



PARISH COUNCIL OF Walsham le Willows

MINUTES of the meeting held on Tuesday 9th March 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 [PA], Bartholomew [IB], Belson [RB], Kinnair [BK], Mecrow [NM] & Roberts [TR]. Cllr Meyer [RM] for the District and Cllr Fleming [JF] for the County (both for part of meeting).

1 FIRST BUSINESS

1.1 **Acceptance of apologies** – Cllr Ellis – accepted.

1.2 **The minutes of the meetings** held on 9th February 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)**

Two members of the public present re planning application 00878

It was confirmed that District & County reports were circulated before the meeting.

Questions to Cllr JF: The Clerk asked if SCC had anything similar to the Sussex CC initiative known as Operation Watershed which provides grant funding for flood prevention initiatives. The answer was no but that there may be a funding announcement soon that may address this need; also thanked Cllr RM for intervening on request for kerbed gutter sweep. The Clerk will diarise to ensure another is completed just before Gardens Weekend is held. Cllr NM asked about the ringfencing of the 2% social care council tax levy. Cllr JF said that this was a national government programme to ensure better funding for social care. Cllr IB asked if a referendum, should not have been held as the public has not been able to have a say on this. Cllr PA noted that he had witnessed a twin-axle trailer turned away by contractors at the waste disposal site only for this to result in fly-tipping. Cllr JF advised that she will discuss further with Cllr PA outside meeting and this could be followed up.

Cllr RM noted the Museum of East Anglian Life was offering 5 work placements that could lead to or facilitate further employment; he also asked Councillors to consider putting forward ideas for uses for additional funding recently announced by the government; suggested that the Community Council consider being involved in the electric charging point scheme – this was discussed but Cllr IB felt that this needed very careful thought regarding the impact of car park capacity at the Memorial Hall.

Questions to Cllr RM: Cllr RB asked about the 1.66% tax rise resulting in a £2.80 pa charge. It seems this was a typo and is more likely a monthly amount; and noted that he was pleased to see funds being reserved for planning legal and enforcement budgets which may start to address some of the problems identified recently in Walsham in this regard; and queried the relationship between MSDC and ICENI (the company putting plans together for MSDC, for

the development of the site). Cllr RM was not sure on the latter and agreed to check and report back outside the meeting. The Clerk asked if Cllr RM wanted to say anything to Parish Council about a response to the Sports, Leisure and Physical activity consultation. He strongly encouraged the Parish Council to make a submission. The Clerk also asked if Cllr RM had any views on the correspondence between resident and Jo Churchill's office and the suggestion that the Parish Council make a submission which would potentially carry more weight in the forthcoming meeting Jo Churchill has with MSDC. Cllr Meyer suggested that as this basically came down to a national priority regarding planning law and resources, this would be a good opportunity to make a representation in support.

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>

Two members of the public made submissions concerning application 00878. Parish Council strongly encouraged them to submit objections and to get as many others as possible, to do so.

Public Open Forum was closed

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

APPLICATION FOR LISTED BUILDING CONSENT - DC/21/00842 Proposal: Application for Listed Building Consent - Damp prevention measures as per Schedule of Works. The north external wall of Clive Cottage forms the boundary with Clive House and has had significant issues with damp. The proposed looks to implement a new surface water drainage system to eliminate the damp issues. **Location:** Clive Cottage, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ **THE PARISH COUNCIL MADE NO COMMENT**

APPLICATION FOR PLANNING PERMISSION - DC/21/00878 Proposal: Planning Application - Erection of 1No dwelling and vehicular access. **Location:** Land Rear Of Avenue House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ **THE PARISH COUNCIL OBJECTED [Action Clerk to submit comment revised by Cllr RB and copy to parishioners making representation]**

APPLICATION FOR PLANNING PERMISSION - DC/21/00899 Proposal: Planning Application - Change of use of existing farmyard area to the east to residential curtilage. Construction of 3no outbuildings for the storage of vehicles and domestic and sundry items associated with maintaining the property and grounds. **Location:** Sunnyside House, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BJ **THE PARISH COUNCIL MADE NO COMMENT**

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

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 1No 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 **MSDC DOES NOT WISH TO OBJECT**

4 MATTERS ARISING

- 4.1 **Development & Neighbourhood Plan** - update Cllr Belson & NP group representatives. Cllr RB reported that most recent scheduled meeting went ahead as planned. The main focus was the Broad Meadow development and influencing in the early stages. Apparently, a face-to-face meeting has taken place between two NP group members and ICENI. The Parish Council discussed and resolved that the Clerk should write the NP group to ask for details of that meeting. **Action Clerk** Cllr Rm also undertook find out a bit more about the role of ICENI and feedback to the Parish Council. **Action Cllr RM** Also discussed plans for moving back to more open consultation as lockdown eases.
- 4.2 **Streetlighting conversion update** – Clerk noted previously circulated information showing running costs down by £440 on last year even though not all lamps have yet been upgraded in the period invoiced, and those that were will have been charged at higher rates before they were upgraded. Clerk noted Cllr NM's question re the unchanged maintenance costs and will follow up. **Action Clerk**
- 4.3 **Community Council & Foodbank**- Cllr IB advised no further contact from the Licencing Team at MSDC re the 200 Club. Cllr RM had previously indicated that he thought that this might now just be accepted given that it has been confirmed that no more funds are held for disbursement by the club. **Action Cllr RM** to try to get confirmation of resolution. Cllr IB advised that the Coffee shop will hopefully opening again from 12th April for al fresco use until such time as restrictions are further eased, probably in May or June. The Food Bank is issuing more food that is currently being donated. Cash donations continue to be received. Fridge freezer has been installed to store butter and bread. Items required for Easter, modest Easter eggs/chocolate etc. The last three editions of the Observer have been successfully printed by Gipping Press, so the CC is in discussions with the PCC about bringing joint Widows Room printing room venture to a close.
- 4.4 **Agenda items 4.4, 4.5, 4.6, 4.7, and 4.8 from last month's agenda** The Clerk advised that these have transferred to an Action Log pending the easing of lockdown constraints on MSDC responses. The action log will be circulated before each meeting and/or reviewed under reports at each meeting. This was noted.
- 4.5 **Village Maintenance Volunteers** - The Clerk reported that the ad had been placed again in the Observer and there had been one further volunteer come forward and added to the list. Cllr PA suggested that when the ads next published, we approach requests for volunteers in the round to cover general village maintenance skills, litter picking and possibly even general tidying high profile areas.
- 4.6 **Village Presentation Orderly** - The Clerk advised that the new barrow had been received. Cllrs TR and PA proposed that the Parish Council shed was replaced with a container that would be more secure for the holding of all Parish Council equipment. There were some reservations about appearance n a conservation area. Also, it was suggested that a planning application would be needed. **Action Cllr TR** to reflect some more and to seek costings. The Clerk advised that practical trials would be commenced for applicants that have come forward so far for the role, pending the closure date for receipt of applications. **Action Clerk**
- 4.7 **Play & Recreation Area**
- I. **Lease** – The Clerk advised that final version of clean lease had been sent to Mark Beaton at Charles Fraser in the hope that he may be able to give it a quick clean bill of health

from a legal perspective for the Parish Council, given that all the policy decisions had been agreed informally between The Old Town Trust (OTT) and Clerk. OTT had only one sticking point of those raised by the Clerk which was a termination cause based on 'falling into disuse'. On reflection this was conceded to be able to proceed. All other drafting suggestions were agreed by lawyers for the OTT.

- II. **Preparations for implementation of development plan** This was discussed at length. It was resolved that Cllr BK will seek updated indicative quotes so that individual items can be sourced from different suppliers to try to achieve best value. The development plan will then be updated based on a new final specification which will probably go out to tender depending on contract value and any phasing decisions that may be decided upon. It was agreed that a sub-committee of two councillors should be formed to meet with volunteers as development progresses.
 - III. **Volunteer work** - Clerk advised that our volunteer had asked if, based on RoSPA report structural testing for all posts on rope swing should be carried out before the two already identified for replacement were tackled. AS the RoSPA report had not 'red-listed' this equipment it was resolved to delay repair until such time as decision have been made on the further development of the area. **Action Clerk** to advise volunteer.
- 4.9 **Safeguarding** - The Clerk advised that it had been established from the public realm team at BMSDC that in their opinion there is no safeguarding issues for the Parish Council in relation to children at the playground, only for the safety of equipment. Unprompted, it was also mentioned, that if there were safeguarding concerns for children using the play area that the only measure that could be expected is the reduction in the height of the boundary hedge. The Clerk also advised that as a result of this issue being raised, CGM (play area grass cutting contractors, have confirmed and supplied their own safeguarding policy which is now on file.
- 4.8 **Stream maintenance** – This was discussed in the light of previously circulated emails. The Clerk advised findings so far in Riparian Ownership. Cllr JF was asked about any possible funding from MSDC for stream clearance, flood prevention which is being followed up. No resolution was made about Parish Council co-ordination, but it was resolved that the possibility of funding should be pursued. It is likely that there may be some news on this soon.
- 4.9 **Closed Churchyard**
- I. The Clerk advised that Philip Orchard had carried out a survey on 4th March. **Action Clerk** to follow up receipt of schedule of works considered necessary and to circulate for decision on how to proceed.
 - II. It was resolved that the Clerk should work with Frances Jenner and GWE committee as necessary on the rejuvenation of the roses bounding the path and pricing for bulb sacks to be put forward as suggested donations. To be added to action log and removed from agenda. **ACTION Clerk**
- 4.10 **Report of lamp post knocked over by milk lorry** – Clerk reported no further progress made on identifying the vehicle/company involved and proposed no further time is spent on this and item is removed from the agenda. This was agreed.
- 4.11 **Spring Litter Pick Update** Cllrs Roberts and Mecrow proposed that warning signage is purchased for each approach road to the village as per the new risk assessment for this activity. **Action Cllr TR** to obtain quotes for 6 such signs. Also, that the litter pick had been postponed following risk assessment and given current lock down restrictions. Clerk has advised all the volunteers and asked that in the meantime they confirm receipt and understanding of the updated guidance and risk assessment. New dates proposed and

agreed, 10/11th April. **Action Clerk** to advise volunteers and, given the number of volunteers that have come forward ask if any would be interested in alternative jobs like tidying the paths around the Church for example.

- 4.12 **Development Issues - Wattisfield Road** The Clerk referred to earlier discussions with Cllr RM [agenda item 1.6] about a submission to Jo Churchill in support of complaint made by parishioner which seems to have gained some traction. The Clerk suggested maybe referring Jo Churchill to the Parish Council minute reference 1.6 (submission to MSDC planning with concerns) from minutes of February 2020 would be appropriate in the first instance. This was agreed. **Action Clerk** to make submission.

5 OTHER ITEMS FOR DISCUSSION

- 5.1 **New consultation: Planning - model design code - deadline: 12 March 2021** Formulate a response. It was resolved that there was not enough time before deadline to pull together a coherent response.
- 5.2 **BMSDC - Leisure, Sport and Physical Activity Strategy** Following discussion with Cllr RM [1.6] it was resolved that the Clerk should submit the revised response that had been previously circulated with additional mention of the part played by footpaths in helping to maintain physical exercise, even more so during lockdown, the distance of the village from any MSDC facilities, the trade-off between development of the sports club beyond the boundaries of its current site and retaining local appeal and appropriateness to local streetscape, and the inevitable problem of parking space. **Action Clerk** to finalise and submit.

6 CORRESPONDENCE

- 6.1 Request for use of Parish Council Marquee for WI event in June. This was discussed and in the light of recently revised understanding of the requirements of the insurer for the Parish Council, it was agreed that a draft agreement for the loan of the marquees should be drawn up and circulated for agreement. Once agreed this to be circulated to all village organisations who have previously borrowed the marquees. **Action Clerk**

7 REPORTS

- 7.1 **Clerk's report & financial report to 28th February 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.

#	Payee	Amount	Description
1	Glasdon UK Limited	£1,486.06	New pavement sweeper barrow and pick stick
2	Clarkes of Walsham	£30.79	Woodworm treatment for shed
3	Parish Council Employee	£684.59	Wages
4	Parish Council Employee	£162.29	Wages
5	Kevin Boardley	£20.45	Expenses

#	Payments In	Ref	Amount	Description
1	MSDC		£530.00	Locality Award for SID parts

- 7.2 **Internal Control Check – Insurance Cover** - It was resolved that a review by Councillors of the Parish Council insurance documentation had concluded that the cover provided was

sufficient if the newly acquired assets are covered. The Clerk confirmed that the current banding is not exceeded with assets recently added to the register.

7.3 **Internal Auditor** – The Clerk proposed that SALC is engaged again for the 2020/21 internal audit. It was resolved to agree this.

7.4 **Problem Reports SCC** The Clerk advised that there were some issues still to report and recently it has been apparent that a few are actually being accepted for resolution.

7.5 **Action Log** – The Clerk displayed the new action log and advised that there was nothing to review at this stage other than noting the woodworm treatment had been applied to the Parish Council shed.

7.6 **For information**

I. CAS membership renewed - noted

II. Grit bins refilled - noted

III. Gutter sweeping requested; another will be requested for August - noted

8 FOOTPATHS & TREES

8.1 **Footpath Warden - Cllr Belson** – nothing to report

8.2 **Tree Warden – Cllr Belson** - The Clerk asked Cllr RB about the recent hedge maintenance on Summer Road by Cayzer's Meadow. This was discussed and it was resolved that the Clerk should contact the tree officer at MSDC as, given the size of some of the trees in the hedge, this work probably should not have been undertaken without an application to MSDC and and/or seeking agreement of the Parish Council. It was however thought that despite this, the work carried out had improved the situation for the passage of traffic and is work that needed to be completed. **Action Clerk**

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

9.1 Cllr NM made the point that we needed to try to reduce the length of the meetings. It was acknowledged that this one had been longer than usual because there were six or seven issues that required some discussion and resolution. The Clerk made the point that if this was an issue then all members had to be mindful of the length of discussions, including the time allowed for representations in Public Open Forum which according to standing orders should not morph into discussions with members of the public on the issues raised, no response or decision being required in the same meeting, unless there is relevant item elsewhere on the agenda. This is specifically to prevent Councillor's from in any way being bounced into make on the spot responses without time for due consideration but also serves to help control the length of meetings.

Meeting Closed 22:20

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