



## WALSHAM-LE-WILLOWS

### PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 8<sup>th</sup> September 2020 online via Zoom due to Coronavirus restrictions. Members of the public were able to join the meeting as follows:

<https://us02web.zoom.us/j/81624819149?pwd=Zm1rTzIveTc2aEtMdWNyTEtscTRCQT09>

Meeting ID: 816 2481 9149 Passcode: 159236

**PRESENT** Cllrs. Arbon, Bartholomew, Belson, Ellis, Kinnair, Mecrow & Roberts. Cllrs Fleming & Meyer.

[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 11<sup>th</sup> August 2020 were proposed as true and accurate record and unanimously approved as such.

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 and Meyer spoke to their respective reports and took questions. Full report can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>

Long discussion with Cllrs Meyer and Fleming on the 'Planning for the Future' White Paper Consultation with questions to Cllrs Fleming and Meyer. Cllr Fleming suggested passing back Parish Council questions to feed back into the consultation by the end of this week. **Action Cllr Belson** to send summary to Clerk

Action Clerk to put up pdf consultation files for use of Parish Councillors and solicit responses from Parish Councillors asap.

Cllr Fleming left meeting at 19:26

Cllr Meyer added three items:

- Another white paper looking at enlarging and consolidating local government. Mid Suffolk may be merged into a unitary authority in any such re-organisation if it goes ahead.
- Mid Suffolk review of Sport and Leisure facilities. Parish Councils and Sports Clubs will be consulted before the deadline in December. Cllr Meyer suggests Parish Council liaises with to Sports Club to present a co-ordinated response. Action Clerk to contact Sports Club.
- More locality grant available. Cllr Meyer invited the Parish Council to let any local groups know. Applications need to be in by the end of December.

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

**Application for approval of reserved matters following outline approval DC/19/01250 and subsequent appeal APP/W3520/W/19/3242243. Location** Rookery Barn Rookery Lane Walsham Le Willows Bury St Edmunds Suffolk IP31 3BD Town and Country Planning (Development Management Procedure) (England) Order 2015 - Access, Appearance, Landscaping, Layout and Scale for the erection of 1No dwelling. Environment Impact Assessment Application was not submitted. **PARISH COUNCIL NOTED**

**APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/03507**

**Proposal:** Notification for works to trees in a Conservation Area - 2no Italian Cypress - Fell  
**Location:** The Priory, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB  
**PARISH COUNCIL MADE NO COMMENT**

**APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/03554**

**Proposal:** Notification for works to trees in a Conservation Area - 1no Walnut - Fell (Moribund, safety reasons) 1no Western Red Cedar - Fell (Moribund, safety reasons) 1no Ash - Remove (Dead) **Location:** 6 The Causeway, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3AB **PARISH COUNCIL MADE NO COMMENT**

**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 10 (Manoeuvring and Parking of Vehicles), Condition 20 (Construction Surface Water Management Plan), Condition 21 (Construction Management) and Condition 26 (Lighting and Design Scheme) **Location:** Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk

**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 **MSDC HAVE REFUSED PLANNING PERMISSION**

**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 **MSDC DOES NOT WISH TO OBJECT**

**Application Reference: DC/20/02824 Proposal of Development:**

Planning Application. Erection of a new dwelling **Location** Land Rear Of Avenue House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ  
**MSDC REFUSAL OF PLANNING PERMISSION**

Cllr Meyer left the meeting.

**4 MATTERS ARISING**

- 4.1 **Development & Neighbourhood Plan** - update Cllr Belson. Discussion about progress, where the plan is at and how it will be impacted by the new planning proposals; additional communication between Parish Council and the NP group to be initiated. Action Clerk to write to Chair of NP to invite to November meeting.
- 4.2 **Streetlighting conversion update** – Clerk advised that Pearce & Kemp had agreed to the release from any implied contract with them for the Phase II works and SCC had been instructed immediately following the last meeting. Clerk has been advised that some of the phase II works may already have been done. Awaiting an update.
- 4.3 **Community Council** - update Clerk, Cllrs. Ellis and Bartholomew. New kitchen floor is laid, kitchen is in and wiring completed. Equipment should arrive next week. Groups starting to use the hall again. Finances cannot be audited but are being independently examined. Still cannot hold an AGM because of Covid restrictions but there will be an open day to allow people to see what has happened since the new committee took over.
- 4.4 **Finningham Road blind bend – traffic speed and parking issues** - Cllr Bartholomew reported negative response from Flagship on proposals re the proposals for reconfiguration of the car park. **Action Clerk** To contact SCC re possibility of a proposal to provide a cut out for additional parking. **Action Clerk** Request information from SCC Highways on boundary to highway Opposite Oak Tree Cottages as it is thought that the road has narrowed as a result of overgrowth and debris from same.
- 4.5 **Hedge and debris on The Causeway** – Clerk reported that no response received from Highways on this incident reported 4 weeks ago. When contacted, Highways had offered write to landowner. Highways do have powers to request clearing of green growth and debris from public footpaths/highways. There is a question of where the boundary is between this land and the pavement and Highways will send through maps. **Action Clerk** Request additional mapping information from SCC Highways on boundaries to highway/public footpath in Grove Park, Wattisfield Road, **Action Cllr Roberts** to create map and send to Clerk.
- 4.6 **Fishponds Lane Footpath** – Clerk advised that the referral West Area Rights of Way Team has been made on our behalf and a response is awaited. **Action Clerk** to chase
- 4.7 **Traffic speed Finningham Road approach** – Clerk reprised options and costs. **Action Clerk** check speed survey has been requested and seek confirmation of dates; Enquire of Cllr Fleming as to next steps and how she will be replying to the complainants.
- 4.8 **Churchyard chipping slippage** – Discussion about proposal from Cllr Arbon to use cellular paving matting, but before that is tried it was agreed to pull back all the loose chipping from the gate up to the top of the path near the church door as it used to be before the chipping were laid. **Action Cllrs Roberts and Arbon.**
- 4.9 **Email re stream clearance** – Clerk reported that advice had been sought from Suffolk Wildlife Trust, and the contact was introduced to John Stebbing as organiser who will liaise going forward for the autumn stream clearance. Volunteer also put in touch with John. Item to be removed from agenda.

## 5 **CORRESPONDENCE**

- 5.1 Planning system changes Consultation – decide if a Parish Council view is to be submitted. Discussed under 1.6 highlighting impact concerned that proposals seem to make it less and less likely that the provision of affordable housing will be part of planning strategies except on very large developments; irrespective of this will the district carry on expecting 35% affordable housing. RB to note send to Clerk
- 5.2 Email from parishioner re tree felling (already authorised by David Pizzey) – to be noted

- 5.3 Email re listing assessment of War Memorial consultation – any special architectural or historic interest. **ACTION Clerk** respond that it already sits within the curtilage of a grade I or II listed building.

## 6 REPORTS

- 6.1 Clerk's report & financial report to 31<sup>st</sup> August 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	Community Action Suffolk	£763.43	Parish Protect Insurance
2	Ladywell Accountancy Service	£51.00	Payroll services
3	HMRC Cumbernauld	£41.40	PAYE
4	H Reeve	£24.22	Disbursement 1 <sup>st</sup> Cut Footpaths 2020
5	H Reeve	£24.22	Disbursement 2 <sup>nd</sup> Cut Footpaths 2020
6	H Reeve	£147.15	Disbursement 2 <sup>nd</sup> Cut Footpaths 2020
7	H Reeve	£147.15	Disbursement 1 <sup>st</sup> Cut Footpaths 2020
8	PFK Littlejohn	£240.00	External Audit Fee
9	K Boardley	£4.88	Reimbursement balance on website hosting migration
10	K Boardley	£17.99	Reimbursement alternative domain name retained
11	P Dryden	£40.00	Disbursement 2 <sup>nd</sup> Cut Footpaths 2020
12	G Pollard	£38.65	Disbursement 2 <sup>nd</sup> Cut Footpaths 2020
13	Tom Hunter	£56.00	Street Cleaning
14	Martineau Farms LLP	£153.95	Disbursement 2 <sup>nd</sup> Cut Footpaths 2020
15	M Hawes	£62.25	Disbursement 2 <sup>nd</sup> Cut Footpaths 2020
16	K Boardley	£13.20	Reimbursement of website domain name renewal for 1 year
17	Tom Hunter	£122.08	Street Cleaning
18	Zoom	£14.39	Reimbursement of subscription for Video Conferencing Software
19	Hollis Flooring	£2829.84	Memorial Hall Kitchen Flooring
20	CGM Group	£180.00	Play Area Grass Cutting
21	Parish Council Employee	£333.24	Wages
22	St Mary's PCC	£10.00	Donation for use of Widows Room printing facilities

#	Payments In	Ref	Amount	Description
1	SCC Received		£466.22	Footpaths Cutting Grant 2 <sup>nd</sup> Payment 2020
2	MSDC Received		£396.76	Street cleaning grant Q1 2020/21
3	Santander		£7937.75	Balance from closed Play Council Charity Account

4	Santander		£100.00	Goodwill payment
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- 6.1.1 **Problem Reports SCC** nothing to report other than that already discussed.
- 6.1.2 **External Audit** - The Clerk advised that the report has been received with no comments. The report and Annual Return have been published on website and notice board and will be submitted for publication in the Observer.
- 6.1.3 **Website domain ownership & migration of hosting platform** Clerk reported that this has completed and balance due was £4.88 not £75. Saving result of ensuring they only put us on the subscription which we required rather than a 'professional' subscription which was not needed. The new platform does not support free auto renewable security certificates. The cPanel platform itself is capable of this but Namesco choose not to implement it and instead make an additional charge of £60 per annum to sell their own certificate. This extra cost was not advised at the time of being advised to upgrade the platform. **Action Clerk** to investigate possibilities for moving to a hosting provider but in meantime the extra subscription for a security certificate will have to be paid from November.
- 6.1.4 **Pay Increase** - The Parish Council resolved to increase Clerk's pay as per 20/21 National Salary Award scale backdated to 1<sup>st</sup> April 2020. Proposed by Cllr Bartholomew and seconded by Cllr Ellis, carried unanimously.
- 6.1.5 **Internal Control Check** – the Clerk reprised the items agreed for action at last meeting and noted progress on the asset register. **Actions: Cllr Ellis** to engage a local farmer to assist with getting the sign down which will then be sandblasted and repainted (after birds that are nesting in the tree have flown the nest). **Clerk** to deal with woodworm in Parish Council Shed and get someone to re-felt the roof; to check grit bins. **Cllr Roberts/Ellis** to attend to the Bus Shelter. Strimmer needs no maintenance (not being used). **Cllr Roberts** to procure extra batteries and housings for SIDs, Cllr Mecrow reported Litter/Dog Litter Bins all ok but need to change location recorded against the one what was recorded as near the phone box.
- 6.2 **Play Area**
- **Play Council/Parish Council governance relationship** – update Clerk & Cllr Kinnair Clerk advised that balance having been received from Santander along with £100 compensation (all marked as ringfenced to Play Area in accounts), Charity Commission confirmation of closure of the Play Council Charity that Council now had to decide on progressing the renewal of the lease. Costing received from OTT and Parish Clerk Solicitors come to approx. 1800 + vat. Discussion resulted in resolution to go ahead. **Action** Clerk to inform OTT and ask them to instruct their solicitors confirming solicitor acting for the Parish Council will be Mark Beaton at Charles Fraser & Co.
  - **Play Area re-opened with strict guidelines** - noted
  - **Hedge cutting** clerk advised that this has been booked with Trevor Jackson, but he has not come back to me with a date. **Action** Clerk to chase.

Cllr Arbon noted that there were broken wine bottles in the Play Area that have not been cleared. **Action** Clerk to contact Tom Hunter to ask him to clear these.

Cllr Kinnair advised that now that the Play Council has been dissolved and the charity closed that he should pass all the paperwork he has to the Clerk for storage / destruction in line with guidelines for Parish Council document retention policy. **Action** Clerk/Cllr Kinnair

- 6.3 **Footpath Warden - Cllr Belson** nothing to report other than horses seen using footpath 9 again. There used to be a five-bar gate at the Betty's Bridge end into the wood which is part of the Martineau estate. **Action** Clerk to contact Richard Martineau to ask if he is aware of this or if he has authorised it.
- 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 Street cleaner – bin used to deposit debris outside village hall full to overflowing; lack of social distancing has been observed. Add to next agenda. **Action** Clerk to contact in the meantime.

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