



PARISH COUNCIL OF Walsham le Willows

MINUTES of the meeting held on Wednesday 8th September 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 Arbon; Belson; Bartholomew; Kinnair; Mecrow; Roberts

1 FIRST BUSINESS

- 1.1 Apologies - None
- 1.2 Apologies – None required.
- 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 11th August 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. Cllr Fleming took questions: Parish Councillors raised concerns about the apparent failings of the school transport service that they are hearing about. Neither the provision nor the cost savings that were heralded as part of the reorganisation are materialising, with parents being left in very difficult situations with their children not being allowed on the bus. Cllr Fleming and her colleagues are also very concerned and is pursuing at an impending committee meeting. She asked that individual councillors and parents write directly to her to give more weight to the argument that will be put to the committee. The Clerk asked that Cllrs Mecrow, Bartholomew and Arbon write to Jessica with their concerns.
Cllr Kinnair asked Cllr Fleming if a grant from her Locality budget may be available for the Play Area; she agreed to funding of £1.5k for the older children's swing. Cllr Kinnair to follow up.
The Clerk asked again about the outstanding site meeting that was mooted with Highways before lockdowns. Cllr Fleming advised that council services were still not back to normal and that it might be a while yet before this meeting can take place, but she is intending to pursue for us at meetings over the next few months.
- Report from District Councillor Richard Meyer was submitted and previously circulated. **District Cllr Meyer** (who joined the meeting at 19:40) took questions: Cllr Mecrow asked about the potential conflicts re accountability between development partners and Gateway 14. Cllr Meyer responded that he felt there were sufficient checks and balances built into the process. The Clerk asked about how an equal partnership can exist where a developer can effectively threaten to take the planning authority to court at certain stages of the planning process.
Cllr Mecrow asked about the potential 'devolution' for Suffolk Councils. Cllr Meyer responded that nothing had been decided yet. At an early stage where the Suffolk Councils are trying to understand exactly what 'devolution' would mean for them. Cllr Bartholomew asked about the contract for paper waste removal noting that the current receptacle just is not big enough to cope with the demand for recycling. Cllr Meyer noted this and advised that this is a temporary solution whilst a new contract is negotiated.

So signed by the Chair at the meeting of 13th October 2021

3 PUBLIC OPEN FORUM

No members of the public in attendance.

4 PLANNING APPLICATIONS TO BE CONSIDERED incl. any received after the publication of this agenda & PLANNING MATTERS [to be brought to the attention of the council]

4.1 APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/21/04739 Proposal:

Notification for works to trees in a Conservation Area - Fell 1No Yew Tree and Coppice 1No Hazel Tree (To give better clearance and prevent entanglement to the powerlines) **Location:** Orchard House, Palmer Street, Walsham Le Willows, Suffolk IP31 3BS

THE PARISH COUNCIL MADE NO COMMENT

4.2 APPLICATION FOR CONSENT TO CARRY OUT WORKS TO TREE(S) PROTECTED BY A TREE

PRESERVATION ORDER - DC/21/04600 Proposal: Application for Works to Trees in a Conservation Area - 1no. Hornbeam (Removal of lower branches) and 1no. Lime tree (Pollard) **Location:** Land Rear Of Avenue House, The Street, Walsham Le Willows, Suffolk

IP31 3AZ **THE PARISH COUNCIL MADE NO COMMENT**

4.3 APPLICATION FOR PLANNING PERMISSION - DC/21/04516 Proposal: Householder

Application - Erection of single storey side extension (following the demolition of existing outbuilding). **Location:** Grange Barn, Rookery Lane, Walsham Le Willows, Suffolk IP31 3BD

THE PARISH COUNCIL MADE NO COMMENT

4.4 APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/21/04820 Proposal:

Notification for works to trees in a Conservation Area - Removal of 1no Yew Bush **Location:** Coopers, The Street, Walsham Le Willows, Suffolk IP31 3AZ **THE PARISH COUNCIL MADE NO COMMENT**

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

5.1 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 **MSDC GRANTED PERMISSION** Clerk to contact applicant to reassure.

6 NEIGHBOURHOOD PLAN - Reports to Council – Cllr Mecrow reported having attended his first steering group meeting and that the group was looking forward to working with the consultants. The Clerk advised that there was a draft mission statement on the website which was the first document uploaded. This will form the basis of the vision and objectives statement to be finalised with the consultants.

7 PLAY AREA DEVELOPMENT

7.1 Reports to Council – Cllr Kinnair gave an update on the funding bid position. £29k of the £51k needed has been secured from the Parish Council (reserves and Neighbourhood CIL) of which £2k has been set aside to pay solicitors fees for the drawing up of the new lease. The CIL team at MSDC have indicated a bid for £9,700 would be welcomed in October (Cllr Kinnair will organise the completion of application). Cllr Fleming committed to £1.5k from her locality budget (Cllr Kinnair will contact her re the details). This leaves a shortfall of £12.8k. A potential bid to the Communities team at MSDC also looks promising which will hopefully clear the shortfall. Cllr Meyer indicated that Walsham had already received a considerable amount of his limited Locality budget last year. [Subsequent to the meeting, another approach to Cllr Meyer at the Annual Meeting of the Parish, secured another £1k, leaving a shortfall of £11.8k). Cllr Kinnair also advised that a letter of authorisation would be needed from the landowners along with evidence of consultation of parishioners for the submission of remaining bids.

7.2 New Play Area Lease – The Clerk presented the new counterpart lease, as previously circulated, for consideration. This was approved for signature and duly signed by Cllrs Belson

So signed by the Chair at the meeting of 13th October 2021

and Kinnair and countersigned by the Clerk who will return it to the solicitors after the meeting.

8 CLERK'S REPORTS

- 8.1 **General Reserve Policy** – this has been previously circulated with an amendment following advice from SALC and discussions between the Clerk and Cllr Bartholomew. This was approved for adoption and the Clerk will incorporate into the Council's policies as suggested by the internal auditor.
- 8.2 **Reconciliation to 31st August 2021** – Bank balances reconcile with the ledger, and this was approved. Checked and signed by Cllr Kinnair.
- 8.3 **Review Earmarked reserves** – The Clerk noted that £1200 had been re-posted from 'Other Expenses' to Road Safety as this made more sense for the recent pavement clearance work on The Causeway given the concerns were about pedestrian safety from passing traffic. This was unanimously approved. As a result, the Clerk proposed that the earmarked budget for Road Safety be reduced to zero. This was unanimously approved.
- 8.4 **Request for payments** - The summary of payments has been circulated in advance of the meeting, for approval and signing. The Clerk noted two extra payments for invoices received after the summary had been circulated (for closed churchyard ivy removal and Parish Protect Insurance premium). Payments were approved and authorised for payment, signed by Cllrs Kinnair and Belson.

#	Payments OUT	Amount	Description
1	David Murray	£375.00	Ivy Clearance from gravestones in closed churchyard
2	CAS	£763.43	Parish Protect Insurance Policy
3	Memorial Hall	£20.00	Hall Hire for PC meeting August
4	Kevin Boardley	£29.99	Reimbursement Namesco web site backup renewal
3	Kevin Boardley	£31.19	Reimbursement Namesco reserved domain name
6	PKF Littlejohn	£240.00	External Audit
7	Parish Council employee	£653.96	Wages
	Payments IN - NONE		

- 8.5 **External Audit** – The Clerk advised that notice of completion of external audit had been posted on the website as previously advised by email. This was noted.
- 8.6 **Audit recommendation - Risk Register** – The Clerk had previously circulated the revised register. This was approved as the first stage of development of the register as suggested by the internal auditor.
- 8.7 **Sample Initials** – The Clerk asked all Councillors to give a sample of their signature and initials as had been suggested by Cllr Bartholomew to make the authorisation of payments slightly quicker.
- 8.8 **Annual Meeting of the Parish** – The Clerk reminded that this was to take place on Saturday 11th to start at 1 and run until 5pm. Cllr Bartholomew advised that he would be at the hall at 10am to open up ready for the arrival of village organisation to set up their tables at 10:45.
- 8.9 **Problem Reports SCC** – Clerk to advise any to be noted or any issues
- 8.10 **Action Log** – Clerk to advise anything of note or review.
- 8.10.1 The Clerk referred to the email from the West Area team re Fishponds Lane barrier which it was noted seems to have taken us back to square one. It was noted that the offer of two bollards at each end had been offered. Clerk to follow up.

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- 8.10.2 The Clerk advised nothing more heard from Patrick Barker on enquiry as to revised parameters for the quote and that a meeting with CGM (contractors for Play Area grass cutting) had been arranged for the coming Friday with quote to follow. Clerk reported that it was proving difficult to find contractors who would take on this work but will keep trying to see if more quotes can be obtained.
- 8.10.3 The Clerk advised that Gareth Rees had kindly agreed to take on the replacement for the Perspex panels in the bus shelter on Palmer St and had collected these.
- 8.10.4 Cllrs asked who used to cut the Play Area hedge and it was thought that this may have been done voluntarily by a local landowner. Clerk to investigate.
- 8.10.5 Councillors also asked about the stream bank either side of the stream at Millar's Close. Clerk advised that MSDC had advised that this was on their management plan. Cllr Rick Meyer was asked to follow this up.
- 9 MATTERS ARISING** *[from previous meeting only where further decisions are required]* None
- 10 OTHER ITEMS FOR DISCUSSION** *[Councillors can request that Chair or Clerk place items for discussion and decision on the agenda here]*
- 10.1 CIL Funding Consultation** – Councillors started to discuss this but then felt that this needed more time to do it justice so proposed it was rolled over to the next agenda.
- 11 CORRESPONDENCE**
- 11.1 Letter from Frances Jenner (History Group) thanking Parish Council for the work done regarding the closed churchyard ivy removal. This was noted. Clerk to advise to David Murray.
- 12 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN**
- 12.1** Cllr Mecrow asked if we could find out what CIL monies would be due and when. The Clerk advised that this has been circulated back in April when we were corresponding with the CIL team on this following their advice that funds would be due. Clerk to recirculate.
[No decisions can be made under AOB. Matters requiring decision must be placed on the agenda for the following meeting]

Meeting closed at 21:00 Kevin Boardley, Proper Officer, Clerk