



## WALSHAM-LE-WILLOWS

### PARISH COUNCIL MEETING

**MINUTES of meeting Tuesday 11<sup>th</sup> August 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.

[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

1.2 **Minutes** for the meeting held on 14<sup>th</sup> July 2020 were proposed as true and accurate record by Cllr Kinnair, seconded by Cllr Mecrow and 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 were present.

1.6 **County and District Reports** – Cllrs Fleming & Meyer were not able to attend. Report for the District included, Discretionary Business Grants, Stick with it Suffolk (re covid-19, Leisure Centre re-opening, Modification to planning conditions re construction working hours, funding for installation of solar car ports, Wheels in Motion transport action plan, BMSDC Advance Vision for communities, CIFCO property investment, Electoral roll registration, and BMSDC blueprint for the future. Full report can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>

Cllr Bartholomew reported that following funding enquiry last month, Cllr Meyer had contacted the Little Willows Pre-school directly and £1000 is due to be paid from his Locality Budget.

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

##### **APPLICATION FOR PLANNING PERMISSION - DC/20/02434**

**Proposal:** Full Planning Application - Erection of 1no. two-storey dwelling including parking areas and landscaping Location: Land To Rear Of Holmwood, The Street, Walsham Le Willows, Suffolk **PARISH COUNCIL OBJECTED**

We would like to lodge our strong objections to this application.

The Parish Council has attempted to arrange a site meeting to discuss this application with the applicant and with the applicant's agent, but both have as yet, been unwilling to agree to such a meeting. In assessing our objections, it may be beneficial to refer to the website of HM Land Registry, Title Plans: SK 157972 (Stephen Colby of Topshop, Walsham) and SK 327981 (Thomas Moriarty and Suzanna Freeborn of Holmwood).

The Parish Council objected for the following reasons:

- The site does not have the capacity to provide even the bare minimum of two off-road parking spaces which might be accepted as sufficient for the development of a four-bedroom house. Each of the spaces indicated on the application is unrealistic: the space behind “Clematis” is used, and has been used for many years, by the owner of this cottage and the applicant has no right whatsoever to expect to make use of this space; if the second space were to be used it would largely block the pedestrian entrance to the proposed house and as such would probably not be used; cars could not be parked in the driveway because this would block the rights of way of other residents and so would probably end up parked on the road.
- Access to the site is inadequate. The existing driveway is narrow, gives very poor visibility, and enters The Street at a point where the road itself is narrow and is typically obstructed by parked vehicles. Access from the driveway into the main site is also painfully inadequate; there is particular concern over access during an emergency; fire would be an enormous worry as so many of the neighbouring buildings are constructed largely of wood.
- The building plot is outside the village Settlement Boundary. It would be extremely difficult to justify allowing this development of a residential unit which is unnecessary, and which would create serious problems in this part of the village.

We ask that this application be rejected.

**APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/03360**

**Proposal:** Application for works to tree in a Conservation Area - 1no Ash - Fell (excessive shading on thatch) 1no Oak - Pollard leaving height at approximately 2.5 -3 metres (Due to close proximity to roof and causing shade/dampness) **Location:** Hunts End, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ **THE PARISH COUNCIL MADE NO COMMENT**

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

**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 **APPLICATION WITHDRAWN**

**Reference DC/20/02541 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 **PERMISSION GRANTED BY MSDC**

**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 **ADVISED BY APPLICANT THAT WORK GOING AHEAD WITH PERMISSION**

**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 **PERMISSION GRANTED BY MSDC**

## **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 **MSDC RAISED NO OBJECTION**

### **4 MATTERS ARISING**

- 4.1 **Development & Neighbourhood Plan** Cllr Belson reported a very successful exhibition on housing in Walsham held on 23<sup>rd</sup> July. The exercise was very useful in soliciting opinions of residents as to where development should and should not happen in the village. The Clerk proposed a payment of £10 to the PCC for the use of the printing facilities in the Widows Room. **ACTION Clerk** It is understood that costs are shared equally with the Community Council. The Clerk advised that Neighbourhood Plan Group is now using Clerk's address for correspondence.
- 4.2 **Streetlighting conversion update** Following exhaustive enquiries, the Clerk updated further in developments with the specifications for the quotes received on new information which puts the quotes received into a different light. It was agreed that in the light of this new information that the Parish Council should engage SCC to do these upgrades providing that Pearce and Kemp agree to the withdrawal of the instruction from them. **ACTION Clerk**
- 4.3 **Community Council - update Cllrs. Ellis and Bartholomew** – Cllr Ellis thanked the Parish Council on behalf of the Memorial Hall Charity for the funding for the new kitchen floor which has been ordered and will be completed very soon. Kitchen units are being sourced to be fitted asap. Coffee mornings in the garden are well attended and very well received. The point was made, re the payment to the PCC for neighbourhood plan printing, that the costs of the Widows Room are shared between the Community Council and the PCC. Cllr Mecrow noted that it was welcome to see the Observer back in print.
- 4.4 **Parking Finningham Road blind bend** - Cllr Bartholomew advised that he had contacted Andrew Long at Flagship Housing again but had received no response. Cllr Arbon made the point that it has been noticed when parked cars are moved from the bend that the traffic speed increases noticeably. Cllr Mecrow agreed with Cllr Arbon that there appear to be two younger male drivers in the village at the moment who are breaking speed limits by a significant margin one of whom can be identified as driver of a white car with a faulty exhaust system. The point was made that pending the outcome of discussions re this situation residents could be encouraged to make use of the Parish Council speed gun. However, it is known that the police will not grant permission for this to be used at sites that are considered unsuitable for reasons of safety. This would include the Finningham Road blind bends and approach.
- 4.5 **Street Cleaning** – statement of particulars (contract) pending on Clerk's to do list and it was agreed this should be removed from matters arising.
- 4.6 **Parish Council Risk Assessment** – pending on Clerk's to do list and it was agreed this should be removed from matters arising.
- 4.7 **Hedge and debris The Causeway** – The Clerk reported that a letter of thanks had been sent to the owner of the hedge along The Causeway following its being thoroughly cut back from the pavement. The clearance of debris from the pavement has been reported to SCC and a response is awaited. **ACTION Clerk** to follow up.
- 4.8 **Fishponds Lane Footpath** – Cllr Mecrow reported that the fly tipping had been removed. Clerk noted that contact at SCC had intimated that they might be able to help with some sort of barrier as Fishponds Lane is a public right of way. **Action Clerk** to follow up with SCC contact.

- 4.9 **Letter from Woolpit Surgery re ongoing volunteering after shielding ends, request for volunteers prepared to provide ongoing support with correspondence amongst other things, and specific request of one off help for an individual with dementia** - Clerk advised no responses received from volunteers. This was communicated to Woolpit Surgery and the agency who enquired about ongoing support. After discussion with the agency requesting support for an individual with dementia who already has carer support going in advised that another source of support would be found. Agreed that this should be removed from matters arising.
- 4.10 **Website Accessibility** – Clerk reprised the issue from AOB of last meeting and the approach suggested was agreed, namely that this is another exercise that is disproportionate for a small Parish Council with limited resources. **ACTION Clerk** to follow up and produce a site assessment by the deadline. To be removed from matters arising.
- 4.11 **Traffic speed** - Clerk advised unsatisfactory response from SCC highways and intention to follow up. **ACTION Clerk**. See also 4.4 above.
- 4.12 **Bench seat outside Rolfes** – The bench outside Rolfes was donated many years ago and was originally sited on The Avenue until it was requested that it be removed. It was disintegrating to such an extent that it had become a potential hazard and the Parish Council have therefore assumed responsibility for removing it after complaints. At this time, the Parish Council do not have any plans to replace the bench, especially as it is also now located on commercial premises. To be removed from matters arising.
- 4.13 **Churchyard chipping slippage** – The issue of the pea shingle that was laid to the sloping access to the Churchyard from The Causeway and the accidents that have been reported were discussed. None of the options to rectify this are bound to resolve the issue and those that would properly resolve would require considerable expenditure because there is a long sloping area down to the gate. In the first instance it was agreed to push the shingle back as far as possible up the slope (it will migrate downwards again) and to install a cast step to match the one under the larger gate with a slight lip that may help to retain the pea shingle. **ACTION Cllrs Roberts, Mecrow and Arbon**. To be reviewed in 6 months' time. **ACTION Clerk** to ascertain under whose instruction the pea shingle was laid.

## 5 CORRESPONDENCE

- 5.1 Email re stream clearance from riparian owners – Clerk advised that the piece outside Millar's Close can be included. **ACTION Clerk** to pass on details of new volunteer and thanks to the Riparian owners for the proposal to action this.

## 6 REPORTS

- 6.1 Clerk's report & financial report to 31<sup>st</sup> July 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	Tom Hunter	£70.00	Play Area Maintenance
2	Tom Hunter	£152.60	Street Cleaning
3	SCC	£10,068.50	Phase I streetlighting upgrades

4	Clarkes of Walsham	£98.03	A Frame displays for Neighbourhood Plan Drop in.
5	Clarkes of Walsham	£115.01	A Frame displays for Neighbourhood Plan Drop in.
6	Zoom	£14.39	Subscription for Video Conferencing Software
7	P Dryden	£40.00	1st Cut footpaths disbursement
8	Parish Council Employee	£430.59	Wages

#	Payments In	Ref	Amount	Description
1	SCC		£466.22	Footpaths Cutting Grant
2	MSDC		£396.76	Street cleaning grant

- 6.1.1 **Problem Reports SCC** update – Fly tipping and Grove Road sign both reported. Both resolved or in process of being resolved. Noted.
- 6.1.2 **Audit** - Still waiting to hear from external auditors. Noted.
- 6.1.3 **Exercise of Public Rights (period when accounts can be inspected)** – the Clerk advised that the external auditor this period was extended to 11<sup>th</sup> July. Noted.
- 6.1.4 **Website domain ownership & migration of hosting platform** – Clerk reported that the website domain has been successfully transferred from the Community Council to the Parish Council. Clerk requested the migration of the site from an Apache server to cPanel for the reasoned noted in the previously circulated documents. This was unanimously agreed.  
**ACTION Clerk**
- 6.1.5 **Internal Control Check** – The meeting considered all assets on the register and actions appropriate for each about maintenance. **ACTION Clerk** (Parish Council shed), **Cllr Mecrow** (Litter Bins) **Cllr Roberts** (SIDs and Bus Shelter), **ACTION clerk and Cllr Ellis** (Village sign and tree)
- 6.2 **Play Area**
- **Play Council/Parish Council governance relationship** – At last the balance lying dormant in the Play Council account has been received from Santander in the past few days and the account closed. The Old Town Trust (OTT) have responded informally to initial proposals as to the way forward. Discussion on next steps, requirement for lease and to retain a level of funds that will facilitate further fundraising. **ACTION Clerk** to draft email to OTT in first instance for review.
  - **Play Area– consider re-opening** –Clerk updated Councillors on discussion with the insurance company and the previously circulated risk assessment now on file. **ACTION Cllr Roberts** to print the signage for reopening. **Clerk to publicise** on website, in Observer and on notice board.
  - **Hedge cutting** – Two quotes received. The only hedge to be cut bounds Townhouse Road. **ACTION Clerk** to instruct contractor.
  - **ROSPA inspection booked with Play Safety for reduced September rate** – noted
- 6.3 **Footpath Warden - Cllr Belson** reported that footpath 4 known as Nether Way is now clear and passable. There has been a report from a member for the public that horses are using

the footpath along the river in West Street. **ACTION Cllr Belson** to arrange for the erection of signage.

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 **Consultation on changes to the planning system** Clerk noted the circulation of the information should the Parish Council wish to agree at the next meeting to submit comments.

8.2 **Request for guidance from Parishioner** – on a sensitive matter. Clerk advised how it was proposed to respond – noted.

Meeting Closed 22:06

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