



PARISH COUNCIL OF Walsham le Willows

MINUTES of the meeting held on Tuesday 26th May 2021 commencing at 7.00 p.m.
in the Memorial Hall.

[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 (RB); Brian Kinnair (BK); Nick Mecrow (NM); Trevor Roberts (TR)

NON MEMBERS PRESENT Cllrs Jessica Fleming [County] and Rick Meyer [District]

1 FIRST BUSINESS

- 1.1/1.2 **Election of Chairman and appointment of Vice Chair** – Cllr Roberts [Chair] proposed Cllr Belson for Chairman, this was seconded by Cllr Mecrow, and unanimously agreed. Cllr Belson was duly elected to the Chair and signed the **Acceptance of Office** (countersigned by the Clerk) before proceeding to thank Cllr Roberts for his period as Chairman. Cllr Belson sought a nomination for a Vice Chair; Cllr Kinnair proposed Cllr Bartholomew which was seconded by Cllr Roberts and unanimously agreed. Cllr Bartholomew was duly appointed at Vice Chair.
- 1.3 **Acceptance of apologies** Amanda Ellis sent apologies with her resignation on 13th May 2021. The Parish Council extended thanks to Amanda for her work as Parish Councillor and wished her well for the future. The Clerk confirmed that notice from MSDC electoral team had been obtained and was in hand, publication to coincide with the publication of the June Observer.
- 1.4 **Minutes of the last Annual Meeting of the Parish Council held on 12th May 2020** were unanimously approved as true and accurate record. The Clerk advised that the auditor had noted that these should be approved at the next monthly meeting of the Parish Council rather than the next annual meeting.
- 1.5 **Minutes of the meeting held on 13th April 2021** were unanimously approved as true and accurate record.
- 1.6 **To receive pecuniary and non-pecuniary interests** – None declared.
- 1.7 **To consider applications for dispensation** – None requested.

2 PUBLIC OPEN FORUM including County and District Reports and Questions

[Members of the public are invited to speak at the discretion of the Chair and each representation should take no more than 3-5 minutes. Matters arising can be referred to a committee, placed on the agenda of the next meeting, responded to by the Clerk or simply noted Councillors. This is to ensure that no discussion takes place for any matter for which there has been no prior notice on the agenda.]

No members of the public present. Cllr Belson invited questions for Cllr Meyer on his report, circulated just before the meeting. There were none on this occasion.

Cllr Fleming advised that she had been returned as County Councillor to represent the Parish; congratulations were offered. Cllr Fleming advised that the annual meeting of the County Council would take place on 27th May and that a report would be submitted for the next meeting. Cllr Fleming advised that some changes to cabinets were to be implemented, one specific to highways flooding and drainage which she hoped would start to better address some of the concerns of parishioners around these issues.

The Clerk asked about the agenda items requiring responses from County Council/Highways that had been 'parked' during the lockdown. Cllr Fleming was hopeful that these could soon be addressed as the changes to cabinets were bedded in.

Cllr Bartholomew raised the issue of an incident at the Finningham Road bend on entry to the village, where he reported narrowly avoiding a head on impact with a motorbike speeding (estimated at more than 60mph), which was quickly followed by three others on the wrong side of the road at the same time as there were other parishioners walking along the highway to footpaths. Cllr Arbon also added his concerns about the speed of vehicles that he has observed along the Elmside development. Both Councillors warned of the potential for a fatality at some point. The Clerk referred to the results of the recent traffic analysis which unfortunately did not appear to provide much support for the view that speeding through the village is a big problem. Cllr Belson brought this discussion to a close asking the Clerk to re-circulate the traffic survey results and all Cllrs to review for discussion at the next meeting on 9th June 2021.

Cllr Arbon raised again with Cllr Fleming the issue of twin-axle trailers still being turned away from the recycling centre with resultant potential impacts on fly-tipping. Cllr Fleming advised she would again follow this up and would insist that the information on the county council website (recycling page) is corrected.

3 ANNUAL BUSINESS

- 3.1 **Adequacy of Insurance cover (employment, public liability & fidelity guarantee)** – this was confirmed by internal control check in meeting on 9th March 2021 agenda item 7.2 since when which it was resolved there have been no material changes - noted as **re-confirmed**.
- 3.2 **Adoption Financial Regulations 2019** (as amended & circulated) had been reviewed and were proposed for adoption which was unanimously agreed.
- 3.3 **Standing orders 2018** - Were proposed for readoption with no changes which was unanimously agreed.
- 3.4 **Review of Policies and risk assessments** – it was noted that the Clerk will review these as per audit recommendations for adoption at later date.
- 3.5 **Appointment of Internal Auditor 2021/22** – It was resolved to re-appoint SALC at the meeting held on 9th March agenda item 7.3 – noted and unanimously agreed.
- 3.6 **Annual Subscriptions to other bodies** –as per previously circulated list for 2021/22 (*total well within the s.137 capped limit which is over £8000 pa*). Resolved unanimously to continue with donations as per the schedule from last year. All but those to CAB Bury St Edmunds and Stowmarket which are approved under the general power, are approved under s.137 powers.
- 3.7 **Asset Register** – this was reviewed and unanimously approved as an accurate record of Parish Council Assets (with the note from Clerk, and agreement of Council, that a small amount for horse riding signage needs to be added as per invoiced cost).
- 3.8 **Suffolk Local Code of Conduct (June 2014)** – this was unanimously approved for adoption by the Council to comply with audit recommendations.
- 3.9 **Dates for meetings for year to 2021/22** – The Clerk advised that the Memorial Hall had been booked 9th June 14th July 11th August meetings pending decisions on future venue as we come out of lockdown. Two contacts had been made with the school about meeting there so that meetings can go back to a Tuesday evening, but the Clerk has heard nothing back.

Cllr Mecrow offered to nudge this. This makes the list of dates provided for the year partly provisional as the availability depends on the venue. The position was noted. The Clerk will publish dates as they become available and as decision on future venue evolves.

- 3.10 **Internal Control Checks policy** – The Clerk had reviewed and noted that auditor’s recommendation was to remove any that could not be completed in a financial year leaving a suite that would always be completed by financial year end. The Clerk proposed asserting that most are already covered by monthly, quarterly or annual processes in place (as circulated) and Council decide on removal on the others. Cllrs did not feel they were in a position to make this decision, so Cllr Belson requested that Cllr Bartholomew review and put proposal to next meeting.

4 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/21/02598 Proposal: Application for works to a tree in a Conservation Area - Fell 1 No Horse Chestnut due to major limb failure which has left the tree structurally unsafe. **Location:** The Rosary, Palmer Street, Walsham Le Willows, Suffolk IP31 3BS **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

APPLICATION FOR LISTED BUILDING CONSENT - DC/21/02912

Proposal: Application for Listed Building Consent - Re-wiring, refitting 2 no. bathrooms (main house) and rebuilding the northern end of the outbuilding. **Location:** Green Farmhouse, Finningham Road, Walsham Le Willows, Suffolk IP31 3BJ **THE PARISH COUNCIL MADE NO COMMENT**

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

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 **MSDC PERMISSION GRANTED**

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 **MSDC PERMISSION GRANTED**

6 REPORTS

- 6.1 **Clerk’s report & financial report to 30th April 2021 & request for payments** were approved and signed. Councillors Bartholomew and Kinnair to submit the payments at earliest opportunity.

#	Payee	Amount	Description
1	MSDC	£849.04	Dog & Litter Bin Emptying

2	CGM	£360.00	Play Area Grass-cutting x4
3	SALC	£292.80	Internal Audit Fee
4	SCC HO Coll A/C	£6,816.37	Phase III Streetlighting upgrades
5	InExpress UK	£85.93	Courier charge for SID upgrade
6	Parish Council Employee	£639.01	Wages

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

- 6.2 **Internal Audit Report** – Proposals to address recommendations (previously circulated) must be agreed and approved by the Council. Councillors did not feel they were in a position to make this decision. Cllr Belson asked that Cllr Bartholomew reviewed for proposal at next meeting (part of the review of all audit recommendations – agenda item 3.10) Clerk to add to agenda for next meeting.
- 6.3 **Balances as at 30th April 2021** – The Clerk had raised the issue of transferring balances to deposit account but given the fact that no interest is paid and alternative accounts are paying so little, it was agreed that no transfers would be made.
- 6.4 **Earmarked/ringfenced funds** – The Clerk proposed that these are reviewed and updated in the light of funds already received and known upcoming income and planned expenditures. It was proposed that a separate informal meeting should be held for this by Zoom. Clerk to set up Zoom meeting on June 1st at 7.30pm.
- 6.5 **Year-end financial statement** (previously circulated) was re-presented with changes to reserve position as advised by the internal auditor and was approved and signed by Cllr Belson as Chair.
- 6.6 **AGAR Section 1 financial statements made by the council to the auditor** (previously circulated) was re-presented **reviewed, approved and signed** by Cllr Belson as Chair and the Clerk.
- 6.7 **AGAR Section 2 annual statement** (previously circulated) was **reviewed, approved and signed** by Cllr Belson as Chair and the Clerk.
- 6.8 **Problem Reports SCC** – Clerk advised no issues of note. Cllr Mecrow asked that the report of 30mph and playground signage on Sumner Road be chased as this has still not been rectified. Cllr Mecrow also asked about data from the SID for Sumner Road. Clerk to extract and liaise with Cllr Mecrow on analysis. Likewise, the 30mph and playground signage on Townhouse Road. Clerk to follow up.
- 6.9 **Action Log** – Clerk referred the updated action log (previously circulated) and advised that the items on hold due to lockdown could soon be brought back into play as advised by Cllr Fleming. Clerk advised that clarifications were still being sought on the management of the stream and would be brought to the next meeting if possible.
- 7 MATTERS ARISING** *[from previous meeting only where further decisions are required]*
- 7.1 **Reducing Meeting Length** –The proposal to address this issue put forward as a policy (as amended and previously circulated) by the Clerk was unanimously approved with some reservations noted by Cllr Mecrow who asked about AOB items and Cllr Belson who asked about ‘non-financial decisions’ under AOB. The Clerk advised advice would be sought to clarify which will be circulated when received. For review in September meeting.

7.2 **Play Area Development**

- I. Cllr Kinnair has previously circulated the Sub-Committee **report** on progress toward narrowing down options to one fully costed plan for use as a specification to obtain further quotes. He asked for agreement on the circulated proposal. Cllr Bartholomew advised that a bid for additional funding could be submitted based on quotes, prior to any tendering process which based on the estimated contract value, should be minimal. Cllr Bartholomew clarified the process is Specification > Quotes > Funding > Tender Process. Cllr Kinnair asked for clarification as to the amount of funding the Parish Council would furnish. The Clerk clarified that the current reconciliation shows amounts for Play Area as £6k (earmarked) and £8k (ring-fenced). There are an estimated £2k of solicitors' fees re the new lease to be paid. The Parish Council unanimously agreed to commit and additional £15k (Neighbourhood CIL) for earmarking to the Play Area development, making a total available for the development of £27k and a shortfall on the total estimated costs (£44k) of 17K. Cllr Bartholomew proposed that an application is submitted to MSDC for £20 to allow for contingencies. Cllr Kinnair to put this into motion. Cllr Meyer noted the issue of a budget for maintenance.
- II. **Lease** – The Clerk advised that the Old Town Trust are now just waiting for the decision from the Charity Commission on the agreement to the 'disposal of assets' which the lease represents. This should be no problem as the previous lease was granted in the same way. The Clerk asked that the Parish Council resolve that the final lease (as previously circulated) is agreed for signing as a legal deed, at the appropriate time, by two councillors with the Clerk as witness. This was proposed by Cllr Roberts and seconded by Cllr Kinnair and unanimously agreed.

7.3 **Neighbourhood Plan (NP)**

- i. It was noted that Cllr Belson briefed the last NP group meeting on an outline proposal to seek initial costings for engaging a third party to act as a mentor to guide the NP group through the process of evidence gathering and the writing up of a plan by the group, that could be submitted for adoption. Cllr Belson reports this was welcomed by the NP group and it was proposed and unanimously agreed that the PC formally adopts this process.
- ii. **Proposals from NP consultants** – Proposals from four consultants were circulated previously. These were considered in the light of comments from the core Neighbourhood Plan group. Shortlisted two, Modicum Planning and CompassPoint Planning. Clerk to request a free/no obligation meeting (with representatives from PC and NPG) with the shortlisted consultants.
- iii. **Terms of Reference - NP working group** – It was agreed that these would be discussed at a later date in conjunction with the appointment of a consultant as mentor to the group.

7.4 **Consultation on uses for CIL Funding** – It was decided to postpone the decision on format for consultation until after the informal meeting to review earmarking of current funds (agenda item 6.4).

7.5 **Transparency of planning process** – **it was noted that the** submission was made to Jo Churchill in support of parishioner's representation as was agreed by email after the last meeting.

8 OTHER ITEMS FOR DISCUSSION [*Councillors can request that Chair or Clerk place items for discussion and decision on the agenda here*]

None

9 CORRESPONDENCE

None

10 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN

[No decisions can be made under AOB. Matters requiring decision must be placed on the agenda for the following meeting]

Cllr Bartholomew referred to the documents previously circulated from a parishioner who wishes to engage the Parish Council on a potential planning application for building works. The parishioner has proposed a site visit with Councillors. Cllr Bartholomew to liaise. Cllrs Mecrow and Arbon have volunteered to join.

Cllr Arbon raised issue of the tree outside Oak tree Cottages which has not been pruned; the branches are scraping on the buildings. Clerk to contact SCC re having it pruned.

Meeting closed at 20:40

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