



## WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 13<sup>th</sup> April 2022 commencing at 7.00 p.m. in the Memorial Hall.

*[Pending formal approval, these minutes have been informally approved. Any further corrections will be proposed & minuted at the next meeting]*

**PRESENT:** Cllrs. Arbon, Bartholomew, Belson, Kinnair & Roberts.

**ALSO PRESENT:** District Councillor Meyer

1 OPENING – The meeting commenced at 19:01

2 APOLOGIES

- a) Apologies had been received by the Clerk from Cllrs Mecrow and Winch.
- b) Council gave consent to apologies as received.

3 DECLARATIONS of Pecuniary & Non-Pecuniary Interests

- a) To receive declarations of pecuniary, local non-pecuniary interest(s) incl. personal interests in items on the agenda and to include declarations of any gifts of hospitality – none were declared.
- b) To receive declarations of lobbying for planning matters on the agenda - none were declared.
- c) To receive requests for dispensations – none were required.

4 MINUTES

- a) To Receive and consider the minutes of the following meetings (as previously circulated)
  - Minutes of the full Council Meeting (Special Planning) of 8th March 2022, as previously circulated, were approved along with consent for the Chair to sign the minutes as a true and accurate record.
  - Minutes of the full Council Meeting of 9th March 2022, as previously circulated, were approved along with consent for the Chair to sign the minutes as a true and accurate record

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

- a) Report from Phil Newby (Neighbourhood Plan Steering Group) – There was no-one in attendance from the group.
- b) Report from County Councillor Jessica Fleming has been circulated. Cllr Fleming unable to attend.
- c) The Chair invited questions for Cllr Meyer on his report and any other matters. Cllr Bartholomew had a question unrelated to the report about reports of ongoing issues with refuse collections. Cllr Meyer had understood that the issues had been resolved. A watching brief to be maintained.

6 PUBLIC FORUM

- a) To receive questions and matters of concern from members of the public in attendance on the agenda. No members of the public were present.

7 PLANNING MATTERS

- a) STANTON DEVELOPMENT (WEST SUFFOLK) – to consider matters relating to this development. Councillors discussed the assessment of the actual levers available to influence this development. Cllr Meyer thought the influence is limited but probably best

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focused on congestion, weak bridge on A1088, and the fact that potential numbers of vehicle movements along with those from other developments now exceed those that were anticipated when the IKEA application for this site was under consideration.

- b) Cllr Bartholomew proposed approval of the suggestion by Cllr Winch (by email 03/04/2022) to make contact with all parishes that are potentially impacted to see if a working party could be convened to put forward shared concerns. It was suggested that all parishes along the A143 from St Edmundsbury to Wortham be contacted. Cllr Winch had offered to follow up.
- c) Application DC/22/01367 Proposal: Erection of a single storey pitched roof extension to side of dwelling and link to outbuilding. Location: Four Ashes Palmer Street Walsham Le Willows Bury St Edmunds Suffolk IP31 3BZ THE PARISH COUNCIL MADE NO COMMENT
- d) Application - DC/22/01897 – Proposal: Erection of a single storey side extension to store and conversion of hayloft to form annex, installation of stairs leading to hayloft, replacement of garage door with french windows, closing up of wall between garage and proposed sitting room, extension of garden wall to form courtyard, and erection of a new garden store Location: The Priory, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB THE PARISH COUNCIL SUPPORTED THIS APPLICATION
- e) Application DC/22/01898 for Listed Building Consent - Erection of a single storey side extension to store and conversion of hayloft to form annex, installation of stairs leading to hayloft, replacement of garage door with french windows, closing up of wall between garage and proposed sitting room, extension of garden wall to form courtyard, and erection of a new garden store Location: The Priory, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB THE PARISH COUNCIL SUPPORTED THIS APPLICATION

#### 8 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority - to be noted)

- a) DC/22/00637 Proposal: Full Planning Application – Change of Use of agricultural barns for B8 (Commercial Storage). Location: Church Farm, The Causeway, Walsham Le Willows, Suffolk IP31 3AB THIS APPLICATION WAS WITHDRAWN
- b) DC/22/00640 Proposal: Listed Building Consent - Works to facilitate use of barns for commercial storage (B8). Location: Church Farm, The Causeway, Walsham Le Willows, Suffolk IP31 3AB THIS APPLICATION WAS WITHDRAWN
- c) DC/22/00627 Proposal: Householder Application - Construction of swimming pool, associated landscaping and erection of pergola. Location: Grove Farm, Grove Road, Walsham Le Willows, IP31 3AD GRANTED by MSDC.

#### 9 NEIGHBOURHOOD PLAN – to receive any comments from Parish Council representatives (Cllrs. Belson & Mecrow) and consider any matters arising.

- Cllr Belson reported that the meeting strongly encouraged by the consultants in their enforced absence did not take place as planned due to technical difficulties with online platform. Three group members did manage to meet but without the rest of the group could not properly start consideration the draft Design Code. This document runs to 95 pages and is full of interesting and helpful guidance on the design of new housing in the

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context of Walsham le Willows and will provide a much stronger position on the design of housing in the future.

- Cllr Bartholomew asked if policies and a positive statement on the installation of photo-voltaic panels had been included in the design code. Cllr Belson will check this.
- a) Council formally approved the decision indicated by email (24/03/2022) with regard to neighbourhood plan consultancy funding for period of funding gap. Councillors were asked to indicate by email if they wished that the Parish Council directly meet consultancy fees during the funding gap that is created by the return of unspent funds 2021/22 and re-application for funding for 2022/23. The majority of councillors indicated against this provision and for the return and reclaim of the funding to be expedited as quickly as possible to allow consultancy support to the neighbourhood plan group to recommence.
- b) Council approved the return of unspent grant for £5611.50 (as calculated by the Clerk) for 2021/22.
- c) Council approved the application for grant funding of £9,990 for planned work in 2022/23 (£5611.50 plus £4378.50 additional grant) - email circulated 08/04/2022

10 PLAY AREA DEVELOPMENT – to receive report from Cllr Kinnair and consider any matters arising.

- Cllr Kinnair reported the interest of two more suppliers based in Burnley and Leicester. It is hoped that tenders will be received from these as well as those previously contacted for indicative quotes.
- It was noted that the closure date for receipt of tenders is 17<sup>th</sup> April at 17:00; the tenders will be sent to the Clerk who will meet with Cllr Kinnair on 22<sup>nd</sup> April to document their opening and circulate for consideration ahead of the meeting on 28<sup>th</sup> April when it is hoped the contract will be awarded.

## 11 FINANCE

- a) To consider and receive bank reconciliation for period ending 31st March 2022. Unanimously approved and signed by Cllr Kinnair.
- b) To receive and approve the accounts awaiting payment (appendix 1). Unanimously approved and signed by Cllrs Bartholomew and Kinnair.
- c) To consider and receive for approval a request for CIL grant from for the surfacing of the track by the allotments (circulated 31/03/2022). Council discussed this in the light of information that a wider project encompassing this proposal may be possible. Cllr Meyer had indicated that MSDC has appointed a new officer who he will contact to highlight the possible overlap with MSDC priorities re cycle paths to see if there is any interest from that direction. Council resolved to defer a decision on this CIL grant request pending the outcome of Cllr Meyer's enquiries.
- d) To receive and consider proposal from Clerk for approval of supply and installation of Four Ashes Finger Post by SCC at an estimated cost of £3,150. Council discussed the information received from the Clerk which indicated only a broad cost range for supply and installation by SCC Highways (effectively the only viable option) and subject to further cost assessments. Given that it is difficult to ascertain the potential additional costs unless the

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Parish Council undertakes to fund these assessments, which it is thought would highlight the need to move fire hydrant and speed signage, Council determined that value for money could not be reliably established in advance and resolved that this CIL bid request could not be granted.

- e) To consider and approve Clerk's proposal to transfer £55,000 to the deposit account. This was approved along with agreement that the Clerk manage these balances within the £10,000 limit as provided for in the Council's Financial Regulations to maximise the interest from the sums currently held.

## 12 STATUTORY BUSINESS

- a) To consider and receive for approval the Internal Controls document as reviewed and amended (circulated 21/03/2022). This was unanimously approved.
- b) To approve the completion of Internal Control checks for 2021/22 (circulated 21/03/2022). Signatures for audit. This was unanimously approved and signed by Cllr Bartholomew. The Clerk to arrange for signing by Cllr Winch outside the meeting. The Clerk noted that these checks were carried out by Cllrs Bartholomew and Winch for 2021/22 but that those remaining on the revised suite should in future be carried out throughout the year, with all councillors taking part.
- c) To consider and receive the example CIL grant policy and to decide the CIL grant policy for Walsham for approval. Council discussed the merits of the example policy from Thurston Parish Council which it was acknowledged has a much larger CIL budget. It was resolved that the Clerk would tailor this policy for Walsham and forward to Cllr Bartholomew for review prior to proposing the new policy for adoption at the next meeting.
- d) To consider and receive NJC rates of pay applicable for Clerk. To approve for implementation by SALC payroll, backdated from 1st April 2021. Council unanimously approved the new pay rates. Clerk to advise SALC payroll.
- e) To approve date of Saturday 21st May for the Annual Parish Meeting (as provisionally agreed by email 21/03/2022). This was unanimously approved. Cllr Kinnair suggested the event be used to promote the work on the Play Area refurbishment.

## 13 CLERK & COUNCILLOR REPORTS

- a) To consider and receive the updated action log for any matters of concern/note. Noted, there were no questions for the Clerk.
- b) To consider and receive Clerk's proposal that CGM are asked to quote for spring 2023 annual stream maintenance. Council considered the Clerk's view of the performance of the work this year. It was resolved to formalise this as an annual contract with the work taking place in October/November to clear summer growth. Clerk to contact CGM to action.
- c) To consider and receive the contract for grass cutting along the verges of the stream (circulated 09/04/2022) and approve the signing by the Clerk. This was discussed and approved. Clerk to sign and return the contract.
- d) To note the dates for Play area tender process: BID submission closes Sunday 17/04, bid opening Friday 22/04, award meeting Thursday 28/04 at special meeting. Noted under agenda item 10.

So signed by the Chair at the meeting of 11<sup>th</sup> May 2022

- e) To note request for loan of Parish Council marquee(s) for Open Gardens Weekend 2022. This was noted.
- f) To consider and receive any other matters of concern/note (not for decision). Cllr Arbon asked that the Clerk follow up the correspondence from last year re the tree work he thinks was requested on the Oak Tree outside Oak Tree Cottages. The Clerk could not recall the outcome.

Meeting closed 20:25

## APPENDIX 1

### Payments for Authorisation 13<sup>th</sup> April 2022

#	Payments OUT	Amount	Description
1	Kevin Boardley	£31.18	Website SSL certificate - reimbursement
2	Clarkes of Walsham	£215.77	Materials for Wild Wood Platinum Jubilee bench
3	Groundworks UK	£5611.50	Return of unspent Neighbourhood Plan Grant 2021/22
4	Suffolk Assn. Local Councils	£459.36	Membership Subscription
5	CGM Group	£2257.42	Stream Maintenance
6	CGM Group	£90.00	Grass cutting & Litter Pick Play Area
7	Memorial Village Hall	£25.00	Hall Hire – Parish Council meeting
8	Suffolk County Council	£1186.34	Streetlighting Energy & Maintenance costs
9	Rachel Leggett	£1107.90	Neighbourhood Plan Consultancy Fees + expenses
10	CompassPoint	£1260.00	Neighbourhood Plan Consultancy Fees
11	Parish Council Employee	£652.68	Wages
#	Payments IN	Amount	Description
1	HMRC RECEIVED	£5331.91	VAT rebate 2021/22
2	MSDC DUE	£11,125.00	Precept 22/23 1 <sup>st</sup> instalment
3	MSDC DUE	£20,388.50	Neighbourhood CIL Funding

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