



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 11th February 2020

PRESENT Cllrs. Arbon, Bartholomew, Belson, Ellis, Kinnair, Mecrow & Roberts. Cllr Fleming for the County.

[Pending formal approval at the next meeting, these minutes have been informally approved by Parish Councillors as a true record. If any corrections are required these will be minuted at the next meeting prior to formal approval]

1 FIRST BUSINESS

- 1.1 **Acceptance of apologies** – Richard Meyer, apologies unanimously accepted.
- 1.2 **Acceptance of office** Councillor Arbon re-signed his acceptance of office. Countersigned by the Clerk. Cllr Arbon has completed the Register of Interests online and this has been published.
- 1.3 **Minutes of the last meeting** held on 14th January 2020 were unanimously approved and signed.
- 1.4 **Pecuniary and Non-pecuniary interests of members** – none declared
- 1.5 **Applications for dispensation** - none
- 1.6 **Public Open Forum** – four members of the public present
Representations received re ongoing concerns with Planning **Application DC/19/05262**
Address Land West Of Wattisfield Road Walsham Le Willows Suffolk **Proposal** Discharge of conditions application for 1352/17 - Condition 5 (Footway)

Cllr Fleming reported that after three attempts, she had just today received a reply from Mr Pateman-Gee and now has agreement to a meeting with him very soon. Cllr Fleming also reported that there is no consensus between the District and County Councils on this application. In response to question as to how the Parish Council and residents can obtain an acknowledgement of their concerns to ensure that a decision is not presented to committee with incorrect information, Cllr Fleming advised that efforts to engage the Planning Dept and Highways should continue.

Specific concerns raised:

- a. The grounds for the reversal of the original decision to refuse application DC/1352/17 have never been acknowledged despite requests from residents. It is asserted by residents that the refusal was the correct decision as the application was deemed to breach guidance. *[Refusal reference - response on behalf of Highways, June 2017 ref 570\CON\152\17. The report from the surveyors MTC [No 1860-06] was published 17.8.2017 suggesting that the boundaries were historically wider than the current carriageway. The decision to refuse was reversed and further public comments were invited August /September 2017.]*
- b. Ongoing issues with transparency i.e. the difficulty with viewing documents online and making comments. Documents appear then are not available with no reasons given which does not inspire confidence that the views of local people are being heard and properly considered.
- c. There has been no reply from Highways or the Case Officer with regard to addressing concerns re the plans breaching private property boundaries and traffic safety concerns, none of which have even been acknowledged.

- d. Revised plans obtained by residents, when these were available online were still incorrect (as at 11/02/2020) with regard to boundary lines and sight lines. Despite being advised of the errors there has been no formal acknowledgement from Highways, and documents are no longer available online. Until the errors are acknowledged or correct revised plans are posted online, residents and the Parish Council remain concerned that incorrect information will be advised to Mid Suffolk planning Dept in planning Committee.
- e. No positive response has been received regarding a request for a site meeting with Highways/Planning. This has effectively been refused.
- f. There are additional concerns with the plans for the ecological and drainage submissions, where the Western Boundary has been extended and it appears the map (placed on the planning portal on 10/02/2020) does not describe the site boundary correctly. It exaggerates the size of the site by including some land owned by the Old Town Trust. The drainage conditions contained the submission from the developers not to comply with guidance for surface water drainage. And again, there appears to be no opportunity to comment further on these matters.

ACTION Clerk – write to Highways with copy to Andrew Reid (cabinet member representative for Highways) Cllr Fleming will also make representations.

ACTION Clerk- submit a Freedom of Information Request for all document and correspondence relating the decision to refuse application 1352/17 and subsequent decision to reverse the original decision and grant the application.

- 1.7 **County and District Reports** – Councillor Fleming presented her report for the County. The report covered Roadworks Permit Scheme for contractors, Discharge of Highways Conditions for DC/19/05262, Post-16 School Travel Policy Consultation, New Special Educational Needs & Disability Units, and the Ipswich Northern Relief Road. 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)

Stanton Application Bloor Homes – Outside Parish

DC/19/2481/OUT | Outline Planning Application (Means of Access and Landscaping to be considered) - up to 250 no. dwellings, open space and associated infrastructure. |

Location: Land East Of Bury Road Stanton Suffolk. - **It was noted that there were no proposals for roundabout access – it was not resolved to request involvement in the comment process for this.**

Application DC/19/05262 Address Land West Of Wattisfield Road Walsham Le Willows Suffolk **Proposal** Discharge of conditions application for 1352/17 - Condition 5 (Footway) **Further developments – Documented in 1.6**

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/00224

Proposal: Notification of Works to a Tree under a Tree Preservation Order (MS32/G2) and Works to Trees Within a Conservation Area - T1- Cherry. Crown reduction by 2-3 metres, lift canopy 3 metres and lop 2 limbs T2- Lime. Re-Pollard back to previous pruning points. Lift canopy of remaining trees to 3 metres to rear of church.

Location: St Mary's Church, The Causeway, Walsham Le Willows, Suffolk **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/00225

Proposal: Notification of Works to Trees in a Conservation Area - T1-Silver Birch- Fell to ground level. **Location:** 3 The Maltings, Wattisfield Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - DC/20/00430 **Proposal:** Application under Section 73 of the Town and Country Planning Act - Removal of Condition 2 (Agricultural Occupancy) on planning permission 241/76
Location: The Grange, Rookery Lane, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/00595
Proposal: Notification of Works to Trees in a Conservation Area - Cedar (T1) - Fell, Leylandii (T2) - Fell and Leylandii (T3) – Fell **Location:** Cherry Tree House, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ **THE PARISH COUNCIL MADE NO COMMENT**

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

Application DC/19/05262 Address Land West Of Wattisfield Road Walsham Le Willows Suffolk **Proposal** Discharge of conditions application for 1352/17 - Condition 5 (Footway)
Further developments – AWAITING DECISION

APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - DC/19/04796 **Proposal:** Application under Section 73 of the Town and Country Planning Act. DC/17/02783 as amended by DC/18/04327 without compliance with Condition 21 (Ecology) and Condition 27 (Ecology). **Location:** Land Opposite, Broad Meadow, Walsham Le Willows, Suffolk (extension until 13th Nov) **AWAITING DECISION**

APPLICATION FOR OTHER DISTRICTS DEVELOPMENT - DC/19/04398
Proposal: *Planning Consultation from West Suffolk Council - Their Ref: DC/19/1866 Screening Opinion for new access road and roundabout, 100,00sq m of employment floorspace, commercial/roadside uses and up to 400 dwellings and associated infrastructure, community facilities and strategic green infrastructure and landscaping.* **Location:** Milton Concrete Holdings Ltd, Shepherds Grove Industrial Estate, Stanton. **AWAITING DECISION**

Application DC/19/04273 Address Land West Of Wattisfield Road Walsham Le Willows Suffolk **Proposal** Submission of details under Outline Planning Application 1352/17 - Appearance, Landscaping, Layout and Scale for erection of up to 60no. dwellings
Re-Consultation request – Revised Plans AWAITING DECISION

4 MATTERS ARISING

- 4.1 Development & Neighbourhood Plan Update – Clerk noted the formal adoption of the Botesdale & Rickingham Neighbourhood Plan by Mid Suffolk District Council (23 Jan 2020). Also, that the Walsham NP meeting is being held as advertised on 13th February. The news of the decision to over-ride the Thurston plan was noted. The group are trying to get information on why this happened in order to inform the development of the Walsham plan.
- 4.2 **Streetlighting conversion** – Clerk reported that we do not yet have quote from Highways, but this is in hand. Another contractor on interrogation advised that their lamps are not approved for use on the highway. MSDC have confirmed that they do not recommend solar options as none of these are yet capable of working through the winter and so still need other power sources. Second quote doesn't appear to be comparing like with like vis a vis

the known format of SCC quotes. Await detailed quote from SCC and then get the other contractor to quote on that basis. Clerk reported conversation indicating restructures happening at SCC and the 3rd party contractors. This is probably going to slow things down. *The issue with UK Power networks attending to lamps requiring overhead power were reiterated again by SCC. The Clerk suggested that these lamps be excluded from the upgrade programme for now so they can all be dealt with at once when all others have been upgraded.* **ACTION** clerk to pursue. **ACTION** Cllr Bartholomew to ask contacts if there are any other contractors from whom we can seek a quote.

- 4.3 **Community Council** – Cllrs. Ellis and Bartholomew reported **meeting called for Friday 21st February at 7pm** by Fred Bloomfield to be held at **Badwell Ash Village Hall**. This meeting has apparently been advised by the Charity Commission to resolve issue with trustees not having stood down at last AGM as they did not attend.
- 4.4 **Parking Finningham Road blind bend** – Update Cllrs Ellis, Arbon and Bartholomew presented plans and proposals that would create one or two more parking spaces for residents and a safer car park by demolishing a redundant high wall and clearing an area of shrubbery. **ACTION** Cllrs Ellis and Bartholomew to formulate and will put forward to Flagship Housing for discussion. It appears that SCC probably own the green area with Oak Tree just outside Oak Tree Cottages. **ACTION** Cllr Roberts to provide map of relevant area to Clerk. **ACTION** Clerk to contact SCC to ask them to confirm pending decision by Parish Council to pursue discussions as to potential changes to mitigate parking stresses.
- 4.5 **Four Ashes Triangle** – Cllr Belson advised that SCC have decided that the area is owned by Highways and as such, as well as the agreement already signed by the Parish Council/Gardens Weekend Committee the Committee will also have to apply for a licence to cultivate the area. It has been advised to the Parish Council that this was in hand.
- 4.6 **Churchyard Tree Work** – Planning consent should be granted very soon and hopefully the work will then go ahead. Parish Council’s response to application noted in minute 2.
- 4.7 **GWE stream and bulb planting** – Clerk advised that GWE committee representative advised as per corrected minute 1.3 above. – Noted.
- 4.8 **Street Cleaning** – Clerk advised outcome of discussions with suppliers re machinery for street sweeping was that there was nothing within budget and suitable for such narrow and uneven paths that would not create its own problems. **ACTION** Clerk to draw up draft contract for manual street sweeping to regularise position prior to this year’s audit.
- 4.9 **Re-designating the Six Bells as an Asset of Community Value** – As previously discussed agreed that the Parish Council will nominate for re-designation **Clerk to ACTION**.

5 CORRESPONDENCE

- 5.1 **Request for donation to Suffolk Neighbourhood Watch** – Clerk advised responses from David Murray and this was discussed. As it was not clear what the tangible benefits would be that this would not be proposed as an additional annual donation.

6 REPORTS

- 6.1 Clerk’s report & financial report to 31st January 2019 & request for payments

#	Payee	Amount	Description
1	Thomas Hunter	£70.00	Play Area Maintenance
2	Thomas Hunter	£143.70	Street Cleaning
3	EWP Consultancy	£298.80	Play Area Tree Inspection
4	Kevin Boardley	£318.63	Parish Council Employee

5	S.A.R.S	£5.00	Refund for erroneous bank charge, already submitted for payment with February run
6	Mid Suffolk CAB	£5.00	Refund for erroneous bank charge, already paid , dated early

#	Payments In	Ref	Amount	Description
1	MSDC Received	09/19 0000342525	£373.56	Street Cleansing Grant 2 nd Qtr.
2	MSDC Received	12/19 000343291	£373.56	Street Cleansing Grant 3 rd Qtr.
3	Locality Award Received	Cllr Meyer	£2000.00	Ringfenced for play area equipment and bench seat

- 6.1.1 **Parish Council payments** – The Parish Council resolved to approve the use of internet banking as the default payment method for the Parish Council. Proposed Cllr Belson, Seconded Cllr Bartholomew and carried unanimously. **ACTION Cllr Belson** to contact First Unity Bank about his logon issues.
- 6.1.2 **Bank Mandates** – Clerk reported that the signed minutes of this meeting will be sent off with the mandate signed previously for the transfer of the Santander Deposit Account to First Unity Bank. **ACTION Clerk**
- 6.1.3 **Precept** – Clerk noted confirmation of payment in two instalments (April and September).
- 6.1.4 **Locality Award** – Clerk reported confirmation of award received. **ACTION Cllr Roberts** to seek quotes for items from Clarkes.
- 6.1.5 **Internal Control** – Clerk proposed that this needed to be picked up and enforced as per Financial regulations signed off at AGM last May. Clerk proposed the setting of 4 dates at each AGM to be carried out by Cllr Kinnair or any other Councillor in his absence to ensure that Council is in compliance with Financial Regulations. Proposed Cllr. Ellis, Seconded Cllr. Mecrow. Carried unanimously.
- 6.1.6 **Internal Auditor** Clerk proposed using SALC for internal audit again this year. Agreed and carried unanimously. Clerk reported that provisional date already booked with SALC for submission of books for audit on 22nd April 2020.
- 6.1.7 **Annual Review of Standing Orders, Policies and Procedures** – Clerk advised that minor alterations this year will be circulated (with track changes) for agreement by Councillors at next meeting prior to adoption at AGM. And that attention of Councillors will be drawn to clause 6.16 of financial regs and clause 3 Internal Control environment (and 1.7 of Risk Assessment); clause 6 data protection.
- 6.1.8 **Problem Reports SCC** – Clerk advised that dumped chippings had been removed; there has been another road sweep of The Street; Four Ashes/Causeway drains reported by Cllr Meyer and acknowledged (Cllr Bartholomew reported knowledge of 10 year backlog of drainage issues!); Fencing outside Clarkes will be repaired by SCC with donation of materials from Clarkes. The reports of gushing pipe in Grove Rd and the broken fencing outside The Coopers still to be acknowledged by Highways. **ACTION Clerk** to pursue to conclusion.
- 6.2 **Play Area** –
- **Play Council/Parish Council governance relationship** – Discussion about the whereabouts of the Play Council cheque book and who the signatories were. **ACTION Clerk** to try to ascertain who the current signatories are. If we can locate

two known signatories, ask them to sign a mandate to transfer balance to Parish Council and close the account.

- **Tree inspection** – Clerk presented 3 quotes for priority 2 actions as detailed on the report. Before going ahead, Cllr Belson will contact contractor David Brown to clarify work that needs to be done against his quote. It was unanimously agreed that if this is acceptable to Cllr Belson that David Brown will be instructed.
- Clerk reported that first cut of grass will be done by CGM on 9th March. Issue for access through gate raised. **ACTION** Clerk to obtain keys to get a copy made so this is to hand then advise contractor where it can be obtained.

6.3 **Footpath Warden** – Richard Belson - nothing to report other than it had been noted that it appears that vehicles are now being driven along the Fishponds Way footpath. Discussion about the erection of removable posts at either end. **ACTION** Cllr Roberts to speak to contact about who flails the hedges along this path before any further action is taken with their consent.

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

7 OTHER ITEMS FOR DISCUSSION

7.1 **VE Day 75th Anniversary celebrations** 8th – 10th May – Clerk noted these. Council were of opinion that this would be properly addressed by the Community Council.

7.2 **Annual Parish Meeting** (must be held between 1st March – 1st June incl.) Clerk raised format of this feeling it was a bit staid; Cllr Mecrow had raised similar point last year. Suggestion was to review the format. It was unanimously agreed before making any changes to ask all the previous participants what they think. **ACTION** Clerk

7.3 **Listing of Six Bells** as an asset of Community Value Duplication – dealt with under 4.9 **ACTION** Clerk to complete nomination form.

8 **ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN (No decisions made under AOB)**
None

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