find their use of The Avenue, which is not a public right of way, was either lost or seriously impeded.

For these reasons the Parish Council asks that this application be rejected.

Reference - DC/19/03716 Proposal: Planning Application. Change of Use, conversion and extension of the existing storage building to office accommodation, realignment of vehicular access and provision of additional parking (pursuant to planning permission 0608/17).

Location: R And D Construction Depot, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AJ **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

Agenda Item 6.2 was taken here as Emma Wade had attended to present proposal to Council with Cllr Kinnair as representatives of the Play Council Committee. [see below]

3 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning)

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 **GRANTED**

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. **DOES NOT WISH TO OBJECT**

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 **WITHDRAWN**

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 **PERMISSION HAS BEEN GRANTED**

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 **PERMISSION HAS BEEN GRANTED**

Application for DC/19/02802 [DC/18/05209] Proposal: Discharge of Conditions - Condition 3 (Agreement of Materials), Condition 4 (Fenestration) and Condition 5 (Eaves and Verges) **Location:** Grove Cottage, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ **PART DISCHARGE OF CONDITIONS**

4 MATTERS ARISING

4.1 **Development & Neighbourhood Plan** – Five people turned up for the meeting in August on the regular date and were disappointed to find that no meeting was taking place. **ACTION Clerk to seek update.**

4.2 **SID devices** – update Clerk reported that order for battery housing and new batteries to be confirmed by Cllr Roberts; Application for Locality Award was discussed and will be claimed against other expenditure due to rules on purchase before application. **ACTION Cllr Roberts** Clerk requires serial number for new software; **ACTION Clerk** directional data to be enabled on Causeway SID.

4.3 **Streetlighting conversion** – update - work has commenced. Cllr Ellis noted that one lamp post has been erected into the tree canopy. **ACTION Cllr Mecrow** to send image to Clerk for reporting to Highways. **ACTION Clerk** to report

- 4.4 **Bus Shelter Palmer Street** – Cllr Ellis reported that she had swept and cleaned. **ACTION Cllr Roberts** to pressure wash.
- 4.5 **Letter to Community Council** - Clerk reported that this was followed up after circulation with minutes of last meeting on 11th July. No responses had been received until just before this meeting; letter as agreed by email had been hand delivered on 9th August to Secretary and Chair of Community Council.

5 CORRESPONDENCE

- 5.1 **Letter re parking and traffic near Elmside Lee** – this issue was discussed again in the light of the correspondence received and the previous decision taken by Councillors in . Cllr Bartholomew felt strongly that there was a worsening problem and that this should be followed up. **ACTION Clerk** to contact the relevant landlord for Oak Tree Cottages in the first instance re working with the Parish Council to seek resolution to this issue; Also to contact Highways re the procedure for requesting parking restrictions. To be discussed again at next meeting with revised map.
- 5.2 **Letter of complaint from Chair of Community Council** – discussed and agreed that there was nothing further to add to the responses previously sent directly by the Clerk and acknowledged by the Chair of Community Council, Fred Bloomfield.
- 5.3 **Letter enquiring as to works without planning permission** – Clerk reported that this had been advised to Planning Dept following complaints from parishioners. This has been acknowledged.
- 5.4 **Email re Footpaths from Richard Martineau & response** – received Mr Martineau thanking Parish Council. Clerk had replied thanking for the continued support with the maintenance of the footpaths for public use.
- 5.5 **Email re overhanging tree on Summer Road, from Six Bells** Clerk advised this had been reported with highways along with the obscured signage further down Summer Road on the same side and that on the Ixworth Road approach.
- 5.6 Discontinuation of Bus Top Timetables – Cllrs considered the options and it was unanimously agreed that the Parish Council would pay to have the bus timetable maintained by SCC. **ACTION Clerk** to advise SCC.

6 REPORTS

- 6.1 Clerk's report & financial report to 31st July 2019 & request for payments

#	Payee	Chq No	Amount	Description
1	Parish Council Employee	002237	£499.07	Wages
2	Clarkes of Walsham	002238	£110.59	Materials for marquee crates
3	MSDC	002239	£720.00	Dog and Litter Bin Emptying Charges
4	David Murray	002240	£51.16	Mower Fuel
5	David Murray	002241	£350.00	Churchyard Grasscutting
6	David Murray	002242	£125.00	Play Area Grasscutting
7	David Murray	002243	£60.54	Reimbursement for NW signage
8	St Marys PCC Walsham	002244	£175.00	Hall Hire Parish Council Meetings
9	St Marys PCC Walsham	002245	£75.00	Hall Hire Parish NP Meetings
10	K Boardley	002246	£12.00	CAS Sheet 18 VAT Community Halls
11	Tom Hunter	002247	£70.00	Play Area Maintenance
12	Tom Hunter	002248	£137.40	Street sweeping

#	Payments In	Ref	Amount	Description
1	Street Cleansing Grant Claimed	06/19	£373.56	Q1 2019/20

- 6.1.1 Annual statements sent to external auditor on 10th July - noted
- 6.1.2 Signatories to bank account – mandates completed to add three new signatories, Cllrs. Bartholomew, Kinnair and Roberts and to remove that of retired Cllr Bloomfield. For the record in order to give effect to the mandate, current Councillors are: Cllr Margaret Barber, Cllr Ian Bartholomew, Cllr Richard Belson, Cllr Amanda Ellis, Cllr Brian Kinnair and Cllr Trevor Roberts. **ACTION Cllr Roberts**, provide required id to Clerk. Mandates to be submitted with supporting minutes after next meeting with signed copies of minutes from 9th July and 13th August.
- 6.1.3 Pay rates for Street Cleaning and Play Area – decision deferred pending review of contract. **ACTION clerk** to locate existing contract.
- 6.2 **Play Area** – update – Cllr Kinnair and Play Council representative Emma Wade presented proposal from Sovereign for developing the Play Area. This was discussed in detail and Parish Council thanked the Play Council for the work done to put this together to address the outcome of the canvassing of views of the children in the Parish. The Parish Council are pleased to hear that Phase I would prioritise facilities for younger children which is missing from the park at the moment. The proposal was put to Council as a resolution and agreed unanimously. The Clerk raised concerns about the proper relationship between Parish Council and Play Council being maintained with regard to accounting and VAT. Advise has been sought and Cllr Bartholomew agreed to review this **ACTION CLERK** send guidance to Cllr Bartholomew
Clerk reported that two tender packs have so far been sent out for the new grass cutting contract and that the ad has appeared in the Observer (next issue as well), it is also on the notice board and website.
Cllr Kinnair confirmed receipt of images from Clerk re fallen tree. Clerk noted that previous contractor also used to do tree inspections and these are not included in the new contract. **ACTION Cllr Bartholomew** to send contact details of known contractor for use as and when required.
- 6.3 **Footpath Warden** – Richard Belson – Report received about Crownland Rd FP2 and Mill Lane FP1 advising diversion in the vicinity of Crownland Farm. This realigns the path to its proper legally determined position and the Parish Council thank the new owners for this reinstatement and for repairing and modifying the stile.
- 6.4 **Tree Warden** – Richard Belson – nothing to report
- 7 OTHER ITEMS FOR DISCUSSION**
- 7.1 **Parish Council Marquees** – Cllr Roberts’ proposal was unanimously agreed following clarification to Councillors by email.
- 7.2 **Litter Pick** - for discussion Cllr Barber – email received from Frances Jenner of Open Gardens Committee asking about tidying the village for the bank holiday weekend and advising that she had no knowledge of how this is achieved each year. At this late stage a litter pick will be organised by the Parish Council on a ‘best endeavours’ basis by some of those who usually voluntarily take on this task alongside their roles as Parish Councillors. **ACTIONS:** Cllr. & Mrs Mecrow will cover Summer Road, Shepherd’s Grove to Fishponds; Cllr Belson Four Ashes

and the Badwell Road; Cllr Bartholomew Finningham Road to Woodlands/Rolfes; Cllr. Roberts, Finningham Road, Green Farm to Town Farm; Cllr. and Mrs Kinnair, West Street; Cllr. Ellis, the Council houses to Four Ashes/Grove Park. **ACTION Cllr. Barber** to provide litter pick contacts. **ACTION Clerk** to contact SCC re Millar Close and Elmside-Townhouse stream/banks. The streams are the responsibility of SCC and Riparian Owners including Clarkes. The hedge along the Causeway is the responsibility of the owner. The Parish Council would like to encourage MORE VOLUNTEERS for this task as well asking everyone to pick up litter they see around in the vicinity of their own homes. This is all the exercise amounts too.

7.3 Locality Award – update on submission – dealt with under 4.2

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

8.1 War Memorial - update

8.2 Break in at Sunnyside – for noting

8.3 Cllr Mecrow asked for the Community Bus Funding request to be added back to the agenda for discussion at next meeting

8.4 Cllr Belson reported back on his attendance at last Community Council meeting. Councillors discussed.

Meeting closed at 22:00

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