



PARISH COUNCIL OF Walsham le Willows

MINUTES of the meeting held on Wednesday 11th August 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 Belson; Bartholomew; Roberts; Mecrow

1 FIRST BUSINESS

- 1.1 Apologies received from Cllrs Arbon and Kinnair both due to family commitments.
- 1.2 Apologies were accepted.
- 1.3 No declarations of pecuniary, local non-pecuniary interest(s) received
- 1.4 No requests for dispensation
- 1.5 Minutes of meeting held on 14th July 2021 were received and approved as true and accurate record.

2 REPORTS FOR INFORMATION - to receive written reports for information only:

- Report from County Councillor Jessica Fleming was submitted and previously circulated.
- Report from District Councillor Richard Meyer was submitted and previously circulated. District Cllr Meyer took questions: Cllr Belson asked on behalf of Cllr Kinnair if the Locality Budgets could be claimed for the Play Area. It was confirmed that the County and District Locality budgets were separate with the district budget having to be distributed by the end of the financial year. Both budgets are very limited and so the remaining amount needed for the Play Area would not be approved. Cllr Belson raised the suggestion of 'Community Badges', councillors felt that this could be a divisive initiative. Cllr Meyer also clarified the dates for the Energy Conference which were omitted in his report which are 21/22nd October. Cllr Meyer also asked if the information about the 'Welcome Back Fund' had been distributed. The Clerk had previously circulated this to Parish Councillors but was asked to forward to the Gardens Weekend Committee if this has not already been done.

3 PUBLIC OPEN FORUM

No members of the public in attendance.

4 PLANNING APPLICATIONS TO BE CONSIDERED & PLANNING MATTERS [to be brought to the attention of the council]

- 4.1 **APPLICATION FOR PLANNING PERMISSION - DC/21/03989 Proposal:** Householder Planning Application - Erection of a single storey rear extension **Location:** The Old Four Ashes, Palmer Street, Walsham Le Willows, Suffolk IP31 3BZ **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**
- 4.2 **DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990 Proposal:** Discharge of Conditions Application for DC/20/03436 - Condition 2 (Agreement of Materials), Condition 4 (Parking and Manoeuvring), Condition 5 (Cycle Storage) **Location:** Rookery Barn, Rookery Lane, Walsham Le Willows, Suffolk IP31 3BD **NOTED**
- 4.3 **APPLICATION FOR PLANNING PERMISSION - DC/21/04162 Proposal:** Householder application - Erection of Greenhouse. **Location:** The Rookery, Wattisfield Road, Walsham Le Willows, Suffolk IP31 3BD **THE PARISH COUNCIL MADE NO COMMENT**
- 4.4 **1352/17 Hedge replacement and tree planting at The Acorns – Consider** Cllr Mecrow's observations and decide on any action to be taken. The expected replacement of the hedge 'in the first planting season' was discussed and Council asked the Clerk to make enquiries to clarify.

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- 5 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning)**
- 5.1 **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 **PERMISSION WAS GRANTED BY MSDC**
- 5.2 **DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990**
Proposal: Discharge of Conditions Application for **DC/21/00899**- Condition 4 (Biodiversity Enhancement Strategy), Condition 5 (Wildlife Sensitive Lighting Design Scheme), Condition 6 (Proposed Windows and Doors) and Condition 7 (Gates and Walls)
Location: Sunnyside House, Finningham Road, Walsham Le Willows, Suffolk IP31 3BJ
- 5.3 **APPLICATION FOR PLANNING PERMISSION - DC/21/02612** **Proposal:** Planning Application - Change of use and conversion of redundant agricultural building to form garage, workshop and gym area to be used in connection with and ancillary to the existing residential barn conversion on site. **Location:** Barn At West Street Farm, Ixworth Road, Walsham Le Willows, Suffolk **PERMISSION GRANTED BY MSDC**
- 5.4 **APPLICATION FOR PLANNING PERMISSION - DC/20/02434** **Proposal:** Full Planning Application - Erection of 1no. two-storey dwelling including parking areas and landscaping
Location: Land to Rear Of Holmwood, The Street, Walsham Le Willows, Suffolk **PERMISSION REFUSED BY MSDC**
- 5.5 **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 **MSDC RAISED NO OBJECTION**
- 6 NEIGHBOURHOOD PLAN REPORTS** - The Clerk reported that the consultants had clarified that VAT would not be charged on their fees and that business addresses had been supplied on the submitted CV's. The funding of £9,900 had been received and this had been advised to all interested parties. Dates were in the diary with consultants and neighbourhood plan steering group for evenings of 13/14th September when the Memorial Hall and Priory Rooms had been booked for these two 'half day' meetings. The Clerk had handed over to the Chair of the Steering Group to organise with the consultants a brief pre-inception meeting to ascertain current position with regard to work already done so that best use can be made of the inception meeting days.
- 7 PLAY AREA DEVELOPMENT REPORTS** The Clerk advised that the RoSPA report had been commissioned again for this September from PlaySafety after consultation with Cllr Kinnair it was thought that a new contract will not necessarily be in place by then. The Chair referred to the update circulated by Cllr Kinnair updating on progress with funding. Guided by the Community Infrastructure Levy (CIL) team on the funding process, a bid has been submitted for the new Younger Children's area. The cost for the equipment will be £13019, CIL funding will provide 75% (£9764.25) and as this is under £10k the CIL team can consider and authorise rather than be referred to full Cabinet for decision. A Community Grant application is also being pursued for the remaining £15k needed towards the total £51k cost.
- 8 CLERK'S REPORTS**
- 8.1 **General Reserve Policy** – previously circulated – The Clerk proposed postponing this until a reply has been received from SALC on the guidelines. This was agreed.
- 8.2 **Proposed Changes to reserves - Transfer of reserves from Earmarked to General** Proposal as amended and previously circulated, draft reconciliation report, in line with general reserve policy, to reallocate the £15k CIL monies allocation against play area, £3k for closed churchyard and £8k for street lighting to a CIL reserve as is proper practice, thereby reducing the general reserve below the equivalent of 12 months precept and presenting the

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restricted CIL budget transparently in the monthly reconciliation (as endorsed by SALC finance). This was unanimously approved.

- 8.3 **Reconciliation to 31st July 2021** – The ledger reconciles with the bank balances and was approved and signed by Cllr Bartholomew.
- 8.4 **Request for payments** - The summary of payments has been circulated in advance of the meeting, for approval and signing. The Clerk advised that if approved the payment to FedEx Express should not be submitted until the Clerk had heard from couriers. It is possible that this invoice is in error. Payments were all approved subject to the foregoing caveat. [Following the meeting the FedEx Payment was cancelled]

#	Payee	Amount	Description
1	FedEx Express	£156.38	Brexit Surprise – Import Duties on SID Solar panel
2	Boston Bulb Company	£115.00	Bulbs for Closed Churchyard (autumn delivery)
3	CGM	£360.00	Play Area Grass Cutting x 3
4	Memorial Hall	£25.00	Hall Hire – PC meeting July
5	Kevin Boardley	£27.98	Lock and hasp - reimbursement
6	Browns Tree Services	£1,200.00	Clearance of pavement under hedge on The Causeway
7	Parish Council employee	£672.28	Wages

#	Payments In	Ref	Amount	Description
1	HMRC VTR (rec'd 12/04/2021 and not reported for minuting)		£4,728.64	VAT Rebate to 31 st March 2021
2	Groundworks Grant		£9,900.00	Neighbourhood Plan Basic Grant for work as planned with consultant to 31 st March 2022

- 8.5 **Fidelity Guarantee** – The Clerk asked that Councillors consider the need to increase as per guidelines (year end balances plus 50% of precept) as per previously circulated email. Councillors considered and resolved that no change would be made at this time as they considered sufficient checks and balances were in place and that year end balances would be much reduced by significant upcoming expenditure.
- 8.6 **Audit recommendation - Risk Register** – Previously circulated to be approved as first stage of development of the register. Cllr Bartholomew and the Clerk proposed that this was postponed to the next meeting to give more time for all councillors to consider. Cllr Belson raised an issue with the inclusion of one of the non-financial risks. It was decided that this could be included for consideration at the next meeting. Clerk to circulate.
- 8.7 **Annual Meeting of the Parish** – The Clerk reported at least 15 tables taken so far. It was agreed that the Parish Council would also have a table. It was proposed that the Parish Councils should provide refreshments free of charge. This was unanimously agreed.
- 8.8 **Quarterly Bank Service Charge £18.00** – was not noted that this should have been reported with payments for July. Noted.
- 8.9 **Problem Reports SCC** – Cllr Mecrow advised he had not forgotten the need to pinpoint the fallen sign on Sumner Road so that this can be reported by the Clerk. Councillors were satisfied with the clearance of The Causeway and asked that the Parish Clerk contact the

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owners of the hedge to draw this to their attention. Cllr Meyer advised that it had been reported to him that a streetlight was out on Grove Park. The Clerk advised that anyone could report such issues using the Suffolk County Council Highways reporting tool at <https://highwaysreporting.suffolk.gov.uk/>. The Clerk agreed to wander down to Grove Park after dark to identify the lamp.

8.10 **Action Log** – The Clerk referred to the items on the previously circulated and updated action log (for items completed). Parish Council unanimously agreed that these items should be removed from the log. Councillors asked about the issues that were put on backburner throughout lockdown. The Clerk advised that these had been chased and no response had yet been received. The Clerk will keep chasing. Cllr Bartholomew raised the issue of the village sign and asked for feedback based on the photograph previously circulated of work completed by Amanda Ellis. He also advised that a new oak post will be needed. The Parish Council are very grateful to Amanda for getting this done and felt only that maybe the lettering could stand out a bit more maybe by using a different colour. It was unanimously agreed that the Clerk should advise that a new oak post can be sourced from Clarkes and any paint required could also be sourced and will be paid for by the Parish Council. It was noted that the bus shelter panels had still not been fitted. The Clerk was asked to contact a previous volunteer to see if he could do this work. Cllr Roberts agreed to pressure wash the frame.

8.11 **Annual Leave** – The Clerk raised the issue of the calculation of paid annual leave for a part time, variable hours post. Cllr Bartholomew suggested the first step was to update the Clerk's contract to more closely reflect the hours being worked. It was agreed that the Chair and the Clerk would address this when meeting to discuss appraisal.

9 MATTERS ARISING *[from previous meeting only where further decisions are required]*

9.1 **Stream** – The Clerk advised that from the seven organisations suggested by Suffolk Wildlife Trust, five had advised they do not undertake this sort of work and two had not replied. The Clerk had got one quote for the drawing up of a detailed rotational management plan over three or four years (previously circulated). This was noted and the Clerk was asked to seek another quote from the company that maintains the Play Area and also to contact the company that has already quoted with adjustments to the focus of the work.

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

10.1 **Streetlighting upgrades** – the quotes previously circulated were considered and it was unanimously decided to authorise a final phase of the remaining 15 lamps. Clerk to action.

10.2 **Village tea party in Closed Churchyard** – The Clerk advised that it had been notified that the event will no longer go ahead in the closed churchyard due to a number of complaints received by the organisers. The event is to be held instead in the grounds of the Priory Room. The organiser has advised that both marquees will still be required. The Parish Council had no objection to this.

11 CORRESPONDENCE - none

12 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]

Kevin Boardley, Proper Officer, Clerk to Walsham-le-Willows Parish Council
Meeting Closed at 20:50

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