



## WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 10<sup>th</sup> August 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, Mecrow, Roberts and Winch.

**ALSO PRESENT:** District Councillors Rick Meyer

1 OPENING – The meeting commenced at 19:00

2 APOLOGIES

- a) Apologies had been received by Cllr Kinnair.
- 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

Minutes for meeting of 13<sup>th</sup> July 2022, as previously circulated, were approved along with consent for the Chair to sign the minutes as a true and accurate record with the following correction to Agenda item 10: ..."It was noted that there will be a Zoom briefing for Parish Councillors between the 8th and 10th October. The Parish Council will be asked to endorse the new neighbourhood plan at their meeting on 12th October and prior to the Public Exhibition for the draft plan which will be held on Monday 17th October between 3pm and 8pm in the Memorial Hall."

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

Chair Neighbourhood Plan Steering Group and Cllr Fleming not in attendance. District Councillor Rick Meyer took questions on his report.

- Cllr Mecrow asked if there were any plans or possibility of a pedestrian crossing being considered across Summer Road to make passage between the grounds from one side and the other safer. Cllr Meyer will make enquiries. He also said that funding for a footpath from Wattisfield Road allotment to the Sports Club was very much on the radar but the funding for a much larger project to put in a path from Six Bells to the sports club remain uncertain.
- Cllr Meyer advised that MSDC still has a considerable amount of CIL funding available for infrastructure projects which needs to be claimed.
- Cllr Winch asked if it would be possible to fund cycle paths to other villages. Cllr Meyer advised that the distances involved and the standards to which cycle paths have to be built would make this cost prohibitive.

6 PUBLIC FORUM - No members of the public were present.

7 PLANNING MATTERS

- a) SHEPHERD'S GROVE (WEST SUFFOLK) – to consider matters relating to this development.

So signed by the Chair at the meeting of 14<sup>th</sup> September 2022

Cllr. Mecrow reported that following his and Cllr Roberts' attendance at the consultation event that there is no further engagement needed at the moment. Cllr Mecrow did want to make the point that it appears that the Environmental Impact Assessment has been completed without full details of the engineering requirements for the import and removal of materials which would appear to fundamentally undermine the accuracy and usefulness of the assessment.

8 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only – none to report

9 NEIGHBOURHOOD PLAN – Cllr Belson reported that the writing of the policies is moving along at pace and a plan is emerging. The Clerk was asked to minute significant upcoming dates following the last meeting of the group on 27<sup>th</sup> July.

- 8<sup>th</sup> & 21<sup>st</sup> September – Next meetings
- Neighbourhood Plan should be delivered to the Parish Council – end September
- Zoom briefing for Parish Councillors – 5<sup>th</sup> October
- Formal Parish Council consideration and endorsement – 12<sup>th</sup> October
- Public Exhibition – 17<sup>th</sup> October between 3pm and 8pm in the Memorial Hall.
- Public Consultation – from 17<sup>th</sup> October through to December.

10 PLAY AREA DEVELOPMENT

a) Cllr Belson referred to Cllr Kinnair's report circulated 07/08/2022 and reported a very positive meeting with Premier Play Solutions [PPS] who had arrived well in advance of arranged meeting time and had already marked out the area and were ready to discuss refinements that had been flagged. There will be two key members of PPS on site during construction they will communicate with the Parish Council as the installation progresses. It is anticipated that the Play Area will be closed for two weeks beginning on Monday October 3<sup>rd</sup> and the area will be fenced off. 'No Access' signs will be positioned on the fencing. The safety surfaces required were discussed and agreed. Clerk to procure signage like that recently purchased for litter pick.

11 FINANCE

- a) Council approved the bank reconciliation for period ending 31<sup>st</sup> July 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).
- c) The approval of the internal check report (March) from Cllr Winch was postponed to October when checks for March, June and September will be approved.
- d) Cllrs. Mecrow and Roberts agreed to carry out the internal control checks for June and September. Clerk to circulate documentation.
- e) The August CIL bid round considered applications for CIL funding from the following as per the applications circulated 02/08/22:
  - Little Willows pre-school for refurbishment and redecoration to allow for more flexible use; amount requested £6,000. This was considered but the Clerk advised that this project is excluded from receiving CIL funding as it has already commenced and is nearing completion. However, it was proposed that a grant of up to £6,000 be made from the general budget. Proposed by Cllr Roberts, seconded Cllr Arbon. Unanimously approved.

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- Gardens Weekend Committee for Four Ashes commemorative signage; amount requested £800. This was considered and it was proposed that this was not granted on the basis the project does not fall within the criteria of 'infrastructure' and 'benefit to the whole village'. There were also concerns about 'value for money'. It was proposed that this request be refused, proposed by Cllr Arbon and seconded by Cllr Roberts and carried unanimously.
- Sports Club for portable container accommodation suitable for the housing of a gym annexed to the Sports Club; amount requested £10,000; this was considered and a CIL award of £8,000 was proposed which it was hoped would demonstrate support from the Parish Council to assist with the considerable further sums that need to be raised to deliver this project. Proposed Cllr Arbon, seconded Cllr Roberts and unanimously approved.
- Parochial Church Council for the refurbishment of windows and flooring plus redecoration; amount requested £10,200. The Clerk and Cllr Meyer were of the opinion that there was a restriction on the Parish Council funding Parochial Church Council or Diocesan assets. The Clerk was asked to seek definitive guidance on this matter. In the meantime, it was proposed that an in-principle CIL award be approved for a sum up to 75% of invoices received with a maximum of £7,500 and subject to guidance on the legality of the Parish Council funding ecclesiastical or church bodies.
- Next round of CIL bids will be considered at the October meeting and need to be with the Clerk at least two weeks in advance (by 28<sup>th</sup> October).

## 12 STATUTORY BUSINESS

- a) To consider and receive the new code of conduct for approval and adoption (to be circulated by 5<sup>th</sup> August). The Clerk had circulated information, but this was too late for consideration at this meeting. The Clerk therefore advised this would have to be postponed until the next meeting.

## 13 CLERK & COUNCILLOR REPORTS

- a) To consider and receive the updated action log for any matters of concern/note.
- The Clerk had been advised that part 2 of the Local Plan is not due until 2024. Part 1 has still not been approved and adopted by MSDC.
  - Stream verges had now been cut the length of the stream following a on on-site meeting with the Clerk. This will be monitored.
  - Clerk advised that the decking for repairs to the Play Area boardwalk had been ordered in sum of £177.76 under provision in Financial Regulation allowing the Clerk to authorise payments up to £500 in emergency situations. The decking that had been sourced to match existing would include cost of £100 for delivery which had not been anticipated but this needed to be ordered so that it could be fitted before the Gardens Weekend takes place.
  - Clerk advised that it was hoped that a conversation would be had in the next few days with the contractor about annual stream banks clearance.
- b) Cllr. Mecrow reported on the landowner concerns re access to Fishponds Lane following recent fires in adjacent fields. There are issues with the bollards installed by MSDC which snag on vehicles passing over them. The Parish Council originally asked for swing gates but these were refused. The Clerk will follow up with MSDC advising that bollards supplied are not fit for

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purpose. It is now thought that the fires resulted from sagging electricity wires and birds or wind shorting and showering dry fields below with sparks. UKPN are to address this.

- c) The draft advertisement for a pavement sweeper (circulated 02/08/2022) was considered and approved for publication. Clerk to action.
- d) To consider and receive any other matters of concern/note (not for decision).
  - In relation to action log items re liaison with Lovell's in October on various matters, Cllr Belson noted the requirement upon developers of the Acorns site to install a footpath from the NW corner of the site out to Fishponds Way. He noted that this will require a bridge. Clerk to add to log for action in October with other items.
  - Cllr Belson circulated a breakdown of finances for the Wildwood for 2020 and 2021 for information when Council is considering annual donations.
  - Clerk to advise grass cutting contractor of Play Area closure dates.
  - Cllr Belson asked if a pre Gardens Weekend litter pick was to be carried out. Cllrs Mecrow and Roberts agreed to organise. Clerk to send out emails and info for 9am Saturday 20<sup>th</sup> meeting at Memorial Hall.
- e) Next Monthly Meeting – 14<sup>th</sup> September 2022, 7pm in Memorial Hall (to be minuted by Cllr Winch against agenda prepared by the Clerk).

Meeting closed at 20:36

So signed by the Chair at the meeting of 14<sup>th</sup> September 2022

## APPENDIX 1

## Payments for Authorisation August 2022

#	Payments OUT	Amount	Description
1	Memorial Village Hall	£25.00	Hall Hire PC meeting July
2	CGM	£180.00	Play Area Grass cutting July x 2
3	Kevin Boardley	£19.76	Reimbursement stationery
4	Parish Council Employee	£365.77	Wages
#	Payments IN & Other Payments	Amount	Description
1	Bank CHARGES	£18.00	Quarter to 30 <sup>th</sup> June 2022
2	Bank Interest RECEIVED	£57.54	Quarter to 30 <sup>th</sup> June 2022

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