



WALSHAM-LE-WILLOWS

PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 14th July 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. 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 **Apologies** – Cllr Ellis and Cllr Arbon, accepted.
- 1.2 **Minutes** for the meeting held on 6th June 2020 were unanimously approved.
- 1.3 **To receive pecuniary and non-pecuniary interests of members** – Cllr Bartholomew and Cllr Roberts both for 4.3 relating to decision on request for funding.
- 1.4 **To consider applications for dispensation** – None granted. Cllrs Bartholomew and Roberts not to take part in discussion or decision apart from questions to be answered by Cllr Bartholomew prior to the decision being taken.
- 1.5 **Public Open Forum** – One member of the public present.
Representation received for Parish Council support of request for funding for flooring of Memorial Hall.
- 1.6 **County and District Reports** – Cllrs Fleming & Meyer presented their respective reports for questions. These included for the County, Covid-19 outbreak control plan, Suffolk Coronawatch dashboard, Mobile Testing Units, Public Transport, Public Health Services (Covid-19), Schools Opening and Suffolk Recycling Centres. And for the District, Discretionary Business Grants, MSDC Study into Green Opportunities, BMSDC Blueprint for a Sustainable Future, Creating a Safer Suffolk, CIFCO Business Plan, and the Re-Opening of Halls and Community buildings. Full reports can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>

Cllr Meyer noted that the marking that have appeared on the road are something to do with the water authority.

Cllr Bartholomew asked for a contact at Mid-Suffolk re Discretionary Business Grants for our early years provider. **Action** Cllr Meyer to get back.

Cllr Meyer also took the opportunity to address press reports ostensibly showing Suffolk care homes comparing unfavourably with Norfolk care homes in regard to Covid deaths but which on analysis of the data shows that the Suffolk figures are impacted by an earlier introduction (by two weeks) of testing in as well as having a greater number of end of life care beds meaning the figures need to be adjusted to give a true comparison.

Cllr Meyer also noted a statistic with regard to Covid deaths per 100,000 of the population on Suffolk (0.9) and Leicester (141) meaning we are very lucky to be living in an area that has

so far been far less affected, not that this is a cause for complacency with regard to preventative measures to keep it that way.

Cllr Fleming joined the meeting [19:38] after agenda item 3, Planning Outcomes, and invited questions on her report

Cllr Mecrow asked about the reopening of recycling centres. Cllr Fleming advised that they were open with booking system still in place for the time being and which will probably continue until restrictions are lifted.

Cllr Roberts asked Cllrs Fleming and Meyer about solutions to fly-tipping problems both inside Walsham and just outside. Cllr Fleming advised that any fly-tipping reported to Highways would be dealt with. **Action** Cllrs to send locations to Clerk who will report to Highways.

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

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 – Action** Clerk to write to applicants encouraging another more fulsome application which the Parish Council will fully support.

APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - DC/20/02541 Proposal: Application under Section 73 of the Town and Country Planning Act for DC/19/04146 for variation of condition 2 (Approved Plans and Documents) **Location:** Namaste, Wattisfield Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD **THE PARISH COUNCIL MADE NO COMMENT**

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/02657 Proposal: Notification for works to tree/s in a Conservation Area - Fell 1No Conifer (T1) and Crown reduce 1No Beech (T2) by 25%. **Location:** The Priory, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB **THE PARISH COUNCIL MADE NO COMMENT**

APPLICATION FOR PLANNING PERMISSION - DC/20/02071 Proposal: Householder Planning Application - Works to fenestration and render. **Location:** Appletree Cottage, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AA **THE PARISH COUNCIL SUPPORTED THIS APPLICATION** and made the comment that that it was a very considered and exemplary application, sympathetic to the conservation of village character.

APPLICATION FOR PLANNING PERMISSION - DC/20/02824 Proposal: Planning Application. Erection of a new dwelling **Location:** Land Rear Of Avenue House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ **THE PARISH COUNCIL OBJECTED TO THIS APPLICATION with the following comments:**

We would like to lodge our objections to this application in the strongest terms possible. Our 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 impressive 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 atmosphere of the avenue and the character of this much used section of the SLA.
- (3) The plot is now outside the village Settlement Boundary. It would be extremely difficult to justify allowing development of this site for a single residential unit which is intrusive, inappropriate and unnecessary.
- (4) The plot has always been within the curtilage of a 17th. cent thatched house, (No. 1 Avenue Cottage), set in a 14th. cent. message. It, and its immediate neighbour, (cottage No. 2), were identified as buildings of Special Historic and Architectural Interest by Mrs. Sylvia Colman in her survey of 1967. The buildings are not listed because of the rather dramatic modifications which occurred when The Avenue was created in c.1860, but from a local point of view this adds to their historic value and interest. To build a modern house on this site would be an affront to our heritage and would seriously detract from the impact of the two cottages.
- (5) The proposed design is totally inappropriate for this very sensitive location. Both the design and the materials involved would clash quite violently with the period atmosphere and the neighbouring buildings: two 17th. cent. Timber framed thatched cottages and an early 18th. cent. Brick house, (Avenue House).

We are additionally concerned that the site has flooded in the past when both Avenue Cottages and their gardens were inundated with floodwater 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 and the proposed site. The simple, ornamental bridge dates from the creation of The Avenue; it 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 find their use of The Avenue, which is not a public right of way, was either lost or seriously impeded.

We ask that this application be rejected.

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

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 **MSDC RAISED NO OBJECTION**

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) **GRANTED BY MSDC**

4 MATTERS ARISING

- 4.1 **Development & Neighbourhood Plan** Cllr Belson reported on the preparations for the drop-in day on housing on 23rd July in Church Farm Barn. Looking like it should be an interesting 'exhibition' to stimulate discussion on possible sites to put forward for development.
- 4.2 **Streetlighting conversion update** Clerk updated on new information which puts the quotes received into a different light as when the additional work required from SCC even if using a 3rd party is added in, the quotes are not very different. The Clerk suggested that on this basis the Parish Council might be better to stick with SCC as at least this is only two parties involved rather than three. And hopefully SCC has another contractor in place to be able to expedite the work more quickly on lanterns in the vicinity of overhead power cables. Based on the information supplied by the Clerk Councillors unanimously agreed to change their previous decision to instruct Pearce & Kemp to an instruction to SCC providing that there was now no contractual obligation with Pearce & Kemp. **Action** Clerk to confirm contractual position with Pearce & Kemp.
- 4.3 **Community Council - update Cllrs. Ellis and Bartholomew – Cllr Bartholomew** reported that work continues on the MH for re-opening, but this won't be until September at the earliest. Covid-19 guidelines on compliance for opening are updated daily and it adds to the delay. The coffee shop did serve drinks to people outside and this was well received but it is weather dependent. It is hoped that the next Observer may be published in print as well as on-line, but the printed publication is dependent on progress with making the Widows Room Covid-Secure. The PCC have indicated this work is in progress. Cllr Bartholomew was asked to speak to the previously circulated request for funding the Memorial Hall charity for the upgrade of the kitchen flooring and was asked some searching questions by Councillors. Cllr Bartholomew and Roberts remained "in the room" but then did not take part in deliberations between remaining Councillors about the decision. There was a frank discussion led by Cllr Mecrow on the budget positions of the Parish Council and the Memorial Hall charity. Reservations were expressed about the fact that it had not yet been possible to hold the AGM to publicly present the financial position of the Memorial Hall Charity given the obvious links to the Community Council charity. After much debate Cllr Kinnair proposed the Parish Council agree to pay £2358 for the flooring as this is to maintain village assets. Seconded by Cllr Mecrow and carried unanimously being supported by Cllr Belson also. **Action** Clerk to place order with contractor
- 4.4 **Parking Finningham Road blind bend - update Cllrs Bartholomew & Ellis – Cllr Bartholomew** had nothing to report. Action Cllr Bartholomew to contact Andrew Long to see if the housing association is now able to proceed following the ease of lockdown.
- 4.5 **Street Cleaning – statement of particulars (contract) pending**
- 4.6 **Parish Council Risk Assessment – pending**
- 4.7 **Overgrown hedges on The Causeway –** It was noted that the hedge had been well cut back leaving more room on the pavement apart from the debris that has accumulated over time underneath the hedge. **Action** Clerk to contact SCC highways to ask if they can arrange to clear this and to write a thank you letter to the owner of the hedge.

At this point the Clerk had technical problems and was absent from the meeting.

- 4.8 **Churchyard Wall repairs** – it was noted that these have been completed
- 4.9 **Fishponds Lane Footpath** – Fishponds Lane - Following two recent incidences of fly tipping the option of placing a barrier at the Summer Road end was discussed. The idea being to reduce vehicle access to the footpath. The Parish council agreed to explore the ownership of the lane to determine whether it has the authority to progress such works. **Action** Cllrs Roberts & Mecrow to investigate.

5 CORRESPONDENCE

- 5.1 **Email re traffic speed – this was discussed at length and it was resolved as follows:** **Action Clerk** Contact Cllr Fleming (who previously had to leave the meeting) in the first instance to make her aware of the reasons that a SID was not located on that stretch of the Finningham Road therefore no SID data is available to support a request for SCC speed survey; to ask about the possibility of a SCC speed survey nonetheless; to advise that at the very least we need more regular cutting back of hedge growth that obscures road signage as well as consideration to the re-siting of existing and the installation of more. And to seek her guidance on how best to proceed given that she had also received the complaint from Walsham residents.
- 5.2 **Code of Conduct Consultation** -The Parish Council did not wish to make any comment
- 5.3 **Email re bench seat outside Rolfes** – this was discussed, and it was decided to remove the existing bench. **Action** Cllrs Mecrow & Roberts
- 5.4 **Email Street Names for Wattisfield Road** – Clerk advised the rejection of The Seyke. The other suggestion of Pyes Close was accepted. It was decided to resubmit The Seeke as an known alternative spelling of The Seyke and following the receipt of representation from a village resident, the Parish Council decided to propose a name based on the name of Ewart Granger who owned the butchers shop at the bottom of the road and also Mill Farm where the new development is taking place. Ewart was also Walsham’s representative on Thedwastre Council after WWII before Mid Suffolk District Council took over. In addition, names based on trees were put forward, Ash, Hornbeam and Maple. **Action** Clerk

6 REPORTS

- 6.1 Clerk’s report & financial report to 30th June 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	CGM Group	£180.00	Play area Grass cutting
2	GB Pollard	£38.65	1st Cut footpaths disbursement
3	Paul Rayson	£300.00	Closed churchyard wall repairs
4	Thomas Hunter	£56.00	Play Area maintenance
5	Thomas Hunter	£122.08	Street Cleaning
6	M Hawes	£62.25	1st Cut footpaths disbursement
7	Martineau Farms LLP	£153.95	1st Cut footpaths disbursement
8	DW Murray	£22.68	Petrol
9	DW Murray	£350.00	Grass cutting closed churchyard
10	St Marys PCC	£75.00	Priory Room Hire
11	Kevin Boardley	£14.39	Zoom subscription reimbursement

12	Kevin Boardley	£263.74	Website Hosting reimbursement
13	Kevin Boardley	£29.99	Website backup reimbursement
14	Kevin Boardley	£20.71	Website caching plugin reimbursement
15	Kevin Boardley	£376.12	Wages

#	Payments In	Ref	Amount	Description
1	Emma Wade		£50.00	200 Club Play Area fundraising

- 6.1.1 **Problem Reports SCC** update – Clerk advised that SCC had reported they could not find the sign in question. **Action** Clerk to check the signage on Palmer Street near Staples Close before reporting this again.
- 6.1.2 **Audit** - The Clerk reported that the external auditors have acknowledged receipt of documents.
- 6.1.3 **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 1st July
- 6.1.4 **Website** – Cllr Bartholomew explained the history of the creation of the website with the Community Council eventually registering as the domain name owner and this being the current position. Cllr Bartholomew proposed that as the Parish Council is required to have a website on which to post relevant information and the Parish Clerk actually manages the rest of the content on the website on a voluntary basis, that is made sense for the domain name to be transferred to the name of the Parish Council to make administration more streamlined. This was seconded by Cllr Roberts and agreed unanimously. **Action** Clerk to advise Cllr Bartholomew what needs to be done to effect the transfer and add the website to the Parish Council asset register.
- 6.1.5 **Document retention** – The Clerk proposed the destruction of documents as listed in email circulated on 15/06/2020 and in accordance with NALC guidelines. This was unanimously approved.
- 6.1.6 **Internal Control Check** – The Clerk asked the Council to select another item from the internal control checklist for presentation at the next meeting. Cllr Mecrow selected the ‘Regular Maintenance arrangement for physical assets’. **Action** Clerk
- 6.2 **Play Area**
- **Play Council/Parish Council governance relationship** The Clerk referred to the reply from Solicitor Mark Beaton with indicative costings for drawing up a new lease and a considerable amount of free advice/guidance other than that on relevant charity law. There was a lengthy discussion about the position with current lease and the winding up of the Play Council charity. The conclusion was that, at the appropriate time, the Parish Council will require a renewed lease from the OTT to be able to progress with bids for funding. Without this the development of the Play Area will be in abeyance. **Action** Clerk to communicate this to the OTT and suggest that they take advice from their solicitors.
 - The Clerk reported that an initial informal meeting with Ian Campbell as representative of the OTT agreed a way forward and that there was a mutual interest in ensuring the Play Area provision continues.

- No transfer of balance evident from Santander but the Clerk is unable to handle this directly the mandates still reside with ex-committee members from long ago. **Action** Clerk to chase the bank signatories to ask them to put pressure on Santander for a resolution.
- Financial report to year end 2018 has been prepared and we await the final bank statement on closure of the account and transfer of the balance from Santander.
- **Play Area– consider re-opening** This was discussed. We are advised that a Covid-19 risk assessment is required for the reopening of the Play Area. Given that throughout the lockdown there has never been any way of definitely preventing access to the Play Area the outcome of any risk assessment will amount to renewed signage advising people to be aware of the risks and to take precautions. **ACTION** Clerk contact Insurance company to agree way forward.
- **Development Proposals** – The Clerk asked for clarification and Cllr Kinnair advised that the proposed development plan does cover all the requests put forward in the consultation.

6.3 **Footpath Warden - Cllr Belson** reported that Footpath 4 across to Town Farm and Allwood Green was blocked. Action Cllr Belson to assess and clear, as necessary.

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 Letter from Woolpit Surgery re ongoing volunteering after shielding ends – noted
Specific request for assistance to one individual re ongoing support as lockdown ends (shopping, prescriptions and correspondence) - noted

8.2 Website Accessibility – The Clerk referred to circulated advice on assessment of website accessibility – noted and Clerk will pursue.

Meeting Closed 22:06

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