



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 12th October 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, Mecrow and Winch.

ALSO PRESENT: District Councillor Rick Meyer

1 OPENING – The meeting commenced at 19:00

2 APOLOGIES

- a) Apologies had been received from Cllr Roberts.
- 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) Minutes for meeting of 14th September 2022, as previously circulated, were approved along with consent for the Chair to sign the minutes as a true and accurate record

5 PUBLIC FORUM - no members of the public were present.

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

Chair Neighbourhood Plan Steering Group and Cllr Fleming not in attendance.

(It was agreed to take agenda item 9a at this stage)

- Neighbourhood Planning Consultant Andrea Long was welcomed to the meeting by Zoom to brief Council and take questions on the draft Neighbourhood Plan which was being presented for sign off by the Parish Council before it proceeds to the next stage.
- Andrea described the next stages after the sign off by the parish council, which is the first formal stage, as: seeking comments on draft plan and sign off, a six week public consultation starting with the drop-in event on 17th October, contacting consultees, collation of all responses received by the steering group (1st week December) with consideration and incorporation of changes by early new year, followed by representation to the Parish Council requesting permission for submission to the district council, then 1 February, the district council would hold a 2 week public examination to take written representations, whereupon the Parish Council as the 'Qualifying Body' may be questioned on the plan. Publication of the plan follows and the district council decides if the plan should be put to a referendum which would be held

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and funded by the district council. The plan (design guidance, codes and 15 policies will be published on the village website and hard copies available for scrutiny and comment.

Andrea then took questions:

- QN: Cllr Bartholomew asked about the deliverability of the plan as the policies are only tested on contact with real world scenarios. A: The plan is written to be easily reviewable by the MSDC case officer with whom the consultants have a very good working relationship. The plan has been robustly written drawing on all the previous experience of the consultants with regard to the sorts of comments received from case officer reviews.
- QN: Cllr Bartholomew asked about mechanism for changing policies after the plan is 'made'. A: The Parish Council as the 'Qualifying Body' is entitled to review the plan as much or as little as required. This can be part of a light touch review followed by a 6-week consultation with no further examination or referendum required to effect the change.
- QN: Cllr Mecrow asked about the decision not to include site allocations at this stage. A: The Parish Council as the 'Qualifying Body', ultimately decides on site allocations and there is no requirement to include allocated sites. The draft Neighbourhood Plan has a housing figure derived from the Local Plan which is already met by MSDC up to 2037 thanks to the inclusion of unit numbers from the Wattisfield Road sites, The Acorns and the yet to commence Broad Meadow. The allocation of sites was considered by the steering group alongside the current housing supply position of the district council and the desire for more. MSDC currently has a 10-year housing land supply against a statutory requirement of 5 years which at the moment takes the district council to 2032 at which point the Walsham Neighborhood Plan will need to be reviewed.
- Cllr Winch suggested that the plan should maybe have more of a focus on climate emergencies or that this should be highlighted more.
- Cllr Mecrow noted that the NP policies need to be reviewed alongside the design codes which should protect the village in the future.

(It was agreed to take agenda item 9b at this stage)

- Cllr Belson asked if the Parish Council wished to sign off on the draft plan and if there was a proposer.
- Cllr Winch asked for clarification that comments of the Parish Council and other residents can still be incorporated after the signing off on the draft. Andrea confirmed that this was the case and is the point of the draft plan.
- Cllr Winch proposed the Parish Council sign off on the draft neighborhood plan, this was seconded by Cllr Bartholomew and carried unanimously.
- District Councillor Rick Meyer welcomed questions on his report. There were none but Cllr Meyer wanted to add that all costs had been covered on plans for expansion of The Range building on Gateway 14.

7 PLANNING MATTERS

- a) SHEPHERD'S GROVE (WEST SUFFOLK) – no developments were noted. Cllr Winch requested that the Clerk respond to the parish councils in the area who had made requests to work as a group of parishes – nothing further to note at this stage

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APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/22/04434

Proposal: Notification of Works to Trees in a Conservation Area - Lift 26 No. Trees (T1 to T26) to 5m. Location: Brook House, Grove Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AD THE PARISH COUNCIL MADE NO COMMENT

8 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only

- a) DC/20/04630 Address Land West Of Wattisfield Road Walsham Le Willows Suffolk Proposal Application under S73 of Town and County Planning Act for approved DC/19/04273 dated 19/02/2020 - to vary Condition 2 (approved plans and documents) to facilitate increase in affordable provision from 21 to 31. Twin garage omitted and provision of sheds in rear gardens with amended fence/gate positions to plots 29 and 30. Updated site plan to show omission of twin garage and the alteration of tenure types from Market to Affordable to plots 27, 28, 29, 30, 37, 38, 54, 55, 56 and 57. As per drawings and documents submitted 17/10/2020.
PERMISSION GRANTED BY MSDC
- b) APPLICATION FOR PLANNING PERMISSION DC/22/03886 (and associated listed building consent Application DC/22/03887) Proposal: Full Planning Application. Change of use of agricultural barns- 1no B8 (domestic storage) and 2no for B1a (Office units) Location: Church Farm, The Causeway, Walsham le Willows IP31 3AB PERMISSIONS GRANTED BY MSDC
Cllr Bartholomew noted that all conditions had been imposed as had been requested by the Parish Council's comments on this application.
- c) APPLICATION FOR OUTLINE PLANNING PERMISSION - DC/22/02096 Proposal: Outline Planning Application (All Matters Reserved) - Construction of 1no. dwelling following demolition of existing farmhouse and temporary siting of a mobile home Location: Walsham Town Farm, West Hall Road, Walsham Le Willows, Diss Suffolk IP22 1LY MSDC GRANTED PERMISSION

9 NEIGHBOURHOOD PLAN

- Agenda items 9 a) and b) were taken under agenda item 6 for Neighbourhood Plan.
- Cllr Mecrow asked that the Clerk write to Neighbourhood Plan Consultants to thank them for their work with the steering group and also to the steering group.

10 PLAY AREA DEVELOPMENT

- a) Cllr Kinnair was pleased to report that he was last on site on Monday (10th October) when he was told that the contractors expect to be finished by end of the following week. The rocks in the play pit were moved without any problems and Cllr Kinnair has agreed to some tree branches being cut to clear the way for the installation of the zip-wire. Walsham le Willows will have a newly refurbished play park by the end of next week.

Parish Councilors then discussed how to proceed with regard to the steam cleaning and painting of some of the retained equipment, the advertising, insurance and certification questions, the preparation for the formal sign off meeting with Premier Play Solutions and the timing for the formal re-opening.

It was decided that Cllr's Kinnair, Arbon and Belson would attend an informal site meeting on the morning of 15th October to prepare for the formal sign off meeting with Premier Play Solutions (PPS); the formal re-opening date would be provisionally set for 12th November with So signed by the Chair at the meeting of 9th November 2022

details to be discussed at next meeting. Cllr Kinnair confirmed that the contract with PPS states that certification will be supplied at completion handover. In meantime the Clerk was asked to check with RoSPA with regard to any sign off required by them (it is thought there is nothing required) and also to check if anything else is required by the insurance company.

- b) The Clerk asked Council to review the list of existing insured equipment to confirm that items that have been removed have been taken off the insurance inventory. The Clerk's record was confirmed with a couple of amendments.

11 FINANCE

- a) Council approved the bank reconciliation for period ending 30th September 2022 which was signed by Cllr Kinnair.
- b) Accounts awaiting payment summary and invoices were signed and payments approved by Cllrs Bartholomew and Kinnair (Appendix 1).
- c) Council received internal control check reports from Cllr Winch for April and Cllr Mecrow for July (circulated 22/09/2022). These were approved and signed by Cllrs. Winch and Mecrow with points for action by Clerk as noted.
- d) Council considered the submission of CIL bid enquiry form to MSDC for the Sports Club/Cycle access/footpath proposals in light of responses received from MSDC (emails circulated 04/10/2022 and follow ups from Ian Campbell and MSDC via Cllr Meyer). It was agreed that no bid can be submitted at this time. Cllr Meyer confirmed that he will continue to keep this issue on the radar with his contacts at MSDC.

12 STATUTORY BUSINESS - None

13 CLERK & COUNCILLOR REPORTS

- a) Council had reviewed the updated action log for any matters of concern/note. There were none. The Clerk noted that Cllr Winch had offered to take on liaison with CGM re the annual cutting of stream banks and regular cutting of the verges.
- b) Council considered email correspondence re metal detecting permissions and local landowner contact details (previously circulated 22/09/2022): The conclusion was that it is not really the responsibility of the Parish Council to provide contact details of local landowners for this purpose. The Clerk noted that this would also require permission from each landowner in order to comply with data protection even if these details were to be gathered for this purpose. However, it was decided that the Clerk should write to the resident to advise that the Old Town Trust which owns a large proportion of the land around Walsham does not allow metal detecting.

Council also considered email correspondence re the road safety issues on Palmer Street and the request for consideration of a footpath, effectively between the haulage yard and the council houses (previously circulated 22/09/2022): The request and the issues relating to it were very fully discussed. The Parish Council has much sympathy with these concerns but there are many issues raised, not least the lack of space on either side for a footpath without a local landowner giving permission to use part of their land and the considerable costs that have to be met. It was decided that this warranted an agenda item at the next meeting to fully work out if the Parish Council would be able to convince SCC Highways that something needs to be

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done and to fund at large part of this. Clerk to add to next agenda. Also, to contact Cllr Jessica Fleming to request her support for any decision to pursue. It was noted that there are similar well-known issues in other parts of the village.

- c) Council had received correspondence from Area Rights of Way Officer Claire Dickson re the bollards installed on Fishponds Lane and related correspondence (circulated 03/10/2022). Council considered the options but decided to postpone for fuller discussion and decision on a course of action at the next meeting.
- d) Other items for next agenda as follows: Cllr Nick Mecrow: Parish Council ownership of marquees and speed gun. Cllr Belson: Churchyard trees & diocesan assessment; flint falling from churchyard wall again.
Cllr Arbon: issue of tree pruning at Oak Tree Cottages – not an issue for the Parish Council but most likely the Housing Association.
- e) Next meetings – 9th and 23rd (budget meeting) November 2022, 7pm in Memorial Hall.

Meeting closed at 20:55

APPENDIX 1

Payments for Authorisation October 2022

#	Payments OUT	Amount	Description
1	Memorial Hall	£25.00	Hall Hire PC meeting
2	Old Town Trust	£250.00	Annual Rent Play Area
3	Suffolk Association of Local Councils	£54.00	Payroll Service Charge 6 months)
4	CGM	£90.00	Grass cutting play area
5	CGM	£132.00	Grass cutting stream verges and play area
6	M&TJ's	£144.00	Cutting of Play Area Hedge
7	PKF Littlejohn	£480.00	External Audit fees
8	Namesco	£19.19	Reimbursement to K Boardley for website domain name
9	CAS	£973.07	Insurance 2022/23
10	Parish Council Employee	£668.37	Wages – note P30 nothing to pay
#	Payments IN & Other Payments	Amount	Description
1	MSDC Received 08/09/2022	£11,125.00	2 nd Tranche Precept 2022/23

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