



# PARISH COUNCIL OF Walsham le Willows

**MINUTES** of the meeting held on Tuesday 13<sup>th</sup> April 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/87975836315?pwd=UURLSCs5QWsvY0tWZXovVHVNM3pjdz09>

**Meeting ID:** 879 7583 6315      **Passcode:** 060799

[Pending formal approval at the next meeting, these minutes have been informally approved by Parish Councillors as a true record. If any further corrections are required these will be minuted at the next meeting prior to formal approval]

**MEMBERS PRESENT** Cllrs Paul Arbon (PA); Ian Bartholomew (IB); Richard Belson [Vice-Chair] (RB); Amanda Ellis (AE); Brian Kinnair (BK); Nick Mecrow (NM); Trevor Roberts [Chair] (TR)

## **1 FIRST BUSINESS**

Councillor Roberts was a few minutes late. The meeting started at 19:02, the Clerk having invited Cllr RB chair the meeting until Cllr TR joined.

1.1 **Apologies were accepted for** Cllr RM and Cllr JF (for reason election purdah).

1.2 **Minutes** of the meeting held on 9<sup>th</sup> March 2021 and previously circulated, were unanimously approved as a true and accurate record of that meeting.

1.3 **To receive pecuniary and non-pecuniary interests** Cllr AE declared non-pecuniary interest in agenda item 3, planning application DC/21/01332.

1.4 **To consider applications for dispensation** – none – Cllr AE did not seek dispensation to take part in the consideration of planning application DC/21/01332.

1.5 **Meetings after 6<sup>th</sup> June (including Annual Parish Meeting) discuss and decide on options and approach.** The details of the situation in which we find ourselves was discussed and it was resolved to hold the Annual Parish Council Meeting one week early on 4<sup>th</sup> May; to defer any decisions as to subsequent meetings until the Annual Parish Council Meeting. Regarding the Annual Parish Meeting it was thought that holding the meeting online would be a retrograde step in terms of the plans to revive the true purpose of this meeting which is to engage the wider community rather than hold another event, particularly online, at which people already active in the community are all talking to each other. The Clerk reported very positive responses for the proposed changes to the format which hopefully indicates these are on the right track. it was proposed by Cllr IB that in the circumstances the Annual Parish Meeting should not be held, seconded by Cllr PA. Cllr NM proposed an amendment that it should be deferred until September when Parish Councillors hoped to be more comfortable with inviting large numbers of people to come together and many more will have received their vaccinations. This was unanimously agreed.

1.6 **Public Open Forum (including County and District Reports and Questions)**

James Bailey had been invited to speak and take questions about the status of the Neighbourhood Plan and about the meeting that was held with ICENI (the development company engaged by MSDC, now the owner of the Broad Meadow site. All felt this to be an extremely useful conversation. **Action Cllr RB** to report back to the next Neighbourhood Plan group for their views on issues discussed. **Action Clerk** to make some enquiries as to costs of hiring an external consultant to assist NP group and Parish Council so that we are ready should it be decided that this is the route to be followed.

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

[As a measure to reduce the length of meetings, the Clerk proposed that Cllrs put their view on appropriate comment forward in the first instance and that discussion only needed if there was any dissent. This was agreed.]

**APPLICATION FOR MODIFICATION OR DISCHARGE S106 - DC/21/01351 Proposal:**

Application for the Modification of a Section 106 Planning Obligation - Variation of S106 Legal Agreement dated 5th July 2018 under 1352/17 **Location:** Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk **THE PARISH COUNCIL RESOLVED TO MAKE NO COMMENT**

**APPLICATION FOR PLANNING PERMISSION - DC/21/01310**

**Proposal:** Planning Application - Erection of Infill building to provide a covered link between the existing retail building/store and the carpenters building/machine shop. **Location:** Clarkes Of Walsham Ltd, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BA **THE PARISH COUNCIL RESOLVED TO SUPPORT OF THIS APPLICATION**

**APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - DC/21/01364 Proposal:**

Application under Section 73 of Town and Country Planning Act 1990 - Variation of Condition 2 (Approved Plans and Documents) of approval DC/18/04417 Dated: 28/11/2018 - Change of use of agricultural building to dwelling house under Schedule 2, Part 3, Class Q (a) and (b) of the Town and Country Planning (General Permitted Development) Order 2015 (as amended). To allow amended design and revised fenestration. **Location:** West Street Farm, Ixworth Road, Walsham Le Willows, Suffolk IP31 3AP **THE PARISH COUNCIL RESOLVED TO MAKE NO COMMENT**

[Cllr AE did not take part in the discussion or decision for application DC/21/01322]

**APPLICATION FOR PLANNING PERMISSION - DC/21/01332 Proposal:** Householder Planning Application - Creation of new vehicular access. **Location:** Greenside, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ **THE PARISH COUNCIL RESOLVED TO OBJECT TO THIS APPLICATION** based on the already identified issues with traffic speed at precisely this location which is just outside the 30mph limit and for which the Parish Council are waiting for a site meeting with SCC Highways and Cllr Jessica Fleming.

**APPLICATION FOR PLANNING PERMISSION - DC/21/01965 Proposal:** Householder Application - Erection of two storey side extension; Re-roof existing single storey rear extension and insertion of rooflights. **Location:** 9 Wattisfield Road, Walsham Le Willows, Suffolk, IP31 3BD **THE PARISH COUNCIL RESOLVED TO MAKE NO COMMENT**

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

**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 **MSDC GRANTED PERMISSION**

**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 **MSDC GRANTED PERMISSION**

**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 **MSDC GRANTED PERMISSION**

**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 **APPLICATION WITHDRAWN**

#### **4 MATTERS ARISING**

##### **4.1 Development & Neighbourhood Plan**

- I. Dealt with under 1.6 above.
- II. 1352/17 Wattisfield Road. Clerk had not been able to draft a text for the meeting in support of a parishioner's representation to Jo Churchill on transparency of the planning process. **Action Agreed that Clerk** should draft and circulate for agreement after the meeting and submit to Jo Churchill when agreed.

**4.2 Community Council & Foodbank-** Cllrs. Ellis updated on progress towards moving out of lockdown regarding activities at the Hall. Clerk proposed that this item is now removed from matters arising. Cllr Ellis seconded, unanimously agreed.

**4.3 Village Presentation Orderly** Update Clerk – Clerk advised that applicant did not respond to invitation for trial day and that ad will be placed again. Clerk proposed removal of this item to action log which was agreed. Also, that **Cllr PA** would contact the applicant to ask if there was any reason that the invitation to 'interview' was not followed through.

##### **4.4 Play & Recreation Area**

- I. **Lease** – update Clerk advised lease almost ready for signing. With Ben Keane (for Parish Council) at Spires. Also, that it had been advised that the signing of the lease presents the OTT with an issue concerning the 'disposal of charitable assets' which the Clerk understand is being dealt with in the way that it was for the granting of the previous lease. It was agreed that this agenda item be moved to the action log from where it can be monitored.
- II. **Preparations for implementation of development plan** – It was proposed that a sub-committee should be set up to continue work on updated costing and quotes to finalise the development plan and cost for presentation in full Council for approval. All spending decisions will be authorised in full Council. Cllr Kinnair reported that much of this information is in and one costing yet to be received. **Action Clerk** to pass on links re CIL application process to the Play & recreation Area sub-committee. Councillors PA, RB and BK were appointed to the sub-committee.

III. **Representation re skate ramp replacement.** The Parish Council noted this correspondence.

**4.5 Stream maintenance** – The Clerk referred to previously circulated emails and is still pursuing the Environment Agency and Suffolk Police to try to gain some clarity. A response is due from the EA by 27<sup>th</sup> April. It was agreed that this item should be removed from the agenda to the action log for follow up by the Clerk.

- 4.6 **Closed Churchyard** – Cllr IB, referring to advice from the Clerk on the liability for this sitting with the Parish Council (due to past decisions made by the Parish Council), proposed that the project should be funded as follows: 50% Public Works Loan Board (to be repaid over 10 years), 25% reserves, 25% CIL funding (otherwise reserves). This was unanimously agreed. **Action - Clerk** to make some enquiries on materials that can be used to see if costs can be reduced, before seeking three quotes based on the specification set out by Whitworths. Consider survey and projected costs; decide how this will be funded and tendered. To be removed from agenda to action log for follow up by Clerk.
- 4.7 **Spring Litter Pick** – Cllrs Mecrow/Roberts reported that the pick went as planned. The Parish Council would like to thank all those who helped with this. To be removed from agenda. **Action Cllr TR** to procure signage for the next pick.

## 5 OTHER ITEMS FOR DISCUSSION

### 6 CORRESPONDENCE

- 6.1 **Organisations borrowing Parish Council marquees require Public Liability Insurance**  
Comment from parishioner was noted.
- 6.2 **Parishioner offering to temporarily patch churchyard wall** - The general view was that this would not be permitted given the need to obtain prior consent from the Diocese for any remedial work and our choice of contractor.
- 6.3 **Buses for every rural community?** A discussion on this was deferred until Cllr Meyer is in attendance.
- 6.4 **Dog fouling in Wildwood reported** – It was decided that this is not really the responsibility of the Parish Council as the Wild Wood is on land owned by a charity and is maintained by a volunteer group.

### 7 REPORTS

- 7.1 **Clerk's report & financial report to 31<sup>st</sup> March 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	Whitworth	£496.80	Churchyard Wall survey
2	SALC	£457.82	Membership Subs
3	SCC HO Collection Account	£1927.82	Streetlighting repairs and maintenance
4	Parish Council Employee	£691.01	Wages

#	Payments In	Ref	Amount	Description
1	Precept due		£10,950.00	1 <sup>st</sup> Payment
2	Community Infrastructure Levy due		£40,777.00	First instalment
3	Covid payment due		£402.00	Extra Covid grant allocation

- 7.2 **Payment not properly minuted** – The Clerk noted the payment of £738.77 (in euro equivalent) for the purchase of a solar panel for one of the speed indicator devices and two extra batteries was authorised outside the meeting by email but was not minuted at the next meeting. The amount was debited from account on 20<sup>th</sup> January 2021 following

signatures to the 'Transfer of Funds Overseas' form by Cllrs Kinnair and Bartholomew. The Clerk asked that this be noted and respectively minuted.

- 7.3 **Year-end financial statement** – This was previously circulated, and the Clerk proposed that this be approved for wet signature by Cllr TR outside meeting.
- 7.4 **Review and sign AGAR Section 1** - This was previously circulated. Councillors reviewed the statements and the Clerk proposed that this be approved for wet signature by Cllr TR outside meeting.
- 7.5 **Review and sign AGAR Section 2** This was previously circulated, and the Clerk proposed that this be approved for wet signature by Cllr TR outside meeting.
- 7.6 **VAT rebate claim** – The Clerk advised that this was submitted for year to 31<sup>st</sup> March in amount £4728.64 – Noted.
- 7.7 **Review of earmarked/ringfenced funds** - Parish Clerk proposed that these are reviewed and updated in the light of known upcoming income and expenditure. Decision was deferred until the Annual Meeting of the Parish Council.
- 7.8 **Payroll successfully switched to SALC from 1<sup>st</sup> April** – noted  
**Problem Reports SCC** – deferred until next meeting. Clerk advised nothing of note.
- 7.9 **Action Log**
- I. Cllr Arbon proposed that the Parish Council shed be replaced with a larger one if this is acceptable to the PCC. **Action Clerk** to seek permission from PCC.
  - II. Cllr NM noted that he did not want the progress on barrier gates to Fishponds Lane to be forgotten. Clerk reminded that we are waiting for the Area Rights of Way Team to have the capacity, following lockdown easing, to respond.

## **8 FOOTPATHS & TREES**

8.1 **Footpath Warden** – Nothing to report.

8.2 **Tree Warden** – Nothing to report other than Clerk noted that the Tree Officer at MSDC had advised that a letter had been written about the felling of trees on the hedgerow bounding Cayzer's Meadow. It is understood that this will advise that for such works in a conservation area it is required to seek permission before going ahead. It is likely that permission would have been granted given the types of trees that were felled.

Cllr RB raised question as to whether Footpaths and Trees needed to be a standing report on the agenda. It was agreed that this could be raised for the agenda as and when required.

The Clerk reported on the difficulties about completing online forms for the funding for tree and hedge planting from BMSDC. The Clerk had been advised that the online form was to be revised. However, Cllr RB felt that it would be much easier and less hassle to purchase whips for the Play Area independently when required.

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

Cllr AE raised again the issue of the length of meetings and the way in which this may be controlled. **Action Clerk** to circulate a report on proposed revisions to the agenda before the next meeting.

Meeting Closed 21:42

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