



WALSHAM-LE-WILLOCKS

ANNUAL PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 12th May 2020 online via Zoom due to Coronavirus restrictions. Members of the public were able to join the meeting to observe or make representations by registering in advance with the Clerk.

PRESENT Cllrs. Arbon, Ellis, Kinnair, Mecrow & Roberts. Cllrs Bartholomew, Belson [part]. 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 Cllr Roberts was proposed for **re-election as Chairman** by Cllr Ellis and seconded by Cllr Kinnair. Carried unanimously. **Cllr Belson was proposed in his absence for re-election as Vice Chair**, proposed by Cllr Kinnair and seconded by Cllr Arbon and carried unanimously. Clerk had ascertained that Resister of Interests Online did not need to be completed again by Chair and Vice-Chair on their re-election.
- 1.2 **Apologies** - none were received, and Cllrs Bartholomew joined the meeting after commencement at 19:10 and Cllr. Belson at **19:55**.
- 1.3 Cllr. Ellis proposed **approval of the minutes of the last Annual meeting** of the Parish Council held on the 14th May 2019, seconded by Cllr Kinnair, and carried unanimously. Cllr. Kinnair proposed **approval of the minutes of the last regular meeting** of the Parish Council held on 14th April 2020, seconded by Cllr Mecrow, and carried unanimously.
- 1.4 **To receive pecuniary and non-pecuniary interests of members** - none
- 1.5 **To consider applications for dispensation** - none
- 1.6 The Clerk referred to Insurance documents previously circulated to all Councillors to evidence that **insurance cover is in place**. This was noted.
- 1.7 Councillors unanimously agreed the **re-adoption of all standing orders, policies and risk assessments** as reviewed and approved at meeting held on 11th February 2020 minute reference: 6.1.7. The Clerk noted that risk assessment will be reviewed again into Comprehensive Risk Register.
- 1.8 The Clerk proposed the **appointment of SALC as the Internal Auditor 2020/21**. This was unanimously agreed.
- 1.9 **Annual Subscriptions to other bodies** were confirmed for 2020/21 with no change to the list as previously circulated. Cllr Mecrow referred to comment in the audit report about the posting donations to '*...voluntary organisations who provide individuals with information and advice concerning their rights and obligations...*' which can be made under general powers. The Clerk confirmed that in future these will be posted as donations separate from those made under s137 powers which '*...is a power of last resort*'.
1.10 **s137 expenditure for 2019/20** was £250 (*capped limit is over £8000 pa*) – This was noted.
- 1.11 The Clerk referred Councillors to the **dates for meetings for year to the 2021 Annual Meeting of Parish Council** on website the link to which was previously circulated to Councillors by email.

- 1.12 **Internal Control Check** – The Clerk referred Councillors to the items selected for the check and supporting evidence circulated previously by email. The Internal Control check was proposed for approval by Cllr Kinnair, seconded by Cllr Ellis and carried unanimously. **ACTION Clerk** to forward record to Cllr Roberts for wet signature.
- 1.13 **Public Open Forum** – *One member of the public present. Suzi Steer introduced herself and made her involvement with the Neighbourhood Plan group known. Suzi requested the opportunity of a discussion with Cllr Meyer and Cllr Fleming with regard development decisions that have gone against the tenor of accepted Neighbourhood Plans and the impact this can have on engaging people to work on the NP. Suzi posited that some of the consultation issues might be better suited to the Parish Council as a conduit. The Parish Council flagged that it is currently holding a small reserve which could be used to support the Neighbourhood Plan group should an acceptable proposal be received.*
- 1.14 **County and District Reports** – Cllrs Fleming & Meyer presented their respective reports. These included for the County, public county council meetings to resume, expansion of eligibility for Covid-19 testing and limited re-opening of waste recycling centres. And for the District, Mid Suffolk Covid-19 response, detail of changes to Customer Services considering response to Covid-19, Highways England roadworks A14 at J50 and J52 and School Transport Opt-In. Cllr Mecrow asked that the deadline for opting into the latter was publicised in the Observer and on the village and school websites. **ACTION clerk.** And for the District, Garden Waste collections, Sports facility, Haughley, unclaimed Covid-19 business grant funding, leisure centre development, MSDC online planning meetings, emerging needs Covid support groups funding **ACTION clerk.** Covid volunteer response, development refused in Haughley, Covid Cyber Cons, Mid Suffolk winter Sports Complex, development of mixed use business and logistics space in Stowmarket and further financial support for households. 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) NONE

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

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990

Proposal: **Discharge of Conditions Application for 1352/17 - Condition 5 (Footway)**

Location: Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk

CONDITION APPROVED BY MSDC

RECONSULTATION APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - 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." **Location:** Land West Of, Wattisfield Road,

Walsham Le Willows, Suffolk **APPLICATION NOTIFIED AS WITHDRAWN**

APPLICATION FOR LISTED BUILDING CONSENT - DC/20/01225 Proposal: Application for Listed Building Consent - Demolition of derelict outbuilding **Location:** The Blue Boar, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AA **AWAITING DECISION**

DC/19/04796 Land Opposite Broad Meadow Walsham Le Willows Suffolk 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**

4 MATTERS ARISING

- 4.1 **Development & Neighbourhood Plan** – Discussed under Public Open Forum.
- 4.2 **Streetlighting conversion** – Clerk advised that we are still waiting to be invoiced for phase I works by SCC. Pearce & Kemp have been instructed regarding phase II but have advised of a manufacturer specification issue with the lanterns as originally quoted. They will advise a start date once these have been resolved.
- 4.3 **Community Council update** – Cllrs Ellis and Bartholomew gave an update. The down time imposed by the Covid-19 outbreak is being used to address maintenance issues and plan for re-opening of the Memorial Hall with social distancing measures.
- 4.4 **Parking Finningham Road blind bend** – remains on hold pending lifting of Coronavirus lockdown.
- 4.5 **Street Cleaning** – Clerk advised advice sought on PPE inconclusive. **ACTION Cllr Arbon & Clerk** To source PPE for streetsweeper and get agreement signed as to use of this in carrying out duties.
- 4.6 **Re-designating the Six Bells as an Asset of Community Value** – Clerk advised that evidence has been submitted. Outcome awaited.
- 4.7 **Annual Parish Meeting** – remains postponed pending lifting of Coronavirus lockdown. Leave under matters arising until end June.
- 4.8 **Induction Course for Cllr Arbon** – remains postponed pending lifting of Coronavirus lockdown that allows face to face training. To be removed from matters arising.
- 4.9 **Parish Council Risk Assessment** – this is pending. A comprehensive risk register will be drawn up to replace current assessments and to cover all Parish Council activities.
- 4.10 **Highways Bridge Work** – Dates have been advised – these could of course change. Sunnyside starts 26th May, School Culvert 1st June, Clarkes starts 3rd June. Cllr Belson raised another damaged Bridge on the Finningham Road near the dairy. **Action Cllr Mecrow** to advise Clerk of exact location for reporting. **ACTION clerk**

5 CORRESPONDENCE None

6 REPORTS

- 6.1 Clerk's report & financial report to 30th April 2020 & request for payments. The summary of payments has been signed digitally against invoices, by Councillors Bartholomew and Kinnair pending wet signature at later date.

#	Payee	Amount	Description
1	Thomas Hunter	£70.00	Play Area Maintenance

2	Thomas Hunter	£152.60	Street sweeping
3	CGM Group	£70.00	Play Area Grass cutting
4	Kevin Boardley	£7.50	Reimbursement Special Delivery Santander
5	Kevin Boardley	£14.39	Reimbursement Zoom Subscription
6	Parish Council Employee	£927.94	Wages
7	Browns Tree Services Ref: 13309	£1,065.00	Play Area Tree Works
9	MSDC Ref: 88978/2000096773	£867.67	Litter and Dog Bin Emptying
9	Stowmarket Skip Hire	£230.00	Skip for green waste. (Payment already authorised online)

#	Payments In	Ref	Amount	Description
1	MSDC Precept Received	0000420720	£10,824.50	First payment 1 st April

- 6.1.1 **Problem Reports SCC** – footpath bridge repairs required – these have been reported
- 6.1.2 **Audit** – Internal audit documents submitted electronically to SALC on 4th May. Internal Audit report received just before this evenings meeting. This has been circulated to Councillors. One minor recommendation about powers used for authorising donations to particular bodies and how these are posted in the accounts. External Audit date to be arranged with PKF Littlejohn after the Annual Statement has been approved at next meeting.
- 6.1.3 Clerk noted that **end of year reconciliation and end of year bank reconciliation statement with explanation of variances** had been circulated for approval but that a minor accounting error required correction before approval.
- 6.1.4 **Annual Governance & Accountability Return Section 1** – Approval postponed until next meeting.
- 6.1.5 **Annual Governance & Accountability Return Section 2**– Approval postponed until next meeting.
- 6.1.6 **Exercise of Public Rights** – Clerk advised this will be set to run 30 days from 1st July - Noted
- 6.1.7 **Transfer to reserve account and allocation of reserves** – Clerk suggested this be addressed after final approval of accounts.
- 6.1.8 **VAT reclaim** – Clerk advised this has been submitted in amount of £1001.61 and had already been received.
- 6.1.9 **Internal Control Check May 2020** – Approved under 1.12. Clerk noted that in future Councillors will be asked to select documentation/evidence required as per the new Internal Control Statement.
- 6.2 **Play Area** –
- **Play Council/Parish Council governance relationship** – Clerk advised response from Charity Commission received earlier in the day which appeared to misunderstand the intention behind the proposal of the Parish Council to dissolve the Play Council. The Clerk has responded pushing back on this and is awaiting a response. AGM of the Play Council for 29th May 2020 will go ahead subject to Charity Commission consent being received in time.
 - **Keys for the gate** – Clerk advised Contractor returned key, so Clerk now holds one and CGM (grass-cutting contractor) the other.

The question of children accessing the Play Area against advice notices posted up by the Parish Council was discussed. The use of Play equipment is still designated by the Government as a risk for the spread of infection. There is no way that the Parish Council can stop access to the site. Notices that have been torn down will be posted up again and this will be documented and the Parish Council will have to rely on parents to prevent their children from accessing the site against government advice and that of the Parish Council.

ACTION Cllr Roberts & Clerk

6.3 **Footpath Warden** - Cllr Belson had nothing to report other than that in 20 years he had not seen the footpaths so heavily used as has happened recently during the lockdown. Cllr Roberts has made initial enquiries re who does the flailing of the Fishponds Way footpath. Enquiries are ongoing. **ACTION Cllr Belson** to provide information he has on who cuts the grass for each footpath to both Clerk and Cllr Roberts.

6.4 **Tree Warden** – Clerk noted correspondence from tree works contractor that advised SCC had deemed no permission was needed for work on the dead oak at Oak Hall Farm. The contractor had asked for this to be advised to the Parish Council. Cllr Belson had also advised that he had no reservations about this – noted.

7 **OTHER ITEMS FOR DISCUSSION** - None

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

Clerk and Cllr Ellis advised that skip hire for collection of green waste had been a great success and had clearly been much appreciated. The skip is getting close to full but with some further management can probably be used to take more on 17th as planned. **ACTION Clerk** to publish letter of thanks to Mr Martineau agreeing to allow the skip to be placed on his property. The Parish Council will decide if another is required after next week with reference to the position on green waste recycling by SCC.

Meeting closed at 21:05

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