



## PARISH COUNCIL OF Walsham le Willows

**Minutes** of the meeting held on Tuesday 12<sup>th</sup> January 2021 commencing at 7.00 p.m. **Online via Zoom due to Coronavirus restrictions. Members of the public were able to join the meeting to observe or make representations by using the following credentials:**

<https://us02web.zoom.us/j/85604419763?pwd=QjB3dUR5b3pZOURLeHFhRk1JblE5dz09>

**Meeting ID:** 856 0441 9763      **Passcode:** 935719

[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]

**PRESENT** Cllrs. Arbon, Bartholomew, Belson, Ellis, Kinnair, Mecrow & Roberts. Cllr Meyer for the District.

### **1 FIRST BUSINESS**

- 1.1 **Acceptance of apologies** – none received
- 1.2 **The minutes of the meetings** held on 8<sup>th</sup> December 2020 were unanimously approved.
- 1.3 **To receive pecuniary and non-pecuniary interests** - None
- 1.4 **To consider applications for dispensation** – None
- 1.5 **Public Open Forum (including County and District Reports)**

Cllr Fleming was not in attendance. Cllr Meyer referred to his report and the useful web links therein, which had not been circulated before the meeting and invited questions. The full report can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/#parish-council-documents-meeting-records>

**Reference DC/20/04630** which was notified to Clerk and circulated to councillors. Cllr Belson asked Cllr Meyer had called this into committee and why. Cllr Meyer's had not but guessed the case officer felt the decision could not be made at officer level and therefore referred the application to committee. The Parish Council's decision to support has not changed as reflected in the circulated documents.

Cllr Belson followed up with some more questions about the CIFCO the investment vehicle set up by BMSDC, asking about the interest rates paid. Cllr Meyer responded that CIFO borrows from the Council and the Council has many sources of funding at rates between 2 and 2.5%. Interest charges are only applied on amounts drawn down not on the whole amount available under the facility. Cllr Belson asked further about the financial position of the investment vehicle and Cllr Meyer responded that about 20% of the investments are having difficulty or are in arrears but overall, the investments are still making money for the public purse. The number of funds in difficulty would have to be in the region of 60% before CIFO could not service its debts. For the last year the vehicle still made approx.. £700k profit.

Cllr Bartholomew wanted to clarify if Cllr Meyer's report had been circulated. The Clerk had thought so but may have omitted to do this. **ACTION Clerk** to circulate immediately after the meeting.

Cllr Meyer was asked about the position on the licensing of the 200 Club (agenda item 4.4). He advised that due to staff sickness and re-deployment because of the Covid situation, response many non-Covid related services should be expected to be considerably delayed.

Cllr Meyer advised that if the planning officer decides not to reject application **DC/20/02434** pertaining to the **Land To Rear Of Holmwood, The Street**, it has been called in and will therefore go before the planning committee to be decided.

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

### **APPLICATION DC/20/05239 REF: 1352/17**

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

**Proposal:** Discharge of Conditions Application for 1352/17- Condition 9 (HGV Traffic Movements) **Location:** Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk

The Clerk advised that the residents who had submitted complaints about the way the development was proceeding, particularly about pavement construction had been written to and that two acknowledgements had been received and acknowledging that the Parish Council had done all it could using the process available and expressing thanks.

The Clerk advised that a response (circulated to Parish Councillors) had been sent to a resident who had complained to the Parish Council about the blocking of private access to drives and the inadequacy of road sweeping. Some misconceptions about the powers the Parish Council has to influence this were corrected and some guidance offered on how best to proceed. The resident although very unhappy, had politely acknowledged the Clerk's response and subsequent advice on reporting to MSDC Planning Enforcement.

### **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/05639 Proposal:**

Notification of Works to Trees in a Conservation Area - T1 (Sycamore) - Pollard due to excessive shading **Location:** 2 Church View, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB **THE PARISH COUNCIL MADE NO COMMENT**

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

### **APPLICATION FOR PLANNING PERMISSION - DC/20/04960 Proposal:**

Householder Planning Application - Erection of 4 bay cart lodge, 4 bay garage and storage outbuilding **Location:** Sunnyside House, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BJ **APPLICATION WITHDRAWN**

### **APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/05280 Proposal:**

Notification of Works to Trees in a Conservation Area - T1(Lime)- Repollard to previous points. **Location:** Maltings House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ **MSDC DID NOT WISH TO OBJECT**

**APPLICATION FOR PLANNING PERMISSION - DC/20/05225 Proposal:** Planning Application. Erection of workshop building **Location:** Land To The Rear Of R And D Construction Depot, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AJ **MSDC HAS GRANTED PERMISSION**

**APPLICATION DC/20/03342 Address** Porters House Farm West Hall Road Rickinghall Inferior Diss Suffolk IP22 1LY Proposal **Full Planning Application** - Erection of 1No dwelling (following demolition of existing) including sewage treatment plant; Erection of detached cartlodge with room over and improved vehicular access to highway. **MSDC HAS GRANTED PERMISSION**

#### **4 MATTERS ARISING**

- 4.1 **Development & Neighbourhood Plan** - Cllr Belson gave an update advising of the cancellation of the last meeting and that the next scheduled was for 21<sup>st</sup> January. The Clerk advised that an acknowledgement sent to James Bailey thanking him and the Neighbourhood Plan group for the work done on the paper submitted about Broad Meadow. Also, that the Local Plan response submitted in liaison with Cllr Belson.
- 4.2 **Streetlighting conversion update** – the Clerk advised that phase III works had been instructed and that phase II will be billed minus the one outstanding lamp that will now be included with phase III. The lamp outside the Memorial Hall car park had been replaced just before Christmas as a one off.
- 4.3 **Community Council & Foodbank**- Cllrs. Ellis and Bartholomew reported that racking had been purchased for the food bank and that the service was currently picking up need created by the last-minute announcements of school closures by the government and that 105kg of supplies had been distributed in the first 3 weeks of operation. Plans are progressing to reconfigure the entrance to the hall to make it easier for disabled access and create better insulation from the elements when the hall is in use. As the holding of an AGM has been further postponed by the second lockdown, it is planned to publish the Community Council accounts for year to end 31<sup>st</sup> December 2019 as soon as possible. Cllrs Ellis noted that the Community Council was very grateful to everyone who has donated to the food bank to help get it off the ground.
- 4.4 **200 Club** Update Cllr Bartholomew and Cllr Meyer – nothing to report  
**Agenda items 4.5, 4.6 and 4.7 will be subject to further delays in resolution due to the sickness and re-deployment impacts of lockdown on District Council services generally.**
- 4.5 **Finningham Road blind bend – traffic speed** – Clerk advised nothing to report regarding responses from Highways. The speed survey has completed but will be laid again after lockdown ends and traffic flows return to a more normal rate. The Clerk suggested that the siting should be adjusted slightly which is to be agreed.
- 4.6 **Hedge and debris on The Causeway** – the Clerk nothing to report
- 4.7 **Fishponds Lane & Betty's Bridge Footpaths** – the Clerk advised nothing to report other than that Mr Martineau has advised that he would rather a gate is not reinstated at Betty's Bridge although Cllr Belson reported that he saw little evidence of use by horse riders. Proposals for gates at either end of Fishponds Lane had been submitted for approval.
- 4.8 **Maintenance of Assets: Actions**
- **Clerk Parish Council Shed** – an unsuccessful attempt had been made to apply woodworm treatment – this will be tried again. ACTION Cllr Roberts has kindly offered to assist with robust application equipment.
  - **Cllr Ellis village sign** –impacts of lockdown have delayed this – nothing to report.

- **Cllr Roberts/Ellis Bus Shelter** - Cllr Arbon advised a quote for £231 + vat on its way. **ACTION Clerk** to circulate for approval when received.
  - **Cllr Roberts SIDs** – Clerk advised that a recently requested locality award should cover most of the cost of the Solar upgrade and one new battery. The order will be submitted as soon as the Locality Award is approved. **ACTION Clerk**.
- 4.9 **Greening and re-wilding agenda - Establishing / Improving Wildlife Corridors** – The Clerk reported that as the Parish Council interest had been logged, and that Ian Campbell of the Old Town Trust had suggested that the Neighbourhood Plan group follow up directly on any requirements for planting on OTT land, the Clerk suggested this item be removed from matters arising whilst we await to hear further from MSDC. This was agreed.
- 4.10 **Village Maintenance volunteers** The Clerk advised that ROSPA report had been sent to the volunteer who has advised he has started to tackle most of the minor repair items around his full-time work. The Clerk and he have been liaising on questions arising one of which was about the material to be used for edging. It was agreed that if the ROSPA report had noted this issue then the walkway edge guide should be replaced using wood. **ACTION Clerk** to advise volunteer accordingly.
- 4.11 **Streetsweeper role** The Clerk advised that Risk Assessment, Disciplinary and Grievance procedures had been circulated and asked for them to be agreed. Cllrs were happy with all. Similarly, the Statement of Employment Particulars had also been circulated but the Clerk advised that there will were still one or two loose ends, but Cllrs were also happy to sign off on this. Cllr Arbon and the Clerk had met with the applicant just before Christmas and it was agreed that he would start on a two-month trial basis as soon as possible. The Clerk advised that an employee status and right to work checks had been completed and were ok. The Clerk has had sight of valid ID. PAYE records will be set up as soon as we can advise a start date which is now held up by delays in transit of the PPE and work clothing. The Clerk had successfully located the whereabouts of the street barrow.to be set up. Ready to go as soon as Cllr Arbon advises PPE/clothing and equipment received. **ACTION Cllr Arbon and Clerk**
- 4.12 **Play Area**
- **Play Council/Parish Council governance relationship** – The Clerk advised that new draft lease been received just before the meeting. A quick run through by the Clerk had identified some potential issues with some clauses that have been marked up. The Clerk will complete review before circulating to Councillors for sign off. **ACTION Clerk**.
  - **Overhanging Trees** – Clerk advised that this work had been completed and invoice has been presented.
  - **Emptying of Bins and Equipment** Clerk advised that combi locks had been obtained and fitted to the gate and the bin cover. Contractors and volunteers have been advised of combinations. The bin emptying will be picked up by the new pavement sweeper as soon as he starts.
- 4.13 **Stream Clearance** – The clerk advised that an email had been sent to the organiser, thanking him and the volunteers for the very timely work done on the stream banks and expressing the appreciation of the Parish Council that this was undertaken on behalf of the village. Very timely work given the downpour that followed. The email also expressed regret that persons unknown had made a report to Police and/or Environment Agency and that this was not at the instigation of the Parish Council.

## 5 CORRESPONDENCE

- 5.1 **From Richard Martineau/Grain store Contractors – Discuss and decide possibility of signage re dog fouling on Crownland Road.** This was discussed and it was felt that at this stage no action would be taken as there is a sign where the footpath meets Crownland Road which was put up relatively recently. It was also thought that although undoubtedly a problem, it was less of a problem than it was a few years back and that additional signage was unlikely to have any further impact.

## 6 REPORTS

- 6.1 **Clerk's report & financial report to 31<sup>st</sup> December 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.

The Clerk noted that the first two payments listed below had been added for authorisation since the summary circulated to Cllrs Bartholomew and Kinnair for electronic signature.

#	Payee	Amount	Description
1	Suffolk West CAB	£40.00	Annual donation (general powers)
2	EA Air Ambulance	£40.00	Annual donation (s137 payment)
3	East Anglian Children's Hospice	£40.00	Annual donation (s137 payment)
4	CAB (Stowmarket)	£40.00	Annual donation (general powers)
5	Headway	£40.00	Annual donation (s137 payment)
6	Suffolk Accident & Rescue Service	£40.00	Annual donation (s137 payment)
7	Browns Tree Services	£840.00	Tree works as specified at Play Area
8	SCC	£555.52	Replacement upgrade lantern 22 The Street
9	Memorial Village Hall	£45.00	Hall Hire Neighbourhood Plan Group
10	Kevin Boardley	£14.39	Reimbursement for online conferencing subscription
11	Kevin Boardley	£19.99	Reimbursement for lock
12	Kevin Boardley	£19.99	Reimbursement for lock
13	Parish Council Employee	£433.73	Wages

#	Payments In	Ref	Amount	Description
1				

- 6.2 **Problem Reports SCC** the Clerk advised that the blocked drains at Four Ashes/Palmer Street/The Causeway and at the eastern end of Grove Road had been reported. The Clerk also asked if Councillors could remember if the drains on the Finningham Road at the eastern most extent of dwellings had been blocked in the past. This blockage had been reported by a parishioner to the Clerk and has therefore been logged as a report with Highways. The Clerk noted the driveway that has been created that runs over this drain. Cllrs asked that the Clerk also report this to the Planning dept. Cllr Mecrow noted that the railings on the Finningham Road near the Sunnyside turning just past the redundant piggeries site had been damaged by vehicles again. **ACTION** Clerk to obtain image and report to highways. It was suggested that maybe an ARMCO barrier was needed as this is not the first time this has happened.

- 6.3 **Report Budget Variances to 31<sup>st</sup> December** – the Clerk referred to the previously circulated report and asked for comments. Cllr Kinnair found it useful and the Clerk noted that this met the requirement for another quarterly internal control check.
- 6.4 **Telephone call from Vertas advising unpaid invoices** – Cllrs had mentioned this earlier in the meeting. Cllr Bartholomew advised he had had similar from Vertas in relation to other capacities. The Clerk advised that feedback was given that this sort of, inefficient and lackadaisical approach to billing was exactly why the Parish Council took the decision not to renew the contract with Vertas last year. Cllr Bartholomew and the Clerk suggested that we just wait to hear and to resist unless Vertas can give very clear details of dates and times that supposed work over a year ago actually took place.
- 6.5 **Budget 2021/22** – The late information received on the slightly reduced tax base was considered alongside the provisionally budget agreed in November and the comments made to the Clerk by MSDC. The Clerk also noted a change to the budget of an extra £402 council tax relief funding just advised with the tax base information. The budget for 2021/22 was and set at £42,007.44 showing a deficit on the current account of £13,931.00 which will be covered by transfers from reserve as planned.
- 6.6 **Precept** – The precept was duly set at £21,900, a rise of 1.62% in line with the rise that MSDC will apply. The precept claim as completed by the Clerk and it was subsequently advised that the Clerk should sign for the Chair. This was agreed by email after the meeting. **ACTION Clerk** to sign and send the precept claim with the minutes of the meeting.
- 6.7 **'Parish Council News'** The Clerk advised that the next instalment had not yet been drafted. **ACTION Clerk** to attempt to get this ready for publication in the next Observer. It was agreed that there is no hurry on this.

## **7 FOOTPATHS & TREES**

- 7.1 **Footpath Warden** - Cllr Belson noted only that the permissive footpath behind Four Ashes farm will remain open during the construction of the new grain store. See village website for details and request to dog owners to clear up after their dogs. <https://www.walsham-le-willows.org/possible-disruption-from-grain-store-construction/>
- 7.2 **Tree Warden** – Cllr Belson nothing to report

## **9 OTHER ITEMS FOR DISCUSSION**

None

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

None

Meeting closed at 21:03

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