


**WALSHAM le WILLOWS PARISH COUNCIL**

MINUTES of the meeting held on Wednesday 8<sup>th</sup> February 2023 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, Roberts and Winch.

**ALSO PRESENT:** County Councillor Jessica Fleming, District Councillor Rick Meyer

1	OPENING - including Statement, if any	Action
2	<b>APOLOGIES</b> a) None received.	
3	<b>DECLARATIONS of Pecuniary &amp; Non-Pecuniary Interests</b> 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 received. b) To receive declarations of lobbying for planning matters on the agenda - none were requested. c) To receive requests for dispensations – None requested.	
4	<b>MINUTES</b> a) Minutes for meeting of 11 <sup>th</sup> January 2022, as previously circulated, were approved along with consent for the Chair to sign the minutes as a true and accurate record.	
5	<b>REPORTS FOR INFORMATION &amp; QUESTIONS - to receive written reports &amp; put questions:</b> <ul style="list-style-type: none"> <li>• The Chair invited questions to County Councillor Fleming. Cllr Fleming advised that the adult social care provision makes up 2/3<sup>rd</sup> of the whole budget. She also confirmed to Cllr Winch that she would not support cuts to library services and that Community Action Suffolk and Highways budgets were being increased. Cllr Belson asked about progress on the Palmer Street road safety issues. Cllr Fleming confirmed that this had been discussed in detail with Catherine Davies and this is on the radar as part of the local cycling and infrastructure project for assessment and evaluation, but this is not something that is going to happen quickly as all highways projects take a long time to come to fruition. Cllr Fleming confirmed that one finger post had now been reinstated and the other would be replaced soon with support from her highways budget. Cllr Bartholomew asked about changes to the highways contract. Cllr Fleming advised that this will be a partnership between a contractor and highways. It was asked how this is going to work any better, but Cllr Fleming was unable to give any detail at this stage on how it is proposed to work in practice. The proposal is being examined by the scrutiny committee for best value and the public are invited to ask questions as part of this process. Cllr Fleming would</li> </ul>	

	<p>welcome that input. Cllr Fleming reported that the Stanton development has been discussed at Botesdale and Rickinghall along with concerns about the protection of the quality of chalk groundwater sources of drinking water which are already affected by agricultural pollution.</p> <ul style="list-style-type: none"> <li>The Chair invited questions to District Councillor Meyer. He reported the budget is looking good with council tax frozen for 2023/24 but rents are going up. He explained that the general and housing revenue budgets have to be kept separate. The law requires this so there can be no cross subsidy and that although rents are increasing, anyone in social housing on housing benefit will not pay their own rent. In context of proposal to encourage more people to get involved as Parish Councillors, Cllr Meyer noted that the closing date for the submission of election nominations was 4pm on 4<sup>th</sup> April. Cllr Kinnair made a point about requirement for photo proof for elections will potentially disenfranchise some people and asked about publicity arrangements about valid id and the process for obtaining valid id. Clerk to publicise information locally.</li> </ul>	KB
6	PUBLIC FORUM - No members of the public were present.	
7	<p>PLANNING MATTERS</p> <p>a) <b>DC/22/2190/HYB Consultation</b> on application received by West Suffolk Council Local Planning Authority <b>Proposal</b> Hybrid planning application. This was discussed and it was agreed that the report received from the consultant should be approved and submitted to West Suffolk with minor amendments made in the meeting. PARISH COUNCIL OBJECTED</p> <p>b) Council unanimously approved the decision confirmed by email because of time constraints, of discussions to engage consultant (at capped cost of £1500) to advise on objections against DC/22/2190/HYB with reference to NPPF.</p>	
8	<p>PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only</p> <p>a) Application Reference: DC/22/06058: Proposal: Householder Application - Erection of a single storey extension to side and rear (following demolition of flat roof side element). Replace windows and doors and alterations to fenestration and all associated works. Location: The Bungalow, West Street Farm, West Street, Walsham Le Willows Bury St Edmunds Suffolk IP31 3AP MSDC HAS GRANTED PERMISSION</p> <p>b) Application Reference: DC/22/05544 Proposal Householder application - Erection of single storey rear extension Location: Fairfield House, 3 Postmill Gardens, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3DZ MSDC GRANTED PERMISSION</p>	
9	<p>NEIGHBOURHOOD PLAN</p> <p>Cllr Belson reported that there has been no meeting since the last PC meeting but that he is due to meet with consultant (over Zoom) to agree corrections to draft plan.</p>	RB

10	<p>PLAY AREA DEVELOPMENT – to receive report from Cllr Kinnair and consider any matters arising.</p> <p>a) The Parish Council agree proposals circulated by Cllrs Kinnair and Belson for addressing outstanding tasks at the Play Area. Cllr Kinnair confirmed that the proposal addressed all the items that had been noted on the action plan. This was unanimously approved. Cllr Belson confirmed that some tasks had already been completed. Clerk to update the action log as evidence as that these are being addressed.</p> <p>b) Exact plans for celebration day in the spring were postponed until next meeting but based on the circulated quote the Clerk was asked to order the three bench seats (at £346 each plus vat) from Clarkes along with some chains to secure these and 6 bags of post mix.</p> <p>c) The proposed layout and wording for the new signage was approved. Clerk and Cllr Winch to work on this and place order as soon as the image from local school children has been agreed. It was agreed that the Clerk should seek permission to use the logos of the organisations that contributed to funding.</p>	<p>KB</p> <p>KB</p> <p>JW/KB</p>
11	<p>FINANCE &amp; AUDIT</p> <p>a) The bank reconciliation for period ending 31<sup>st</sup> January 2022 was approved and signed.</p> <p>b) Accounts awaiting payment (Appendix 1) were approved and signed for submission.</p> <p>c) The request from the PCC to amend the work to be completed that was subject of the previously approved CIL bid. The Parish Council decided that there were no objections to this proposal. The amount of the CIL award that will be paid on receipt of invoices, remains unchanged. Clerk to respond.</p> <p>d) Cllrs Roberts &amp; Winch agreed to complete the Internal Control Check reports for December (3<sup>rd</sup> quarter) and March (4<sup>th</sup> quarter). Clerk to circulate pro-forma to both councillors for reporting to the March meeting for approval.</p>	<p>KB</p> <p>TR/JW</p>
12	<p>CLERK &amp; COUNCILLOR REPORTS</p> <p>a) The meeting reviewed the action log. Cllr Mecrow offered to pay a visit to the Lovell's site office to try to establish agreement to a site meeting once hedge planting and remaining works are complete but before the contractors leave the site.</p> <p>b) The Clerk was asked to circulate the required documentation for the spring litter pick. To Cllrs Mecrow &amp; Roberts for action. Date was set for 11/12<sup>th</sup> March.</p> <p>c) Cllr Roberts confirmed that SID Solar Panel for Summer Road Speed indicator device had been delivered to site and installed and was in operation.</p>	<p>NM</p> <p>KB/NM/TR</p>

d) Cllr Arbon had advised that cost estimate for alternative arrangements for Fishponds Lane access had not yet been obtained. This will be obtained for the next meeting.	PA
e) The Clerk referred to the response from Norfolk & Suffolk Constabulary. Unfortunately, the speed gun is not of a make which is currently recommended for use by them and the Community Speed Watch groups they oversee. Clerk & Cllr Roberts to arrange for disposal. The Clerk presented two estimates for new shed, and advised that the Community Council had agreed to the siting of a new shed on the base located at the Memorial Hall. The Clerk was asked to get another quote.	TR/KB  KB
f) The proposal by the Clerk to hold the September meeting 6 <sup>th</sup> rather than 13 <sup>th</sup> (first Wednesday rather than second Wednesday) was unanimously approved. It was confirmed that the Community Council agreed to swap their meeting date as well.	KB
g) The Clerk asked for approval to dispose of the old inkjet printer and remaining inks within the village to an organisation that might want this. Unanimously agreed.	KB
h) Council considered the correspondence from resident following pruning & pollarding of trees on Swan path by UK Power Networks. They had been asked to attend to a hanging branch in a different location whilst they were there and refused. The resident asked if the Parish Council could attend to this which will require a cherry picker and so incur some considerable cost. It was decided that this was not the responsibility of the Parish Council. Clerk to respond.	KB
i) Cllr Winch proposed the Parish Council publicise May Elections inviting people to put their names forward. Unanimously agreed. Cllr Winch to forward link to Clerk.	KB
j) The Clerk proposed the closure of the email inboxes currently used for Neighbourhood Plan and the Parish Council Website on the Parish Council domain, and routing these to the Parish Clerk email address. This was unanimously agreed.	KB
k) The chair called for any other matters of concern/note. It was noted that a large build up aggregate, bricks and other items has been noticed on the R&D site on Summer Road. The Clerk was asked to investigate.	KB
l) Monthly Meetings – 8 <sup>th</sup> March 2023, 7pm in Memorial Hall.	

*K Boardley*

*Proper Officer, Clerk to Walsham-le-Willows Parish Council*

## APPENDIX 1

**Payments for Authorisation FEBRUARY 2022**

#	Payments OUT	Amount	Description
1	Old Town Trust	£1,540.25	CIL grant for resurfacing allotment track
2	Memorial Village Hall	£25.00	Hall Hire
3	Kevin Boardley	£472.16	Parish Council Employee
#	Payments IN & Other Payments/Transfers	Amount	Description
1	Mid Suffolk	£9,315.00	CIL Grant – Play Area re-development
2	SCC – Jessica Fleming	£1,690.00	Locality Award – Play Area re-development