



WALSHAM-LE-WILLOWS PARISH COUNCIL MEETING

MINUTES of meeting Tuesday 14th April 2020 online via Zoom due to Coronavirus restrictions. Members of the public were able to join the meeting to observe or make representations by registering in advance with the Clerk.

PRESENT Cllrs. Arbon, Bartholomew, Belson, Kinnair, Mecrow & Roberts. Cllr Fleming for the County & Cllr Meyer for the District.

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

1 FIRST BUSINESS

- 1.1 **Acceptance of apologies** – Cllr. Ellis, apologies unanimously accepted.
- 1.2 **Minutes of the last meeting** held on 10th March 2020 were unanimously approved. Cllr Roberts to digitally sign pending further advice once face to face meetings can be resumed.
- 1.3 **Pecuniary and Non-pecuniary interests of members** – none declared
- 1.4 **Applications for dispensation** - none
- 1.5 **Public Open Forum** – No members of the public present
- 1.6 **County and District Reports** – Cllrs Fleming & Meyer presented their respective reports. These included for the County, Consultation on new Orthopaedic Centre in Colchester, School Transport Opt-In, Street Lighting capital investment, Suffolk Walking festival, and Civil Parking Enforcement. And for the District, Mid Suffolk Covid-19 response, detail of changes to Customer Services in light of response to Covid-19. The full reports can be found on the village website at: <https://www.walsham-le-willows.org/explore/governance-community/parish-council/>

The Clerk enquired as to the capital investment for streetlighting and if this was available for streetlamps owned and maintained by the Parish Council. **ACTION Clerk** to email the inventory to Cllr Fleming who will make enquiries.

ACTION Cllr Fleming to advise Clerk of any more **report information for the website**.

Cllr Mecrow raised the issue of **possible restrictions on the lighting of bonfires** with Cllr Meyer as these can make things very difficult for anyone with Coronavirus breathing difficulties. Outcome was that the powers do not exist to prevent this which would require temporary emergency changes to law/regulation. **ACTION Clerk** to place notice in Observer asking people to consider the impacts on their neighbours particularly in the light of the Coronavirus epidemic. There is already a post on the website.

Cllr Meyer flagged the **grant monies available to assist with extra costs associated with responses to Coronavirus epidemic**. **ACTION Cllr Meyer** to send application form to Clerk.

Cllr Arbon raised issue of dumping of grass cuttings in hedges due to the suspension of collections by MSDC and asked how the Parish Council might respond. **ACTION Clerk** to contact local farmers to see if something could be arranged for disposal of green waste if supervised by the Parish Council.

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

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78 Appeal
Reference: APP/W3520/D/20/3246469 **Appeal by:** Mr Ali Waugh **Proposal:** Householder Planning Application- Erection of two storey rear extension with ground floor bay window **Location:** 44 Townhouse Road, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3BP **NOTED**

APPLICATION FOR LISTED BUILDING CONSENT - DC/20/01225 Proposal: Application for Listed Building Consent - Demolition of derelict outbuilding **Location:** The Blue Boar, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AA **THE PARISH COUNCIL SUPPORTED THIS APPLICATION**

RECONSULTATION APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - DC/20/00672 Proposal: Application under Section 73 of the Town and Country Planning Act for removal or variation of condition following grant of application 1352/17 decided 05/07/2018 to allow variation of condition 5 (provision of footpath)- to amend wording to read "Before the occupation of the eleventh dwelling, a footway is to be provided along Wattisfield Road from the application site to link with the existing footway to the south of Mill Close. The footway shall be provided in accordance with layout and design details that shall be submitted to and approved by the Local Planning Authority. Thereafter it shall be retained in the approved form." **Location:** Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk **THE PARISH COUNCIL HAS ALREADY OBJECTED TO THIS APPLICATION (The same objection will be resubmitted).**

Cllr Roberts passed on a thank you to the Clerk and the Council from Trevor Pollard for efforts to assist with objections to application 1352/17.

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

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990
Proposal: Discharge of Conditions Application for 1352/17 - Condition 24 (Ecological Reports) and Condition 25 (Ecological Design Strategy) **Location:** Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk **MSDC APPROVED THE DISCHARGE OF CONDITIONS**

DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990
Proposal: Discharge of Conditions Application for 1352/17 - Condition 3 (Approval of location and phasing of affordable housing), Condition 4 (Materials), Condition 12 (Written Scheme of Investigation), Condition 13 (Safeguard Archaeological Assets), Condition 16 (Surface Water Drainage Flow Paths) and Condition 18 (Surface Water Drainage) **Location:** Land West Of, Wattisfield Road, Walsham Le Willows, Suffolk Mid Suffolk District Council hereby gives notice that the details submitted in pursuance to the conditions referred to above have been determined as summarised below in relation to each relevant condition together with any appropriate comments, limitations or advice. **MSDC APPROVED THE DISCHARGE OF CONDITIONS**

APPEAL REF: APP/W3520/W/19/3242243 re application Ref DC/19/01250, dated 12 March 2019 Rookery Barn, Rookery Lane, Walsham-le-Willows, Bury St Edmunds, Suffolk, IP31 3BD
APPEAL ALLOWED BY PLANNING INSPECTORATE

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/20/00595
Proposal: Notification of Works to Trees in a Conservation Area - Cedar (T1) - Fell, Leylandi

(T2) - Fell and Leylandi (T3) – Fell **Location:** Cherry Tree House, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ **MSDC DOES NOT WISH TO OBJECT**

4 MATTERS ARISING

- 4.1 **Development & Neighbourhood Plan** – Clerk advised that a meeting would go ahead online using Zoom on Thursday 16th April.
- 4.2 **Streetlighting conversion** – Quotes from SCC and Pearce & Kemp presented. **ACTION Clerk** After discussion, Cllr Bartholomew proposed that Pearce & Kemp should be engaged for phase II of the upgrades. Seconded by Cllr Mecrow and agreed unanimously subject to Clerk confirming with Cllr Fleming that they are a contractor approved by SCC highways. Clerk advised response from SCC re Phase I. These should all have now been completed by the end of the week and the work will then be invoiced.
- 4.3 **Community Council** – Cllr Bartholomew reported that the Memorial Hall has been closed due to the Coronavirus outbreak, but this is being used as an opportunity to get decorating and electrical work completed. Also, that the Hall is reasonably secure in terms of long-term viability. Compliance with the Charity Commission action plan for the Community Council was also noted and this is being worked through, the review of finances having been completed as far as possible. Cllr Bartholomew reported a positive response to the online version of the Walsham Observer which had been prepared for the website by Ian Toulson and the Clerk. There have been hardly any cancellations of advertising. In response to a question from Cllr Mecrow it was confirmed that the recycling bins in the Memorial Hall car park continue to be emptied
- 4.4 **Parking Finningham Road blind bend** – Cllr Bartholomew reported that lines of communication were being kept open with Flagship Housing for when deliberations on proposals can proceed. Currently on hold.
- 4.5 **Street Cleaning** – Clerk asked the Parish Council to confirm the interim decision taken by Cllrs Roberts and Bartholomew to allow the street cleaning to continue through the Coronavirus outbreak. This was unanimously agreed. **ACTION Clerk** to formally write contractor to confirm and also reiterate social distancing measures that must be complied with. Clerk reported that the new contract was yet to be drawn up. **ACTION Clerk** to ask Cllrs Fleming/Meyer about PPE introduced for County and District street cleaning contractors.
- 4.6 **Re-designating the Six Bells as an Asset of Community Value** – Clerk reported that this application had been submitted.
- 4.7 **Annual Parish Meeting** (between 1st March – 1st June incl.) – It was noted that the Clerk advised that this is now on hold due to Coronavirus epidemic.
- 4.8 **Induction Course for Cllr Arbon** – It was noted that Cllr Arbon has decided to wait for face to face courses to resume after the lockdown is relaxed.
- 4.9 **Parish Council Risk Assessment** – Clerk reported more conversations with representatives of the Parochial Church Council re enquiries as to the risk assessment in place for the Closed Churchyard. Following discussion, it was unanimously agreed that the Clerk should review the current risk assessment and revise to base it on a risk register that will include all aspects of risk that the Parish Council needs to mitigate. **ACTION Clerk.**

5 CORRESPONDENCE

- 5.1 **Sustainability Appraisal of the Babergh Mid Suffolk Joint Local Plan** – The Parish Council unanimously agreed that no comment would be submitted. Nothing had been heard from the Neighbourhood Plan group on this.
- 5.2 **Highways Bridge Repairs** – The clerk reported, and it was noted, that this work is on hold pending relaxation of Coronavirus lockdown.

6 REPORTS

- 6.1 Clerk's report & financial report to 31st March 2020 & request for online payments. Payments were signed digitally by Councillors Bartholomew and Kinnair pending further advice from SALC on how this should be followed up once face to face meetings can be resumed.

#	Payee	Amount	Description
1	SALC	£445.81	Annual Subscription
2	K Boardley	£14.39	Zoom Conferencing Subs
3	SCC	£2452.49	Streetlighting maintenance & energy
4	Thomas Hunter	£56.00	Play Area Maintenance
5	Thomas Hunter	£122.08	Street Cleaning
6	Parish Council Employee	£548.40	Wages

#	Payments In	Ref	Amount	Description
1	MSDC Precept Due	0000420720	£10,824.50	First payment 1 st April
2	MSDC Street cleaning Received	0000344493	£373.56	Street Cleansing Grant 4 th Qtr.

- 6.1.1 **Complaint made against Cllr Roberts for alleged breach of Code of Conduct** – The Parish Council noted that a complaint had been sent in October/November of last year to the Monitoring Officer at Mid-Suffolk District Council against Cllr Roberts. The Monitoring Officer has responded that, following investigation, it has been determined that the allegation of bullying is not upheld for reason that “Councillor Trevor Roberts was the Chair of the Parish Council and was also the Parish Council representative on the Community Council. As the Parish Council representative, he is duty bound to raise any concerns of the Parish Council at the appropriate meetings.” The Monitoring Officer has closed the case.
- 6.1.2 **Problem Reports SCC** – this item was not discussed
- 6.1.3 **Bank interest rate on deposit account** – It was noted that the Council has been advised that this is to be reduced to zero from 21st May 2020
- 6.1.4 **Internal Audit** – Clerk reported that SALC have advised postponement of completion of internal audits until further Government advice is received by external auditors regarding statutory timescales and required paperwork is circulated. In the meantime, the Clerk has been in touch with SALC and is preparing audit documents for electronic submission.
- 6.2 **Play Area** –
- **Play Council/Parish Council governance relationship** – update from Cllr Kinnair and the Clerk. No further progress other than for peace of mind the Clerk had asked Clive Wadham-Smith to review the situation and Option II as put to Council and agreed in March. ACTION Clerk to go ahead with proposed reconvening of the Play Council Committee by virtual Extraordinary General Meeting, notifying this 21 days in advance (Website and Observer) as required by the Constitution and drawing up the agenda and resolutions to be passed. The monies raised by 200 club for the Play Area was discussed. It was unanimously agreed that this should be paid into the existing bank account pending the transfer of the account balance to the Parish Council. ACTION Clerk to contact Chair of Play Council to advise.
 - **Keys for the gate** – Clerk reported One with tree works contractor and the other with grass cutting contractor. Cllr Roberts reported that the signage re Play Area Closure had been erected and an image was taken in case it should be removed.

- 6.3 **Footpath Warden** – **ACTION Cllr Roberts** to seek advice from contact with regard to who flails the Fishponds Way footpath hedges. The Clerk enquired as to who is responsible for the footpath bridges to the north and west of Betty's bridge as these need some repair.
ACTION Clerk to advise SCC.
- 6.4 **Tree Warden** – Cllr Belson reported that the trees felled by wind in the play area will be dealt with by David Brown with the other work that is in hand. The point was also made that there is no way that these sorts of occurrences can be picked up in advance, even by the detailed baseline condition report that was commissioned earlier in the year as in these cases there was no obvious evidence of any weaknesses with these particular trees at that time.
- 7 OTHER ITEMS FOR DISCUSSION**
None
- 8 ANY OTHER BUSINESS/QUESTIONS TO THE CHAIRMAN (No decisions made under AOB)**
None

Meeting closed at 20:44

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