



PARISH COUNCIL OF Walsham le Willows

Minutes of the meeting held on Tuesday 9th February 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/84782554709?pwd=eUc0R1cxVDRncTR5YXUzdE9KM0hBdz09>

Meeting ID: 847 8255 4709 **Passcode:** 480384

[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 and Cllr Fleming for the County (both for part of meeting).

1 FIRST BUSINESS

1.1 **Acceptance of apologies** – none received

1.2 **The minutes of the meetings** held on 12th January 2021 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)**

Having drawn attention to the progress of the Local Plan, Cllr Meyer invited questions on his previously circulated report. Cllr Ellis thanked Cllr Meyer for advice and signposting to additional funding support for the Memorial Hall.

Cllr Fleming invited questions on her previously circulated report. Cllr Belson asked for clarification on what constitutes 'contamination' of recycling waste given press reports of the scale of this problem. Cllr Fleming advised that the worst problem was including nappies and food waste with recycling. MSDC with SCC have launched a 'Together we can get this right campaign' to try to help increase the recycling rate. **ACTION** clerk to publish on usual channels along with notice that refuse collectors will be working over the weekend to catch up on backlogs caused by the weather: <https://www.walsham-le-willows.org/2021-drive-to-help-residents-get-re-cycling-right/>

Cllr Mecrow asked Cllr Fleming about the re-siting of the 30mph limit on Wattisfield Road, given that the Parish Council would look for Cllr Fleming's support which she said she would be very happy to offer. This can cost tens of thousands of pounds and the Clerk reminded that it had been mooted that the Parish Council would, at the appropriate time endeavour to get this included as a condition for the expected planning application for the Broad Meadow site.

Cllr Fleming asked about progress of the Neighbourhood Plan. Cllr Belson advised that this was progressing slowly.

The full reports can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/#parish-council-documents-meeting-records>

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/21/00536

Proposal: Application for works to a tree in a Conservation Area - Fell 1 No Birch tree, leaning over and overhanging neighbour's property (re-planting other trees) **Location:** 7 Cherry Tree Row, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ **THE PARISH COUNCIL MADE NO COMMENT**

APPLICATION FOR PLANNING PERMISSION - DC/21/00694

Proposal: Householder Planning Application - Erection of single storey side extension and two storey rear extension (following demolition of outbuilding). **Location:** 4 Grove Road, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3AF **THE PARISH COUNCIL MADE NO COMMENT**

APPLICATION DC/20/05239 REF: 1352/17 – update on reported issues

Letters from parishioner about traffic issues responded to by Cllr Meyer. Another by the Clerk. Also reported to enforcement and cc'd to Simon Bailey and John Pateman-Gee at MSDC and to Cllrs Fleming and Meyer. As a result, Cllrs Fleming and Meyer have kindly offered to make a site visit to discuss the lack of adherence to the transport plan with the Lovell site manager. The Clerk responded to another email from a parishioner about traffic calming advising that the Parish Council had discussed the re-siting of the 30mph limit, and the intention was to see if this could be stipulated as a condition of the Broad Meadow application when it is submitted. It maybe that the inclusion of traffic calming could be considered at that time as well.

Holmwood 2434 - update

The clerk was advised by a parishioner that an un-dated consultation notice was posted on a lamp post near to the site (previously advised to councillors by email). It was noted that the Clerk had since been advised by planning that this is not a new notice and that no response was required. It was affixed with 'magic tape' so would not have been posted by MSDC.

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

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 **MSDC RAISED NO OBJECTION**

4 MATTERS ARISING

4.1 Development & Neighbourhood Plan - Cllr Belson advised that this is progressing slowly. Meeting on 21st January very successful when the Broad Meadow development was discussed along with the beginning of the attention to environment issues. Meetings continue on Zoom but that scheduled for 4th February did not take place.

4.2 Streetlighting conversion update – Clerk reported that phase III works had been chased but that these may well be delayed due to impacts of the pandemic and lockdown. Clerk has

contacted one of the two milk delivery companies thought by neighbours to have been responsible for knocking over the lamp post at the entrance to Pound Close around 23:30 on 26th January. So far, no liability admitted. Repairs will be charged to the Highways, rather than Parish Council, budget. **ACTION** Clerk to pursue a bit further.

4.3 **Community Council & Foodbank**- Cllrs. Ellis and Bartholomew advised village hall still closed, and that in absence of being able to hold and an AGM the independent examiner's report and the final accounts for years ended 2018 and 2019 had been published in the Observer. The food bank has delivered 177.38kg of food to residents in January, significantly up from the 105 in December.

4.4 **200 Club** Cllr Bartholomew and Cllr Meyer – responses from SCC/MSDC remain delayed due to sickness and re-deployment.

4.5 **Finningham Road blind bend – traffic speed** – Update Clerk and Cllr Fleming - responses from SCC/MSDC remain delayed due to sickness and re-deployment.

4.6 **Hedge and debris on The Causeway** - update Clerk and Cllr Fleming - responses from SCC/MSDC remain delayed due to sickness and re-deployment.

4.7 **Fishponds Lane & Betty's Bridge Footpaths** - update Clerk - responses from SCC/MSDC remain delayed due to sickness and re-deployment.

4.8 **Maintenance of Assets: Actions**

- Clerk - Parish Council Shed **ACTION** Cllr Roberts will endeavour to provide sprayer for application of woodworm treatment.
- Cllr Ellis- village sign – remains delayed until lockdown eases and weather improves
- Cllr Roberts/Arbon - Bus Shelter Clerk advised Replacement panels received and safely stored. Waiting for better weather before fitting.
- Clerk - SIDs Clerk advised Awaiting delivery (early March). £530 Locality Award received that nearly covers this expenditure.

4.9 **Village Maintenance volunteers** Clerk/Cllr Arbon reported that ad was not put in Observer last month. **ACTION** Clerk place again in March edition. Cllr Arbon suggested that the Parish Council contact the organisers of the new Walsham Community Hub Facebook page to ask if they could put out a call for volunteers.

4.10 **Streetsweeper role** - The clerk reported that new pavement sweeper has started work and is being guided as to the Parish Council's expectations of the role. Cllr Arbon reported that an inspection of the streetsweeper barrow had revealed issues with the axle that make repair uneconomic. The report circulated by the clerk on the replacement options that were up to the task was considered. The proposed expenditure (option 1) was unanimously agreed. **ACTION** Clerk to place order. **ACTION** Clerk investigate costs of a housing for the new barrow. The Clerk noted that David Murray had kindly offered to assist with the dumping of bags of waste until the barrow is replaced. The Clerk also advised of the requirement to offer new employees the option of joining a pension scheme and is preparing the necessary paperwork. **ACTION** clerk to investigate requirement further and take the necessary steps.

4.11 **Play Area**

- **Play Area Lease & Development Plans** – The Clerk advised that the cleaned draft of marked up lease addressing policy issues as agreed between Ian Campbell for the Old Town Trust and the Parish Clerk for the Parish Council, was submitted back to Ian for review and submission to the OTT solicitor. Draft lease now with Greene & Greene for their legal opinion. The Clerk advised that the finally agreed lease will need to be signed by two councillors with Clerk as witness. **ACTION** Cllr Kinnair to prepare item for publication on the upcoming development of the play area that

have been based on the consultations, to seek further comments from residents before proceeding.

- **The Pound** – Cllr Bartholomew advised that two parishioners who have recently joined the Community Council have suggested doing something with this unused area of the village to smarten it up and discussions have ascertained that the OTT are the owners. A proposal has been put forward that this parcel of land be included in the new lease the Parish Council are soon to sign with the OTT for the Play Area. The proposal was discussed. The Parish Council are in full agreement that this is a positive and welcome initiative for the village but decided against the proposal at this time because there are issues to be worked through on responsibilities and costs that will take some time, including potentially expensive maintenance, the need for an initial survey, the question of who insures the structure. There may be others. Taking this forward now for incorporation into the proposed new lease would cause undue delay to the commencement of long planned redevelopment of the Play Area. It is possible that if these issues can be worked through then this proposal could possibly be reconsidered later. In the meantime, the Parish Council would enthusiastically support any informal arrangement as between the OTT and the parishioners who have put forward this excellent idea.
- **Emptying of Bins and Equipment** Clerk advised that key lock had been replaced with a new combi lock. The code has been supplied to the grass cutting contractors and will be supplied to the contractor who empties the bins for MSDC.
- **Volunteer work** - The Clerk reported that Gareth Rees, volunteer, has been making good progress having replaced the backing to notice boards, adjusted the gates for appropriate finger room, cut back hedging near the gates and repaired and the first of the picnic tables. Work on the second bench is underway. Cllr Ellis was very pleased to report that this work is all being done to date. The Clerk advised that he had thanked Gareth on behalf of the Parish Council for this excellent work.

5 OTHER ITEMS FOR DISCUSSION

- 5.1 **Community Hub Facebook Page as a source of volunteers**– Cllr Arbon noted the numbers of subscribers to the new Community Hub Facebook page in a very short space of time. It is clear that requests that are put out in the Observer and on the village web site are not reaching this group of people so he proposed that the Parish Council should contact the group admins to see if they are open to using the page to assist the Parish Council in finding more volunteers for various tasks that would benefit the village and facilitate community interactions particularly amongst younger people who may not be reached by traditional forums. The upcoming works to the Play Area, the spring litter pick and stream clearance are all activities that would benefit greatly from this sort of engagement. Cllr Arbon feels that there will be many amongst the new Facebook group who may be willing to help. **ACTION** clerk to contact the group admins to ask if they could help to public Parish Council requests for volunteers.
- 5.2 **Stream maintenance** - Discussed considering opinions expressed in The Observer again this month about a regular maintenance plan and how this might be organised. It was decided that in the first instance the Clerk contact current organiser to ask his views. **ACTION**
- 5.3 **Closed Churchyard** – The clerk advised of meeting on-site with surveyor, Philip Orchard of Whitworth, (recommended by the PCC). It is not thought that the wall is in imminent danger

of collapsing with concomitant risk to passers-by although he would not be surprised if more sections of the front course fell out. The quinquennial survey for PCC not due until the summer and would in any case, not include an in-depth survey of the wall. He is sending a quote for a survey of the complete wall. **ACTION** clerk to circulate for approval when received. The surveyor also advised that ivy growth is very destructive to flint walls and should be removed. **ACTION** clerk to deal with this using stump killer.

- 5.4 **Report of lamppost knocked over by milk lorry delivering milk on 26th Jan at about 23:30.** The clerk has ascertained that the Parish Council will not be required to pay for this damage. Highways will deal with it the costs of course, being passed to the Council Tax bills. Enquiries with one of the milk delivery firms has so far resulted in a denial of liability. If there is time the Clerk will pursue with the other milk delivery company.
- 5.5 **Spring Litter Pick** –discussed and dates 6th and 7th March were set for this spring. **ACTION** Cllr Roberts will contact MSDC for more kit. **ACTION** clerk to update the risk assessment and the Litter Pick Guidance and instigate publication of request for more volunteers via the usual channels and to the new Community Hub Facebook group.

6 CORRESPONDENCE

- 6.1 **Letter of thanks from EACH and EAAA** for the donations advising uses to which it will be put – to be noted
- 6.2 **Letter advising, as a matter of courtesy, of pollarding at The Chestnuts** – to be noted
- 6.3 **Letter to Cllr Ellis, circulated to all councillors, following her request for advice from Gardens Weekend Committee on how to re-invigorate the roses lining the path through the closed churchyard.** Representatives of Gardens Weekend Committee have kindly submitted a proposal and Mike Unitt has generously offered to properly prune the existing bushes at the appropriate time, free of charge. It has further been suggested that if the reinvigoration of the existing bushes is successful then it might be an idea to try to identify the variety so that more can be sourced to fill in the gaps along the path. In the meantime, it was also suggested that the planting of daffodils along both sides of the path would enhance the churchyard in the spring and that all the work might be funded by requesting donations from organisations and individuals. **ACTION** clerk to work with GWC on this.

7 REPORTS

- 7.1 **Clerk's report & financial report to 31st January 2021 & 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. All payments were duly authorised.

#	Payee	Amount	Description
1	Parish Council Employee	£45.78	Pavement Sweeping
2	Ladywell Accountancy Service	£9.00	Payroll, additional employee for 2 months
3	All Plastics Ltd	£277.26	Bus Shelter Panels
4	Clarkes of Walsham	£28.43	Woodworm Treatment
5	SCC HO Coll A/C	£4,585.98	Phase II Streetlighting Upgrades
7	Parish Council Employee	£107.20	Reimbursement annual subs Zoom
7	Parish Council Employee	£871.78	Wages

#	Payments In	Ref	Amount	Description
1	BMSDC	EBC0037871	£530.00	Locality Award

7.2 **New payroll admin needed** – The clerk advised that Ladywell Accounting services have notified the ending of their service. The Clerk has obtained a quote of £138 pa from SALC for two employees. This compares well to the charge for same by Ladywell which would be £108 for 2 employees which was very reasonable. Given the very small difference the Clerk propose SALC the Parish Council engages SALC for this service from 1st April. Unanimously agreed. ACTION Clerk to make the necessary arrangements.

7.3 **Problem Reports SCC** The Clerk advised:
Wattisfield Road blocked drainage pipes x2 under the road reported and advised for unblocking by SCC highways. Nothing heard yet from planning or highways about the drain on the Finningham Road, Four Ashes drain remains blocked and nothing heard about that either. The blocked drain on Grove Road has been advised as surveyed and that it does not meet the criteria for clearing at this time. The Clerk noted the drain, again, outside Clarkes where flood water is running down the stream bank at various points with very little coming through the drainage pipe. ACTION Clerk to report. Email from parishioner re the wall to the edge of the stream near Bridge house. ACTION Clerk to investigate and report, as necessary.

7.4 **Precept** Clerk reported that the claim had been submitted and acknowledged – noted

8 FOOTPATHS & TREES

8.1 **Footpath Warden - Cllr Belson** - Nothing to report

8.2 **Tree Warden – Cllr Belson** - Nothing to report. Clerk noted report from parishioner about felling on the roadside bank at Cayzer’s Meadow.

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

Meeting ended at 21:30

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