



## PARISH COUNCIL OF Walsham le Willows

**MINUTES** of the meeting held on Wednesday 14<sup>th</sup> July 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; Ian Bartholomew; Richard Belson; Brian Kinnair; Nick Mecrow and Trevor Roberts **NON-MEMBERS PRESENT** - Cllr Rick Meyer [District

### 1 FIRST BUSINESS

- 1.1 **Acceptance of apologies** – None received
- 1.2 **Minutes of the Meeting of the Parish Council** held on 9<sup>th</sup> June 2021 were approved as a true and accurate record with correction of time meeting ended to 20:50. These were signed by Cllr Belson.
- 1.3 **Minutes of video conference meetings from March 2020 to March 2021** were signed by Cllr Roberts as presiding chair throughout.
- 1.4 **Casual Vacancy** – Clerk reported no request for an election and that MSDC Electoral Services had advised that co-option could proceed. Clerk to place an advertisement.
- 1.5 **To receive pecuniary and non-pecuniary interests** – None declared.
- 1.6 **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 were present. Cllr Fleming has sent her report and her apologies. Cllr Rick Meyer's report had been circulated and can be found on the village website. Cllr Belson asked if there were any timescales for the Wildlife Corridor surveys. Cllr Meyer was not sure and advised that he would refer to Cllr Jessica Fleming as this was being administered by the County. Cllr Mecrow asked if the locality fund could support a community first aid course for interested parishioners; this had been provided in the past by St John Ambulance and it is thought that having more people in the village trained would be a good idea. In the first instance, Cllr Mecrow will contact the Sports Club to ask if there is still someone there providing the training. Cllr Kinnair asked if the Locality funding would extend to projects such as the Play Area. It was advised that the locality budget would not extend to the requirements of such large projects. As Cllr Meyer had to leave early the Chair agreed to the suggestion to raise the position on funding for the Play Area (agenda item 6.3) at this point in the meeting. Cllr Kinnair reported that he had a response to the CIL funding enquiry that advised that the claim had been discussed with the Community Grants Team but had been turned down for financial support but with the offer of a meeting with the Public Realm Team to discuss CIL and other possible funding streams. Cllr Meyer said he was surprised by this response but strongly advised following up. Cllr Kinnair asked for Cllrs Arbon and Belson to provide dates so that a meeting can be arranged to discuss ways forward and to make sure that CIL team are aware that the Play Area is not on public land.

So signed by the Chair at the meeting of 10<sup>th</sup> August 2021

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

**APPLICATION FOR PLANNING PERMISSION - DC/21/03191 Proposal:** Householder Planning Application - Erection of a two storey side extension and raise ridge of roof to create first floor space (following demolition of single storey side extensions) **Location:** Gramercy, Town Way, The Street, Walsham Le Willows Suffolk IP31 3AZ **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

**APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/21/03814 Proposal:** Application for works to trees in a Conservation Area - Pollarding of 1no Lime tree **Location:** 2 Avenue Cottages, The Street, Walsham Le Willows, Suffolk IP31 3AZ **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

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

**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 **MSDC RAISED GRANTED PERMISSION**

**APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/21/02934 Proposal:** Notification for works to trees in a Conservation Area - Fell 1no Eucalyptus (excessive shading and root damage to property) **Location:** The Beacons, Ixworth Road, Walsham Le Willows, Suffolk IP31 3AN **MSDC RAISED NO OBJECTION**

**APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/21/03142 Proposal:** Notification for works to trees in a Conservation Area - Fell 1no Ash **Location:** 2 The Causeway, Walsham Le Willows, Suffolk, IP31 3AB **MSDC RAISED NO OBJECTION**

**APPLICATION FOR AGRICULTURAL DETERMINATION - DC/21/03217 Proposal:** Application for prior approval for a proposed: Erection of a barn for Agricultural or Forestry Use. The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 6 - Erection of agricultural storage building for straw and animal bedding. **Location:** Priory Farm, West Hall Road, Rickinghall Inferior, Suffolk IP22 1LY **DECIDED – FORMAL APPROVAL NOT REQUIRED**

### 5 CLERK'S REPORTS

- 5.1 **Reconciliation to 30<sup>th</sup> June 2021** was presented, as previously circulated, and was duly signed by Cllr Kinnair. **The summary for payments against invoices** (as previously circulated) was approved and Cllrs Kinnair and Bartholomew signed.

#	Payee	Amount	Description
1	CGM	£90.00	Play Area Grass Cutting
2	David Murray	£25.39	Reimbursement mower fuel
3	David Murray	£19.50	Reimbursement for mower puncture repair (future expenditure with Suffolk Agri Centre will be invoiced directly to the Parish Council)

So signed by the Chair at the meeting of 10<sup>th</sup> August 2021

4	David Murray	£350.00	Closed Churchyard grass cutting
5	Memorial Village Hall	£25.00	Memorial Hall Hire PC
6	Memorial Village Hall	£25.00	Memorial Hall Hire NPG
7	H Reeve	£147.15	Disbursement for Footpaths 1 <sup>st</sup> Cut 2021
8	H Reeve	£24.22	Disbursement for Footpaths 1 <sup>st</sup> Cut 2021
9	Martineau Farms LLP	£153.95	Disbursement for Footpaths 1 <sup>st</sup> Cut 2021
10	M Hawes	£62.25	Disbursement for Footpaths 1 <sup>st</sup> Cut 2021
11	P Dryden	£40.00	Disbursement for Footpaths 1 <sup>st</sup> Cut 2021
12	G Pollard	£38.65	Disbursement for Footpaths 1 <sup>st</sup> Cut 2021
13	HMRC Cumbernauld	£133.40	PAYE/NI
14	Parish Council employee	£546.88	Wages

#	Payments In	Ref	Amount	Description
1	None received		£466.22	Grant for footpaths grass cutting

- 5.2 **Report on variances against budget** as previously circulated – this was noted with no concerns raised.
- 5.3 **Internal Control Check (Review of contracts of employment - Clerk)** - Cllr Bartholomew summarised the position as per his previously circulated emails which was that the Clerk had received no performance related increments since taking up the post and has also taken no paid annual leave as per contractual entitlement. Cllr Bartholomew proposed a) award a double increment to New SCP13 back dated to the 1st April 2020 in recognition of his performance over the last 4 years; b) That an annual review, setting up to three performance objectives, is conducted by the Chair, setting three performance objectives as agreed with the Clerk and to be formally reviewed at the end of this year (31/03/2022); and c) that PC encourage the Clerk to take paid holiday entitlement which has been calculated a 8 days pa.
- 5.4 **Audit recommendation - Risk Register** – The Clerk advised that work had started on this with input from Cllr Bartholomew (initial draft as previously circulated) but that it had not been finished due to time constraints. Clerk to endeavour to finish this for circulation before the next meeting. Cllr Bartholomew has agreed to look at this before it is circulated.
- 5 **Data Protection Policies (audit recommendation)** – A draft previously circulated to Cllrs Bartholomew & Cllr Belson. The Clerk advised that this may be revised to a much briefer, but still very comprehensive policy template sourced subsequently. It was agreed that the Clerk should work on this, and related policies, for circulation before the next meeting.
- 5.6 **Problem Reports SCC** – Clerk to advise any to be noted or any issues. Clerk confirmed with Cllr Arbon that the grass cutting outside Oak Tree Cottages had been completed. Cllr Arbon advised that it had been forgotten that MSDC had a ‘no mowing in May’ policy which is why this and other areas appeared to be missed. Nothing else to be noted other than lack of timely response to other reports from SCC Highways
- 5.7 **Action Log** – The log had been updated and previously circulated. Council approved the amendments, Clerk to revise.
- 6 **MATTERS ARISING** *[from previous meeting only where further decisions are required]*
- 6.1 **Closed Churchyard bulb planting** –The Clerk reminded Council of previous request by parishioner and proposed that the Parish Council approve the purchase of bulbs (variety Van Sion - Telemonius plenus) at cost of £115 (as per pro forma previously circulated) for delivery and planting in the Autumn. It was resolved that the Clerk should place the order.

So signed by the Chair at the meeting of 10<sup>th</sup> August 2021

- 6.2 **Closed Churchyard Ivy Clearance** – The two quotes received were considered and it was resolved to award the work to David Murray at cost of £375 (no vat charged), to commence in August. Clerk to advise contractor.
- 6.3 **Play Area Development - Sub-Committee to report** on progress. Nothing much to add to the discussion that took place under Public Open Forum. The sub-committee will arrange to meet with MSDC re funding and the Clerk advised that the Charity Commission had responded to the Townland Trust re the granting of the lease and was asking for more information which is hopefully a good sign. Clerk to chase.
- 6.4 **Spending of CIL Funding** – The Clerk apologised for having not circulated the most recent draft and was asked to read this out so that it could be considered for publication. It was resolved that the Clerk should publish this in the Observer, on the web site and on the Community Hub facebook page with a deadline for responses of the end of August.
- 6.5 **Cost Estimate for feasibility study for ‘road narrows’ signage Wattisfield Road** – This was considered, and Council decided not to proceed based on the costs of just the feasibility study which had been advised by SCC highways as in the region of £6k. It was resolved to take no further action.
- 7 OTHER ITEMS FOR DISCUSSION** *[Councillors can request that Chair or Clerk place items for discussion and decision on the agenda here]* **None**
- 7.1 **Neighbourhood Plan Consultant** – The interviews with short-listed candidates had taken place with two councillors and two neighbourhood plan group members. Neighbourhood Planning Group (NPG) members had subsequently sought feedback from parishes who had previously worked with both candidates and this had been circulated to Parish Councillors. This was considered and it was resolved to appoint Andrea Long, of CompassPoint Planning to work with the Parish Council and NPG to facilitate the formulation of a plan. Clerk to advise both candidates.
- 7.2 **Causeway hedge/path clearance** – The Clerk advised that there had been no response so far from SCC Highways to the attempt to revive this problem report following the easing of lockdown. In the meantime, the Parish Council has sought quotes from two contractors which were considered and it was resolved to award the work to D Brown at cost of £1000 + vat who has this work pencilled in for next week. Clerk to advise contractor.
- 8 CORRESPONDENCE**
- 8.1 Email received from parishioner/landowner about access to Gallants Meadow following the notification of Traffic Regulation Order by MSDC to protect Old Brook Bridge from cars. This has been dealt with – this was noted.
- 8.2 **The Queen's Platinum Jubilee 2022** – Parish Councillors discussed the possibility of another village organisation leading on this.
- 9 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]*
- 9.1 Cllr Arbon noted that MSDC has removed a Walnut tree that was interfering with drains of properties near Grove Road/Willow Close and subsequently a resident had cut down the whole row of remaining trees including an Ash and a Hawthorn. This has caused some considerable upset with complaints from a number for parishioners that these trees had been in place before the estate was built. The Clerk advised that this had been reported to MSDC who are investigating as to the ownership of the land in question and will report back.

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- 9.2 Cllr Mecrow reported a large and deep pothole on Sumner Road and will provide an image and details of location for reporting. Clerk to report.
- 9.3 Cllr Mecrow noted a hedge overgrowing the pavement from one or two properties on Wattisfield Road and causing obstruction. Clerk to investigate.

*Kevin Boardley, Proper Officer, Clerk to Walsham-le-Willows Parish Council*  
*Meeting closed at 20:43*