



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 11th May 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. Bartholomew, Belson, Kinnair, Mecrow, Roberts and Winch.

ALSO PRESENT: County Councillor Fleming (Cllr Rick Meyer had given apologies).

1 OPENING – The meeting commenced at 19:00

2 APOLOGIES

- a) Apologies had been received by Cllr Belson from Cllr Arbon who had been detained at work.
- 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
 - Cllr Winch agenda item 13d
 - Cllrs Bartholomew and Roberts agenda item 11l
- b) To receive declarations of lobbying for planning matters on the agenda - none were declared.
- c) To receive requests for dispensations – Dispensations to take part in discussions were granted.

4 MINUTES

- a) To Receive and consider the minutes of the following meetings (as previously circulated)
 - Minutes of the full Council Meeting 28th April 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 was invited to take questions. Cllr Mecrow raised concern about the cost of school transport (£930 pa per child over 16) being discriminatory towards rural residents, antithetical to the 'levelling-up- agenda, the knock-on impacts on parental choice as to school attended (usually only the nearest being funded for school transport) and the fact that parents have to meet the cost themselves for under 16's. The current cost of living crisis exacerbates this and could deter parents from supporting their children into further/higher education which he felt needed more resourcing. Cllr Bartholomew asked about hardship provision and commented that this only kicked in at very low-income levels. Cllr Winch noted the potential for environmental impact if parents choose to drive their children to school if they cannot afford provided public transport. Cllr Fleming acknowledged the problem which she noted was long standing and welcomed the suggestion from Cllr Mecrow for a

So signed by the Chair at the meeting of 8th June 2022

representation from the Parish Council to support the inclusion of this funding in the County Deals initiative. Action Clerk to write to Cllr Fleming on this matter.

Cllr Bartholomew raised the issue of the closure of The Street for works to pavements, finding that the experience on the ground did not match the assurances given prior to the start of works about access for residents along The Street and to the Memorial Village Hall. He also noted the costs of having two people sit all day in vehicles at either end doing nothing other than redirecting road users even when there appeared to be little going on. He asked if the current contract review might consider taking highways responsibilities back in-house. Cllr Fleming confirmed that this was one of the options on the table.

Cllr Belson raised the issue of proposals for the building of a network of large electricity pylons across the county and the impact these will have on the countryside. Cllr Fleming advised that she was attending a meeting about this in the coming week and that she was to propose that the district council as well as the county council put in a response.

6 PUBLIC FORUM

- a) To receive questions and matters of concern from members of the public in attendance on the agenda. One member of the public was present to answer questions on the recently submitted bid for neighbourhood CIL funding for the Sports Club to facilitate the inclusion of a gym that would be run by a private enterprise but providing 400 slots per week for use by the Sports Club and community on top of those that would be used privately. Membership of some sort would be required to use the facility (details still to be worked out); in addition, for the creation of better pedestrian (and possibly cyclist) access from Wattisfield Road to the Sports Club, all to the end of improving physical and mental well-being of village residents. It is early days for this project, but the estimated budget is £55-57k and it is hoped that half of that may come from MSDC and the, so far informal, request was for approximately £10k from the Parish Council neighbourhood CIL budget. The Parish Council was advised that there is currently an indication of support from the district council, and it was felt that some funding from the Parish Council would facilitate the raising of the remaining funds required to complete such a project. The inclusion of a cycle path is something that SCC would lead on, but this may be a longer term aim but Cllr Fleming asked that the Sports Club write to her about the importance of this path to the overall project as this would help to raise the profile for the funding requirement for such a project. There is also the possibility of a footpath along Summer Road from the Sports Club to the crossroads in the village to ease access along what is a busy road. Ian Campbell for the Sports Club felt that this could be more difficult to achieve in the short term because of the narrowness of Summer Road and the resulting requirement for the availability of land adjacent to the road. Cllr Bartholomew asked what stake the Sports Club would take in this and it was advised that currently thinking is approx. £10k. Ian Campbell noted that the demographic of Sport Club users has changed quite significantly over the past 10 years, and this is leading the club organisers to focus on sustainability of the club as a community resource. Cllr Belson noted that the inclusion of a cycle path from Wattisfield Road to Summer Road at this stage would possibly delay the progress with the wider plan. Cllr

So signed by the Chair at the meeting of 8th June 2022

Bartholomew asked about provision for horse-riders. Ian Campbell advised that this presents an ongoing maintenance issue for landowners. Cllr Winch suggested the Parish Council should implement a formal structure of the consideration of CIL bids (agenda item 12f refers). Cllr Mecrow noted that the proposed new jubilee wood would also benefit from these access plans.

7 PLANNING MATTERS

- a) STANTON DEVELOPMENT (WEST SUFFOLK) – to consider matters relating to this development. The Clerk shared the responses so far to the proposal for a working party to be formed amongst local parishes. It is thought that many of the recipients will still be in the process of putting this to their full council meetings and that more responses would probably be received. It was decided to keep a watching brief on proposing to join forces with Green Ixworth group on this. Cllr Roberts added a note of caution in terms of land use licensing for land use of such projects and how the County Mulch site appears to be used as a general dumping ground. He has been unable to find any environmental permit for such use. Cllr Fleming advised that any representations received from members of the public to herself, and Cllr Meyer might facilitate an approach to the Environment Agency. Cllr Roberts also noted that it appears that tenants of the Shepherd's Grove site have been given notice.
- b) TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78
APP/W3520/W/21/3288571 Proposal: Full Planning Application - Erection of 1no. 3bed two-storey dwelling including parking areas for two spaces and landscaping Location: Land To Rear Of Holmwood, The Street, Walsham Le Willows, Suffolk – THIS WAS NOTED

8 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority - to be noted) – none notified

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

Cllr Belson noted the advice from the Clerk that the bid for the grant for 2022/23 had been advised as accepted and was expected to be received in the next 7 days.

The next meeting of the Neighbourhood Plan Steering Group will take place on by Zoom on Thursday 19th May at 7pm when the group can get on with the urgent matters of considering two major pieces of work that will progress the work on the plan. Cllr Winch asked if there was a residents 'wish list' based on the results of the Neighbourhood Plan household survey and questionnaires. The Clerk referred Cllr Winch to the information available on the village website about the work done so far. Cllr Winch will review this to see if there is anything that feeds into deliberations on CIL funding requests and to identify views expressed that fall within the remit of the Parish Council.

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

- Cllr Kinnair reprised his email to councillors circulated on 04/05/2022 about the meeting at the Play Park with the preferred bidder. Toddlers multi-play unit could be adapted; space

So signed by the Chair at the meeting of 8th June 2022

available for twin zip-wire to be worked out as things progress; different sized and priced shelters to be quoted for; size of roundabout confirmed as 2m, same as other companies had quoted for; revised quotes for options on safety matting are on their way; older children's net/basket swing not required; clarification on groundworks required. Quote was expected by end of the week and will be circulated as soon it is received by the Clerk. Clerk to arrange a full Parish Council for 21st May after the Meeting of the Parish in case this is needed to progress to award of contract.

11 FINANCE

- a) Council approved the bank reconciliation for period ending 30th April 2022 which was signed by Cllr Kinnair.
- b) Council approved the 2021/22 year-end statement against the reconciliation for 31st March 2021/22. Paper copy to be signed by Cllr Belson after the meeting.
- c) Council approved the Internal Audit report for 2021/22 for approval and actions on recommendations were agreed with the Clerk for the coming year. Council congratulated the Clerk on a clean audit.
- d) Section 1 Annual Governance Statement was completed by Chair with reference to full council, was approved and duly signed by Chair and Clerk.
- e) Section 2 Accounting Statements for 2021/22 was approved and duly signed by Clerk and Chair.
- f) Accounts awaiting payment summary and invoices were signed and payments approved. (Appendix 1).
- g) It was noted that Clerk took advice on reinstating the budget figures on the reconciliation for 2022/23 after the original electronic file became corrupted.
[at this point after a suggestion from Cllr Mecrow, the Chair proposed taking agenda item 12f]
- h) Council considered proposal by Cllr Mecrow for the contribution to the purchase of a second solar panel for operation of the speed indicator device on Summer Road. This was proposed on the basis of road safety concerns given the frequency with which someone has to scale the post to change batteries on the narrow verge to a road. Clerk was asked to obtain a quote which was expected to be in the region of £1000.
- i) Following discussion in Public Open Forum it was resolved to ask the Clerk to earmark £8k CIL funding in the budget subject to the receipt of detailed and final proposal from the Sports Club.
- j) Council considered the previously circulated training dates for Cllr Winch - the first was approved by the Clerk. Council approved the remainder for expenditure of £180. (Appendix 2).
- k) Council noted that the Clerk has been given the option of joining the Council approved pension scheme and has declined to take up the offer. And that the Clerk has submitted a re-declaration to the Pensions Regulator to confirm compliance with legal duties to re-enrol eligible employees.

So signed by the Chair at the meeting of 8th June 2022

- l) Council considered the request from Memorial Hall Committee for Neighbourhood CIL funding for a new kitchen equipment namely a range oven and hot cabinet and the necessary accessories and calor gas bottles and safety cage for same. Advice had been taken on the use of the hall by caterers and upgrading this equipment from the current domestic model could facilitate more use and therefore revenue for the Memorial Hall; it is also anticipated that given the cost-of-living crisis that the community lunches are going to face more demand therefore a professional range oven would be more appropriate. Total cost £3,500 towards which the Memorial Hall committee would provide £1,000. Cllr Kinnair proposed a CIL grant of £2,500, Cllr Mecrow seconded, and this was unanimously approved. Clerk to action.

12 STATUTORY BUSINESS

- a) Council approved the re-adoption of standing orders and financial regulations and all other policies as previously reviewed for 2022/23. (Appendix 3)
- b) Council reviewed and approved of the Council's subscriptions to other bodies with unanimous approval for continuation. (Appendix 4)
- c) Council reviewed expenditure incurred under s.137 of the Local Government Act 1972 and general powers, for 2022/23. Cllr Bartholomew proposed increasing payments from £40 to £100 for the coming year, apart from the Food Bank donation which was to be kept on the list but decided at a later date. This was unanimously approved. (Appendix 5)
- d) Dates, time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council (Appendix 6) were noted.
- e) Council considered the proposal by Cllr Winch (circulated 07/05/2022) to update the Equal Opportunities Policy with an action plan appendix for 2022/23. Clerk to action and publish.
- f) Council considered this item earlier in the meeting before decisions on other CIL grant bids. The draft policy (circulated 07/05/2022) was reviewed and unanimously approved in the meeting and the Clerk asked to update the draft application form accordingly for later approval.

13 CLERK & COUNCILLOR REPORTS

- a) There were no action log matters raised.
- b) Council discussed the position on the assessment of all proposed village gate locations and resolved that this needed to be actioned quickly for a decision or removed from the agenda. It was agreed that Cllrs Roberts and Mecrow would assess ALL the proposed locations and bring a firm proposal to the next meeting.
- c) It was noted that the Parcel of Land adjacent to The Avenue, Walsham le Willows, was advised as back on market. In the absence of firm ideas of how this would be used for amenity land, it was decided that no further action be taken.
- d) Cllr Winch referred to her earlier proposal that a stream volunteer group be set up independently of the Parish Council to support the Parish Council funded stream maintenance work (Cllr Winch circulated 17/03/2022) but suggested that at this stage maybe it was better to wait for the contract to bed in and then review, maybe at the first contract renewal. This was agreed.

So signed by the Chair at the meeting of 8th June 2022

- e) Council noted the Annual Meeting of the Parish will be held on 21st May between 1 and 4pm in Memorial Hall. It was decided that it would not be appropriate to serve alcohol.
- f) No other matters of concern/note were raised.
- g) Next Monthly Meeting – 8th June 2022, 7pm in Memorial Hall.

Meeting closed 21:55

APPENDIX 1

Payments for Authorisation 13th April 2022

#	Payments OUT	Amount	Description
1	Memorial Hall	£50.00	Hall hire PC meetings
2	CGM	£354.00	Grass cutting – play area & stream verges
3	SALC	£31.20	New Councillor Training Module 2
4	Parish Council Employee	£1009.69	Wages
#	Payments IN	Amount	Description
1	MSDC RECEIVED	£11,125.00	Precept first payment
2	MSDC RECEIVED	£20,388.50	Neighbourhood CIL grant (April payment)

APPENDIX 2

SALC Training modules for Cllr Winch & £25 per module: Mod 1 Wednesday 10th Sept; Mod 2 Monday 9th May; Mod 3 Monday 16th May; Mod 4 Wednesday 29th June; Mod 5 Wednesday 6th July; Mod 6 Monday 6th June; Climate Forum FREE Thursday 16th June

APPENDIX 3

Policies reviewed and approved for re-adoption at meeting on 14/02/2022

001 Model Standing Orders; 002 Financial Regulations; 003 Internal Control Statement; 004 Data Protection and Document Retention Policy; 005 Risk Assessment – Financial; 006 General Health & Safety Policy; 007 Litter Pick Guidance; 008 Risk Assessment - Pavement Sweeping; 009 Disciplinary Procedure; 010 Grievance Procedure; 011 Covid Guidance - Litter Pick Volunteers; 012 Risk Assessment- Litter Pick; 013 Child & Vulnerable Adult Safeguarding Policy; 014 Marquee Usage Policy; 015 Suffolk Code of Conduct; 016 Reserves Policy; 017 Equality & Diversity Policy

APPENDIX 4

Current subscriptions: SALC Membership 457.82; GeoXphere Ltd 48.00

APPENDIX 5

Expenditure incurred under s.137 of the Local Government Act 1972 and general powers: Suffolk Accident Rescue Service (s.137) £40.00; Headway Suffolk (s.137) £40.00; East Anglian Air Ambulance (s.137) £40.00; East Anglia Children's Hospice (s.137) £40.00; Mid Suffolk CAB (s.142 [general powers]) £40.00; Suffolk West CAB (s.142 [general powers]) £40.00; Community Council Food Bank (s.137) £250.00

APPENDIX 6

Date of meetings up to next Annual Meeting in Memorial Hall at 7pm

11 May 2022 **Annual Meeting of Parish Council**; 21 May 2022 **Saturday Annual Meeting of the Parish**; 8 June 2022; 13 July 2022; 10 August 2022; 14 September 2022; 12 October 2022; 9 November 2022; 23 November 2022 **Budget Setting**; 14 December 2022 ; 11 January 2023; 8 February 2023; 8 March 2023; 12 April 2023; 10 May 2023 **Annual Meeting of Parish Council**

So signed by the Chair at the meeting of 8th June 2022