



## WALSHAM-LE-WILLOWS

### PARISH COUNCIL MEETING

**MINUTES of meeting Tuesday 9<sup>th</sup> June 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, Bartholomew, Belson, Ellis, 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 **Apologies** - none received

1.2 The minutes for the meeting held on 12<sup>th</sup> May 2020 were unanimously approved.

1.3 **To receive pecuniary and non-pecuniary interests of members** - none

1.4 **To consider applications for dispensation** - none

1.5 **Public Open Forum** – No members of the public present.

1.14 **County and District Reports** – Cllrs Fleming & Meyer presented their respective reports for questions. These included for the County, public county council meetings resumed by live streaming, advice for businesses, public health services during Covid-19, dental care, schools re-opening, EDF development consent order, Suffolk recycling centres reopening of more services, Suffolk Heritage explorer website and Reminder about the school transport opt-in. And for the District, Trees for Life scheme, new extended Covid-19 grant scheme for small businesses, safer spaces for lockdown easing, Stick with It Suffolk (updates on Covid-19 lockdown changes, parking, and public toilets reopening. Full reports can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>

**Letter re breakdown of district council spend on Covid-19** Action Cllr Meyer to circulate  
**Cllr Belson** passed on his thanks for the good work that Highways have been doing in recent weeks in and around Walsham. Cllr Fleming was grateful for this positive feedback and will pass it on, on behalf of the Parish Council. It was noted however that the repainting of white lines at the Six Bells crossroads has still not been completed.

**Clerk** raised the complaint from a Parishioner about the hedge encroachment and consequent pavement narrowing along The Causeway. Cllr Fleming advised a letter to the hedge owner in the first instance. Action Clerk.

Cllr Fleming left the meeting [19:18]

**DISCUSSION PLANNING DECISIONS – referred to Cllrs Fleming and Meyer for input**  
**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 **LISTED BUILDING CONSENT REFUSED BY MSDC** Cllr Meyer reiterated as per his email, that during lockdown all applications are being considered without the benefit of a site visit and making the information included with the application much more important. As this is an application for listed building consent the officers therefore erred on the side of caution and it is possible that a more detailed application (and comment by Parish Council) may have secured a different result. Another application has been suggested in a few months. **Action Cllr Meyer** to make enquiries about this with Heritage support.

**APPLICATION DC/20/01011 Proposal: Non material amendment to application DC/19/04146** granted 16th October 2019 - (i) Additional window created in kitchen. (ii) Replace approved brickwork finish to extensions with painted render, colour to match existing. **Location:** Namaste, Wattisfield Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD **REFUSED BY MSDC** The main reason for the refusal I suspect is an objection by the neighbour who did not want regular intrusion onto their property to maintain the render. Another issue is that the wall should have constructed of faced brick but has been completed in blockwork; in theory the Council could insist in the wall being rebuilt to comply with the planning consent.

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

**APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/01883 Proposal:** Notification of Works to Trees in a Conservation Area - T1 (Field Maple)- Pollard leaving at 2 metres tall **Location:** Maltings, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ **PARISH COUNCIL DID NOT WISH TO OBJECT**

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

**Application for Discharge of Conditions for 1352/17 - Condition 7** (Details of Estate Road and Footpaths), Condition 10 (Manoeuvring and parking of vehicles), Condition 20 (Surface Water Management Plan), Condition 21 (Construction Management Plan) **Location:** Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk PART **APPROVED BY MSDC**

## **4 MATTERS ARISING**

- 4.1 **Development & Neighbourhood Plan** The Clerk has hosted 2 meetings so far on the Parish Council Zoom account. Discussion paper on housing was presented on 4<sup>th</sup> June, planning further public engagement under lockdown, a July newsletter on housing to all households, possibly a socially distanced, by appointment, drop-in day in late July and another in August, maybe open air, a competition, posters, online engagement. Engaging the community during lockdown is an added obstacle but plans are afoot.
- 4.2 **Streetlighting conversion** update, Clerk has been advised that phase I complete and has chased for invoice or part invoice. Pearce and Kemp are chasing suppliers and will get back about commencement of phase II. Cllr Fleming has advised that there is after all no support available from county budgets - only assistance to obtain Public Works loans. **Action Clerk** to email Cllr Fleming to see if she can make an intervention to get Phase I invoiced asap.
- 4.3 **Community Council update** Cllrs. Ellis and Bartholomew advised that first fix of kitchen electrics is complete. Quotes for the floor will be obtained before the 2<sup>nd</sup> fix of electrics is

commissioned. £2000 of new grant funding from the Town Farm Charity has been received for funding the kitchen electrical work.

The receipt of new grant funding means that the Community Council/Memorial Hall charities can function pending the lifting of lockdown. The Community Council continues to meet and is making good progress on instructions given by the Charity Commission and at the same time using the lockdown to prepare for re-opening of the hall. The work undertaken by new committee since they were elected will be presented in the proper way as soon as an AGM can be held. In the meantime, monthly updates are published in the Observer.

- 4.4 **Parking Finningham Road blind bend** –Cllr Bartholomew advised that this remains on hold pending lifting of Coronavirus lockdown. Channels of communication being kept open.
- 4.5 **Street Cleaning** update, Clerk advised that PPE given to street cleaner and that the return of signed acknowledgement is awaited. Reduced workload now that end of year financial submissions are almost done means that the work on the Statement of Particulars (contract) can be completed.
- 4.6 **Re-designating the Six Bells as an Asset of Community Value** – Clerk advised that this had been confirmed in writing as in place for another 5 years.
- 4.7 **Annual Parish Meeting** by statute should be held before 1<sup>st</sup> June. Lockdown has prevented this. Clerk awaits further advice on what councils will be required to do as and if, lockdown eases further. To b removed from Matters Arising.
- 4.8 **Parish Council Risk Assessment** – Reduced workload now that end of year financial submissions are almost done means that the work on a revised risk register can commence soon.
- 4.10 **Highways Bridge Work** Clerk advised that all those reported have now been completed but that the Clarkes kerb was immediately damaged again.

## 5 CORRESPONDENCE

- 5.1 **Email about overgrown hedges on The Causeway** This was discussed, and it was agreed that a letter should be written. **Action Clerk**
- 5.2 **Request for street names for Wattisfield Road development** – The suggestions, along with historical rationale, made by Cllr. Belson were considered. It was unanimously agreed to put forward two names: PYES CLOSE and THE SEYKE **Action Clerk**

## 6 REPORTS

- 6.1 Clerk’s report & financial report to 31<sup>st</sup> May 2020 & request for payments. The summary of payments has been signed digitally against invoices, or otherwise authorised, by Councillors Bartholomew and Kinnair pending wet signature at later date.

#	Payee	Amount	Description
1	Stowmarket Skip Hire	£250.00	Green Waste Skip
2	James Wheeler	£630.00	Closed Churchyard Tree Works
3	CGM Group	£180.00	Play Area Grass cutting
4	Thomas Hunter	£56.00	Play Area Maintenance
5	Thomas Hunter	£122.08	Street sweeping
6	Kevin Boardley	£14.39	Reimbursement Zoom Subscription
7	Parish Council Employee	£709.86	Wages
8	HMRC	£382.11	PAYE
9	SALC	£282.00	Internal Audit

#	Payments In	Ref	Amount	Description
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- 6.1.1 **Problem Reports SCC** Clerk advised no reports other than that prompted by Cllr Roberts reminding the Clerk about the playground warning sign on the junction of Townhouse Road and Jolly's Way had been knocked over. **Action Clerk** to report to Highways. Responses from SCC Highways indicate that some work may be done on the footpath bridges to either side of the Ixworth Road near Betty's Bridge.
- 6.1.2 **Audit** Clerk advised that casting error on annual statement had been corrected [noted in section 11 of internal audit report]; there were no other recommendations and one comment re the posting of donations – *Section 142 of the Local Government Act 1972 allows the Parish Council to assist voluntary organisations who provide individuals with information and advice concerning their rights and obligations.* i.e these do not need to be posted as s.137 payments; a minor ledger error was also corrected. Following approval of the Annual Statement all required documentation will be submitted to the External Auditor.
- 6.1.3 **Monthly reconciliation and end of year bank reconciliation statement** - approved for wet signature at later date. **Action Clerk** pass to Cllr Roberts for wet signature.
- 6.1.4 **Annual Governance & Accountability Return Section 1** – The Parish Council approved section 1, confirming that all internal control objectives had been met. Proposed Cllr Kinnair, seconded Cllr Bartholomew and carried unanimously. **Action Clerk** pass to Cllr Roberts for wet signature before submission to external auditor.
- 6.1.5 **Annual Governance & Accountability Return Section 2** – The Parish Council approved section 2. Proposed Cllr Bartholomew, seconded Cllr Ellis and carried unanimously. **Action Clerk** pass to Cllr Roberts for wet signature before submission to external auditor.
- 6.1.6 **Exercise of Public Rights (period when accounts can be inspected)** – the Clerk advised that the external auditor will be advised that these will run for 30 working days from 1<sup>st</sup> July
- 6.1.7 **Transfer to reserve account and allocation of reserves** – it was decided to wait to see what the position is once first phase of streetlighting has been paid and for development on Play Area expenditure.
- 6.2 **Play Area –**
- **Play Council/Parish Council governance relationship** – Clerk advised that the AGM of the Play Council was held on the morning of 29<sup>th</sup> May 2020. It was noted that consent to dissolution had been received from the Charity Commission. Santander has advised that they have all the information they need to close the Play Council account and transfer the balance to the Parish Council to be ringfenced for Play Area development. Once the final statement is received this will be passed, with final accounts, to Caroline Niall for independent examination. Once the accounts are independently approved the Play Council will effectively be dissolved. It was agreed that next stage should commence whilst we wait for the fund's independent examination of the accounts. **Action Clerk** to contact the representatives of the OTT to facilitate the surrender of the current lease and issuance of new lease with all references to the Play Council removed. Cllr Kinnair advised that Joe Jesney and Emma Wade are still keen to be involved with the Play Park and its development. **Action Cllr Kinnair** to sound out his contacts about the submission of the application for funding.

- **Email received from Chair of Play Council, Joe Jesney** advising that 200 club ticket monies were not all collected. This was not helped by lockdown restrictions. Joe kindly donated to pay the last winner as the funds raised did not cover this. Joe offered a personal donation to cover the remaining amounts that were due to be collected but the Parish Council has gratefully declined this kind offer. £50 cash paid to Emma Wade (Vice Chair, Play Council) to purchase paint for the Play Area has been paid over to the Parish Council. Emma has advised that she will pass on documentation for the Parish Council record that relate to the last consultation exercises that the volunteers undertook.
- **Closure signage** Clerk advised that this has been replaced by Cllr Roberts and photographs are on file as evidence of this effort to dissuade from use of the Play Area during lockdown. The insurance company has acknowledged that this is a proportionate response in the circumstances.

6.3 **Footpath Warden - Cllr Belson** – nothing to report

6.4 **Tree Warden – Cllr Belson** – nothing to report

**7 OTHER ITEMS FOR DISCUSSION** - None

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

8.1 Cllr Mecrow asked question about last litter pick which was held in February and is normally done again just before Gardens Weekend in August. It was noted that the litter situation was not looking too bad now and that the verges had been cut which has not revealed a lot of litter. There has been some fly tipping just outside the village. **Action Clerk** to report to highways

8.2 Cllr Mecrow [?] reported quite a lot of activity around the Wattisfield Road development.

8.3 Clerk raised correspondence received again about Local Electricity supply Bill. Parish Councillors of the view that they information sent through does not give them enough information on which to make an informed decision.

8.2 **Action Clerk** noted that Churchyard Wall repairs needed to be chased with contractor.

Meeting closed at 21:13

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