



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 10th March 2020

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

[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** – Cllr. Ellis, apologies unanimously accepted.
 - 1.2 **Minutes of the last meeting** held on 11th February 2020 were unanimously approved and signed with correction of minute 4.2 (last sentence) as follows: ... *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.*
 - 1.3 **Pecuniary and Non-pecuniary interests of members** – none declared
 - 1.4 **Applications for dispensation** - none
 - 1.5 **Public Open Forum** – fourteen recorded members of the public present (some did not sign the register)
Mr Pateman-Gee, Area Planning Manager for MSDC was invited and attended for discussion with Parish Councillors of planning considerations/process with regard to application 1352/17 and related applications and discharge of conditions. The Parish Council heard Mr Pateman-Gee's responses to the concerns previously summarised to him. The Chair then heard follow up questions from the appointed spokesperson for the residents which were then put to Mr Pateman-Gee for responses.
 - 1.6 **County and District Reports** – Cllrs Fleming & Meyer presented their respective reports. 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)

Enforcement Reference No: EN/20/00117

Nature of Problem: Alleged breach of condition 14 as per PP **1352/17- LANDSCAPING & PROTECTIONS FOR EXISTING TREES AND HEDGROWS** Location: Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk **NOTED**

APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITIONS –

DC/20/00672 Proposal: Application under Section 73 of the Town and Country Planning Act for removal or variation of condition following grant of application 1352/17 decided 05/07/2018 to allow variation of condition 5 (provision of footpath)- to amend wording to read "Before the occupation of the eleventh dwelling, a footway is to be provided along Wattisfield Road from the application site to link with the existing footway to the south of Mill Close. The footway shall be provided in accordance with layout and design details that shall be submitted to and approved by the Local Planning Authority. Thereafter it shall be retained in the approved form." **THE PARISH COUNCIL WISHES TO OBJECT with following comments**

1. The occupation of any houses on the site would create pedestrian movement along Wattisfield road without a suitable footpath. We find that unacceptable as it creates a potential safety risk to said pedestrians.
2. The figure of 10 houses is an arbitrary number with no foundation to why that number is requested

APPLICATION FOR DISCHARGE OF CONDITION(S) - DC/19/05262 Proposal: Discharge of Conditions Application for 1352/17 - Condition 5 (Footway) **Location:** Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk **Reason(s) for re-consultation:** Revised Proposed Footway and road narrowing **COMMENTS SUBMITTED BY LETTER 12/12/2019 and 14/02/2020 - DC/20/00525 is effectively a duplicate of this application**

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

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
MSDC GRANTED CONSENT

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 **MSDC DID NOT WISH TO OBJECT**

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 – **MSDC – RESERVED MATTERS HAVE BEEN APPROVED**

4 MATTERS ARISING

- 4.1 **Development & Neighbourhood Plan** – Cllr Belson reported back on the last meeting where he felt that the focus of the deliberations appeared to be on redefining previously agreed priorities and focusing on environmental and green issues rather than putting forward sites for development. The next meeting is due to take place on 12th March but it was noted that some key people would probably be absent.
- 4.2 **Streetlighting conversion** – The Clerk referred to costing from SCC which for phase II were half the costs for phase I, noting this would be due to there being less work required on individual lamps in phase II. Clerk asked Cllrs if they still wanted to obtain more quotes based on the detailed specification from SCC. **ACTION** Clerk to obtain at least one more quote. Clerk is clarifying if we can now expect a new contractor to have completed phase I upgrades soon.
- 4.3 **Community Council** Cllr Bartholomew gave a detailed update on the situation and the steps that were now being taken with the full knowledge of the Charity Commission.
- 4.4 **Parking Finningham Road blind bend** – Cllrs Arbon and Bartholomew gave updates on the position about concerns raised by residents about the wording of the minutes from last meeting and ongoing interaction with Flagship Housing. To be clear, the Parish Council has concerns about the parking/traffic issues on the bend just outside Oak Cottages on the

Finningham Road and is of the view that parking restrictions should probably be applied for at some point. But before any decision is made on that, the Parish Council has been engaging with Flagship Housing in order to ascertain what options there may be to mitigate any loss of on road parking space parking restrictions would entail. The Parish Council is also liaising with SCC Highways on the same point. To reassure residents, before anything was actioned Consultation exercises would have to be carried out by Flagship and SCC. The Clerk notes that minutes of Parish Council meetings are not verbatim records of discussions in those meetings. Attendance at the meetings where these issues are discussed may help to reassure parishioners that Parish Councillors are only trying to address an identified safety issue but at the same time properly considering options that might be available to reduce impacts elsewhere. **Action Cllrs Arbon and Bartholomew** to follow up

- 4.5 **Four Ashes Triangle** – Cllr Belson advised that this was in hand and could be removed from matters arising.
- 4.6 **Churchyard Tree Work** – Clerk advised that this will take place on April 16th and that the vicar had advised he was happy with the work taking place on that date.
- 4.7 **GWE stream and bulb planting** – Cllr Belson advised that this was in hand and could be removed from matters arising.
- 4.8 **Street Cleaning** – Clerk reported no progress due to other priorities. ACTION Clerk to draw up contract for next meeting.
- 4.9 **Re-designating the Six Bells as an Asset of Community Value** – Clerk advised that application requires some information on the reasoning for the application. Whatever was submitted before could not be found in records. Cllr Belson suggested the Clerk contact John Stebbing who he thinks made the last application. ACTION Clerk.
- 4.10 **Annual Parish Meeting** (between 1st March – 1st June incl) Clerk had circulated feedback and proposed flyer. Agreed that this year’s event should go ahead with changes to format as were previously discussed and which were pretty much as suggested in feedback from parishioners. Date to be set. ACTION Clerk to check availability of the Memorial Hall and send out invitations.

5 CORRESPONDENCE

- 5.1 **Annual risk assessment by PCC on the Cemetery.** This was discussed. **Action Clerk** to contact PCC to ask for background.

6 REPORTS

- 6.1 Clerk’s report & financial report to 29th February 2020 & request for payments

#	Payee	Amount	Description
1	HMRC 120PT00294459	£27.00	PAYE deducted from Clerk’s pay
2	West Suffolk CAB	£45.00	Final cheque confirmed as bounced by Santander. s.137 donation plus reimbursement of bank charge
3	Thomas Hunter	£56.00	Play Area Maintenance
4	Thomas Hunter	£114.96	Street Cleaning
5	Kevin Boardley	£9.56	Expenses
6	Parish Council Employee	£358.70	Wages

#	Payments In	Ref	Amount	Description
1	MSDC Precept Due		£10,824.50	First payment 1 st April
2	MSDC Street cleaning Claimed		£373.56	Street Cleansing Grant 4 th Qtr.

- 6.1.1 **Bank Mandates** – Clerk very happy to report that the deposit account with Santander had finally been closed and the balance transferred to the Parish Council’s new bank.
- 6.1.2 **Internal Control Check** – Parish Council agreed that the template for internal controls should be adopted in full including the appendix (previously removed) which will be used to apply random checks on a quarterly basis. It was agreed that prior to the quarterly checks (dates as agreed annually at the AGM), and agenda item will require Councillors to request the Clerk produce selected records at next meeting so that these can be validated.
- 6.1.3 **Annual Review Policies and Procedures** – Cllrs unanimously agreed to accept the changes as suggested by the Clerk (circulated by email in advance) and confirm for re-adoption at the AGM, the following policy documents: Standing Orders, Financial Regulations, Internal Control Statement, Data Protection, Risk Assessment, Health & Safety and Litter Pick.
- 6.1.4 **Problem Reports SCC** – Clerk reviewed position on outstanding items. The items relating to broken bridge walls and fences are all in hand. The leaking water on Grove Road is back with SCC as Anglian Water have confirmed by testing that this is neither clean, nor waste, water so not their responsibility. ACTION Cllr Ellis making enquiries through her contacts.
- 6.2 **Play Area** –
- **Play Council/Parish Council governance relationship** – It was unanimously agreed that the Clerk should pursue option 2 i.e. the revision of the constitution to effect transfer of all assets, including the bank account balance, to the Parish Council, the revision of the lease with Old Town Trust to remove any reference to the Play Council and effecting the closure of the Play Council Charity with the Charity Commission. Plans are in hand for the last elected members of the Play Council to meet in order to assist the Parish Council in effecting this change so that, as a non-charitable entity, the Parish Council can proceed with plans for development of the play area without contravening Charity law or statute law relating to the powers of Parish Councils.
 - **Tree inspection** – Update Cllr Belson requested that he deal with this under item 6.4
 - **Keys for the gate** – Clerk in receipt of two keys one will be kept by the Clerk the other will be given to the current contractor for their use.
- 6.3 **Footpath Warden** – Nothing to report. ACTION Cllr Roberts still to make enquiries about who it is who flails the Fishponds Way hedge before the Parish Council takes any further action.
- 6.4 **Tree Warden** – Nothing to report other than the site meeting with contractor was successful and work is to commence shortly. ACTION Cllr Belson to check for the two trees recently felled by the wind and get these included.
- 7 OTHER ITEMS FOR DISCUSSION**
- 7.1 **Induction Course for Cllr Arbon** – It was unanimously agreed that the Parish Council pay for Cllr Arbon to attend the Councillor’s induction course. ACTION Clerk to book and confirm to Cllr Arbon.
- 8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN (No decisions made under AOB)**
- 8.1 Cllr Meyer asked if the Parish Council had been aware of any major problems with the **discharge of fireworks** in their area. The Parish Council advised that there was nothing other than one previous report from a parishioner.

8.2 **Emergency preparedness Coronavirus (Emergency Plan).** Cllr Mecrow asked if there was anything the Parish Council should be doing. Clerk advised that advice received SALC had already been uploaded to the website with links as to where the most recent reliable advice can be obtained. This has also been sent to the Observer editor. ACTION Cllr Meyer to send Clerk an example of very good Community Emergency Plan that he recently had sight of.

MEETING CLOSED 21:50

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