



## WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 8<sup>th</sup> June 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, Roberts and Winch.

**ALSO PRESENT:** County Councillor Fleming had given apologies and District Councillor Rick Meyer was not able to attend.

1 OPENING – The meeting commenced at 19:00

### 2 APOLOGIES

- a) Apologies had been received by Cllr Kinnair and Cllr Mecrow who had given reasons for absence.
- 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 required.

### 4 MINUTES

- a) To Receive and consider the minutes of the following meetings (as previously circulated)
  - Minutes for meeting of 11<sup>th</sup> May 2022, as previously circulated, were approved along with consent for the Chair to sign the minutes as a true and accurate record.
  - Minutes for Extraordinary meeting of 21<sup>st</sup> May, 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:

- Report from Phil Newby (Neighbourhood Plan Steering Group)

Phil Newby reported that meeting took place as usual following the receipt of funding for consultancy 2022/23 and noted the Clerk's quick turnaround on this process. Design Code will hopefully be completed for sign off at next meeting with hopefully some indication of timescales for getting something back to the Parish Council and identifying provisional dates for the public consultation exercise. The work still required on areas of policy were identified at the last meeting and will be the focus of the next. Cllr Bartholomew asked about discussion on the inclusion of a positive statement in the design codes/policies on solar panels. Consultants appear to be of the view that this will be superseded by updated building regulations. Parish Council representatives will monitor this as work on the plan progresses.
- Report from County Councillor Jessica Fleming has been circulated. Cllr Fleming was unable to attend but Clerk to follow up on the position re school transport discussed at last meeting.
- Cllr Meyer was expected but had obviously been unexpectedly detained.

### 6 PUBLIC FORUM

So signed by the Chair at the meeting of 13<sup>th</sup> July 2022

- Parish Council received request from John Stebbing, representative of the Garden's Weekend Committee, who gave an update on the new committee which has new chair and treasurer. It is looking like the revitalised committee have got the organisation back on track, but it was noted that the committee are in need of more help and an appeal for more volunteers was made. John advised that the committee had purchased a commemorative bench for the retiring chair and proposed that this be located in the closed Churchyard. The Parish Council were of the opinion that as the closed churchyard is not actually owned by the Parish Council that it was appropriate that the decision be made between the Gardens Weekend Committee and the Revd. Philip Merry.
- John also asked for Parish Council funding for signage at the Four Ashes triangle (hand carved oak at cost of £800) to commemorate the 40<sup>th</sup> year of Gardens Weekend. The Clerk had already enquired on behalf of the Parish Council, as to any permission that may be required from SCC highways. A response is not likely to be received very quickly and the signage needs to be commissioned soon if it is to be in place by the time Gardens Weekend is held this year. The Parish Council supported the idea of erecting signage and noted that according to the recently approved CIL funding policy, the next bid round is due for decision at the August meeting. Clerk to follow up with SCC highways as appropriate to solicit a response on permissions required, if any.

## 7 PLANNING MATTERS

- a) STANTON DEVELOPMENT (WEST SUFFOLK) – No substantive developments.
- b) APPLICATION FOR PLANNING PERMISSION - DC/22/02778 Proposal: Householder  
Application - Erection of single storey rear extension and pitch existing flat roof side extension  
Location: 18 Grove Park, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3AE8 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority THE PARISH COUNCIL MADE NO COMMENT

8 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only **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 GRANTED BY MSDC (Related Listed Building Consent Application also granted.)

9 NEIGHBOURHOOD PLAN – Nothing to note other than the consultants are driving things forward. Cllr Winch will circulate the 'wishlist' she has formulated from the consultation which demonstrates the alignment of priorities of the Parish Council.

10 PLAY AREA DEVELOPMENT – Cllr Kinnair was unable to be present, but it was noted that the development plans are now about a month behind expected dates. Clerk to contact Cllr Kinnair at earliest opportunity to ascertain position and to see if any assistance is required. The Clerk advised the report of missing planks in the boardwalk which had been flagged with signage until these can be replaced. Council approved the intention of the Clerk to follow this up and liaise with a volunteer on the replacement boards identified so far, and when agreed to purchase these at an expected cost in the region of £50.

## 11 FINANCE

So signed by the Chair at the meeting of 13<sup>th</sup> July 2022

- a) Council approved the bank reconciliation for period ending 31<sup>st</sup> May 2022 which was signed by Cllr Bartholomew.
- b) Accounts awaiting payment summary and invoices were signed and payments approved by Cllrs Bartholomew and Roberts. (Appendix 1).

## 12 STATUTORY BUSINESS

- a) Council appointed councillors for quarterly internal control checks for the 2022/23 as follows: Qtr1. Cllr Winch; Qtr2. Cllr Bartholomew; Qtr3. Cllr Kinnair ; Qtr4. Cllr Mecrow.
- b) The Parish Council unanimously approved Cllr Bartholomew as the continuing representative to the Community Council for 2022/23.

## 13 CLERK & COUNCILLOR REPORTS

- a) To consider and receive the updated action log for any matters of concern/note. One item was removed and another re-dated.
- b) Cllrs Roberts advised that nothing further had been done to identify the feasibility of proposals for village gates on both and left and right hand sides of road at all locations previously identified. The Clerk proposed that this item was now removed from the agenda, and this was agreed.
- c) Council decided that the existing Marquee Loan Policy would not be updated to allow loan to organisations for use outside the village.
- d) Council considered proposals from Gardens Weekend Committee for Parish Council funding for sundry items for the autumn/winter replanting of roses in the closed churchyard. It was decided in principle to fund the sundries on the basis that the proposal is that the Gardens Weekend Committee will organise the sponsoring of the rose bushes. Also that the Parish Council is in agreement to any preparatory work that is necessary ahead of the autumn/winter re-planting.
- e) The Parish Council approved the adoption of the previously circulated draft CIL application form.
- f) To consider and receive any other matters of concern/note (not for decision). Cllr Belson raised three issues: Representations made by neighbours about the lime trees close to the closed churchyard boundary. Cllr Belson felt that spread was no more than at any time in the past and noted that he advised the residents to contact David Brown. No further action required; also the churchyard gate which hangs and swings perfectly well but has a very difficult mechanism for releasing the gate. Cllr Roberts agreed to take a look to see if this can be eased; also meeting he attended with Sports Club, Claire Dickson (for access & rights of way team) and Cllr Rick Meyer to discuss pedestrian and cycle access routes between Wattisfield Road and the Sports Club and from the Sports Club to the Six Bells. Costing and assessment have been requested by Claire Dickson for the first proposal, the second is long term but enquiries re also being made by Claire on the steps required to pursue this. With regard to the upgrading of the allotments track the Clerk is to contact the applicant for CIL funding for this to request more specific details on what is proposed, particularly the durability.
- g) Next Monthly Meeting – 13<sup>th</sup> July 2022, 7pm in Memorial Hall.

So signed by the Chair at the meeting of 13<sup>th</sup> July 2022

Meeting closed 20:30

## APPENDIX 1

### Payments for Authorisation 8<sup>th</sup> June 2022

#	Payments OUT	Amount	Description
1	MSDC	£893.59	Dog & Litter Bin emptying
2	CGM Group	£180.00	Play Area Grass Cutting
3	Memorial Village Hall	£180.00	Hire for Monthly meeting and Annual Meeting of the Parish & catering costs for AMP
4	Namesco (reimbursed to K Boardley)	£299.99	Website domain hosting (2 years)
5	WP Rocket (reimbursed to K Boardley)	£32.46	Caching Plugin for website
6	Parish Council Employee	£515.27	Wages
7	SALC	£430.80	Internal Audit Fees
8	SALC	£156.00	Training modules (Cllr Winch)
9	Mem Village Hall	£50.00	Hall hire PC meetings (approved at last meeting but was not set up for payment)
10	GB Pollard	£38.65	Footpath cutting – 1 <sup>st</sup> Cut
11	P Dryden	£40.00	Footpath cutting – 1 <sup>st</sup> Cut
12	M Hawes	£62.25	Footpath cutting – 1 <sup>st</sup> Cut
13	MartineauFarmsLLP	£153.95	Footpath cutting – 1 <sup>st</sup> Cut
14	HPME&TJ Reeve	£24.22	Footpath cutting – 1 <sup>st</sup> Cut
15	HPME&TJ Reeve	£147.15	Footpath cutting – 1 <sup>st</sup> Cut
16	SuffolkWestCAB	£100.00	Annual donation (general powers)
17	MidSuffolkCAB	£100.00	Annual donation (general powers)
18	EACH	£100.00	Annual donation (s.137)
19	EA Air Ambulance	£100.00	Annual donation (s.137)
20	HeadwaySuffolk	£100.00	Annual donation (s.137)
21	S.A.R.S	£100.00	Annual donation (s.137)
22	Memorial Village Hall	£2500.00	CIL grant approved 11/05/2022 minute ref: 11 I)
#	Payments IN	Amount	Description
1	Groundworks RECEIVED	£9,900.00	NP grant 2022/23
2	MSDC RECEIVED	£466.22	Grant first cut footpaths
#	Transfers	Amount	Description
1	Current a/c to deposit a/c	£55,000	Effected 13/04/2022, minute ref: 11 e)

So signed by the Chair at the meeting of 13<sup>th</sup> July 2022