



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 8th March 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, and Winch.

ALSO PRESENT: District Councillor Rick Meyer

1	OPENING - including Statement, if any	Action
2	APOLOGIES a) Cllr Roberts & Cllr Fleming. b) Consent was given.	
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 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	MINUTES a) Minutes for meeting of 8 th February 2023, 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 & QUESTIONS - to receive written reports & put questions: <ul style="list-style-type: none"> County Councillor's Report was received. District Councillor's Report was received and the chair invited questions. <ul style="list-style-type: none"> Cllr Winch asked about Gateway 14 project sustainable aims and how these would be measured. Cllr Meyer will enquire. Cllr Belson queried the stated 41% increase in net costs for delivery of services which seemed high even allowing for inflation. Cllr Meyer will ask for clarification. Cllr Meyer pointed out that the first major planning application was turned down on the basis of the current 10 year housing supply. Which runs to 2036. Planning permission for anything outside the village boundary unlikely to be granted until then. 	
6	PUBLIC FORUM – Three members of the public were present. Detailed representations were made to Council before consideration of planning application DC/23/00643.	
7	PLANNING MATTERS a) APPLICATION FOR PLANNING PERMISSION - DC/23/00643 Proposal: Full Planning Application - Change of use of redundant grain barn to B8 storage	

So signed by the Chair at the meeting of 10th May 2023

	<p>Location: Four Ashes Farm, Badwell Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BT THE PARISH COUNCIL OBJECTED on the following grounds:</p> <p>The Parish Council objects to this application for the following reasons:</p> <ul style="list-style-type: none"> a) Hours and scope of operation of B8 storage are not appropriate in a residential area and would detrimentally impact local residents and the domestic environment. b) The noise and vibration on the unpaved road would negatively impact a listed building. c) The impact of light pollution. d) The proposal is essentially for the creation of a new business not an extension of the existing farm e) Lack of pedestrian pavements in the vicinity of Badwell Road and Palmer Street is a safety issue which would be compounded by a B8 storage development at Four Ashes Farm <p>If, despite objections, the application were to be approved the Parish Council requests that conditions are applied and robustly enforced in order to protect the quality of life of local residents, specifically (3-11 from noise assessment report):</p> <ul style="list-style-type: none"> 1. That permitted development rights are removed so that a new application has to be submitted for any changes. 2. That the details and form of screening to be agreed by planning officer in consultation with neighbours. 3. That the site opening times are restricted to 08:00 - 18:00 daily - Lorries not to start, leave or enter the site before 08:00 or after 18:00 on any day. 4. That the height of any material drops should be minimised and any metal on metal avoided wherever possible (particularly when the activity occurs outdoors). 5. That the front yard to be maintained in good flat condition. 6. That tonal reverse alarms on delivery vehicles / forklifts not to be used on site. White noise (broadband) or directional alarms would be acceptable. 7. That if any new plant or machinery is required, this should be sourced with regard to noise output. Babergh and Mid Suffolk District Council (LPA) to be notified of any new plant or machinery. 8. That vehicles and machinery not to be left idling when not in operation or being unloaded. 9. That staff not to play vehicle radios or portable stereos so that they are audible beyond the boundary of the site. 10. That all new and existing staff to be made aware of the noise management plan and to be briefed on the importance of noise control. A culture of consideration to neighbouring residents to be maintained. All staff training to be logged. 11. That a complaints procedure to be put in place and any complaints logged for inspection by the LPA if required. <ul style="list-style-type: none"> b) Matters relating to DC/22/2190/HYB Proposal Hybrid planning Location Land At Shepherds Grove Bury Road Stanton Suffolk – No addition concerns has been noted requiring discussion. c) R&D site Summer Road. It was noted that planning enforcement has indicated that they are investigating the large stock of building materials that has appeared. 	
8	PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only	

So signed by the Chair at the meeting of 10th May 2023

	a) APPLICATION FOR PLANNING PERMISSION - DC/22/06056 Proposal: Full Planning Application - Erection of 1.8m high rear fencing, including gate. (retention of) Location: The Blue Boar, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AA MSDC REFUSED PERMISSION	
9	<p>NEIGHBOURHOOD PLAN</p> <p>Cllr Belson reported that final checks on draft had been done and final amendments were being drafted. There will be a Zoom meeting on March 16th at which the group will hopefully sign off on the plan. The plan and related documents will then be circulated to allow the opportunity for Parish Councillors to do a final review of the plan that is proposed for submission to MSDC. There will be a Zoom meeting on April 6th between Parish Councillors and Neighbourhood Plan consultants to allow for questions prior to the presentation of the plan at the parish council meeting on April 12th with proposal for formal sign off and submission to MSDC.</p>	
10	<p>PLAY AREA DEVELOPMENT – to receive report from Cllr Kinnair and consider any matters arising.</p> <p>a) Cllr Winch proposed that the school is advised of the date for day of celebration on April 22nd from 10:30, that free ice creams will be served, and the new signage unveiled. The Clerk displayed the proposed layout for signage which was approved with minor alteration. The organisation of tools and materials for the maintenance working party on Saturday 18th March at 10:30 was agreed. Cllrs Arbon, Belson, Kinnair, Mecrow & Roberts will be present on the day. Cllr Winch has apologised for absence. The Clerk advised that picnic benches, post mix and security chains will all be delivered by Clarkes on morning of 18th March.</p> <ul style="list-style-type: none"> • Draft notice, contact Bury Free Press • Contact school with invitation, post on facebook and message volunteers and send to Clerk. • Arrange ice cream supplies for the day and water supply for pressure washer. • Submit to sign layout printers, submit same to Observer with notice. • Recirculate the recently agreed action plan for maintenance. • Contact Cllr Roberts re availability of pressure washer (hiring one if he does not have one). • Petrol hedge cutter 	<p>BK</p> <p>JW</p> <p>PA</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>IB</p>
11	<p>FINANCE & AUDIT</p> <p>a) The bank reconciliation for period ending 28th February 2022 was approved and signed.</p> <p>b) Accounts awaiting payment (Appendix 1) were approved and signed for submission.</p> <p>c) Internal Control Checks for 3rd and 4th quarters were approved with thanks to Cllrs Winch and Mecrow.</p>	

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	<p>d) The reappointment of SALC as internal auditor for 2022/23 was approved.</p> <p>e) The Clerk advised that insurance cover remains adequate following the internal control checks approved at meeting on 12 October 2022 and recent further review of asset register carried out on 26/03/2023. This was noted.</p> <p>f) It was agreed that for the purposes of end of year CIL accounting the approval of Neighbourhood CIL for the play area re-development of £30k was intended to be net of vat figure (email circulated 20/02/2023).</p> <p>g) It was agreed that CGM should be engaged again at the appropriate time, for stream clearance in 2023/24 and that the work to be done will be reviewed on an annual basis with the contractor just prior to the commencement of work with a review afterwards. Cllr Winch also suggested that she might be able to get together a group of volunteers to pick up debris that has collected along the banks for the stream over the winter. This was warmly welcomed.</p> <p>h) Parish Council representative appointments to Community Council (Cllr Roberts in his absence) & Neighbourhood Plan Group (Cllrs Belson & Mecrow) were reviewed and agreed.</p> <p>i) Council received the summary of amendments to policies & procedures following review by the Clerk. These were approved.</p> <p>j) It was decided to make in principle enquiries of CIL funding from BMSDC for the pavement upgrades which have been added to the planned SCC Local Cycling and Walking Infrastructure Plan.</p> <p>k) Revised quotes for replacement shed were considered. It was decided to go with option 1 as long as Clarkes can arrange for the shed to be erected. If not, then option 2 to be ordered. Clerk to write to MSDC planning advising of intention to erect unless advised otherwise.</p>	<p>JW</p> <p>Clerk</p> <p>Clerk</p>
12	<p>CLERK & COUNCILLOR REPORTS</p> <p>a) The action log was reviewed and items were removed as completed on the advice of the Clerk. Cllr Mecrow had been approached by landowner re the who has concerns about direct access across his land from the Acorns site. Cllr Mecrow agreed make further enquiries.</p> <p>b) Cllrs. Winch & Bartholomew spoke to the annual appraisal carried out for the Clerk. It was finally proposed that the that two increments be awarded from April 2023 (SCP 11 to SCP 13) but that objectives for the Clerk should be reconsidered when the Parish Council has decided upon it's own objectives for the coming year. Payroll to be advised accordingly.</p> <p>c) The FOI policy as recommended by last internal audit report had been circulated and adoption was approved for publication.</p> <p>d) Parish Council considered for response as requested, email correspondence from resident re erection of bollard on privately owned property which runs alongside a now obscured (?) footpath within the closed churchyard to restrict unauthorised parking. As the resident was present as an observer, of the</p>	<p>NM</p> <p>Clerk</p> <p>Clerk</p>

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	<p>meeting he was invited to clarify. It was felt that the Parish Council probably had no cause for any issue with such an proposal on private land over which it is not intended to restrict pedestrian access to the churchyard footpath that runs from The Beeches to The Street. Cllr Arbon offered to speak to the other resident potentially affected with whom he has an established working relationship.</p> <p>e) Revised proposal for revision of format for Annual Meeting of Parish, arising from Clerk's annual appraisal, was considered. It was decided that the Annual Meeting of the Parish should be postponed to June to allow for further consideration under agenda at next meeting.</p> <p>f) To consider and receive any other matters of concern/note for next agenda.</p> <ul style="list-style-type: none"> • Cllr Belson read out a statement as follows: "There has been a complete audit of all roadside 'Public Footpath' finger boards in the parish, and where possible small plaques have been attached which include a QR code that gives access to hundreds of walking, cycling and horse riding trails across Suffolk. Of the 29 signs, 8 need replacing because they are either broken or completely missing; this has been reported and they will be replaced, but this work is on a rolling programme and it is impossible to predict when a particular sign will be dealt with. Suffolk CC Highways Dept. have recently installed two new footbridges on Hartshall Lane and Madge's Lane where these paths cross the stream; both of these paths in the eastern part of the parish are now easily walkable." • Cllr Meyer advised the upcoming period of purdah for local elections in May and that he will not be standing again so the Parish will have a new District Councillor from May onwards. <p>g) Next Meetings – 12th April 2023, 7pm in Memorial Hall.</p>	<p>PA</p> <p>Clerk</p>
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K Boardley

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

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APPENDIX 1

Payments for Authorisation MARCH 2023

#	Payments OUT	Amount	Description
1	SALC	£54.00	Payroll services fee
2	Memorial Village Hall	£25.00	Hall Hire
3	CompassPoint	£500.00	Consultancy Fee (Planning Application)
4	Kevin Boardley	£472.88	Wages
#	Payments IN & Other Payments/Transfers	Amount	Description
	None Received		

APPENDIX 2

Policy & Procedure Annual Review – Summary

#	Policy	Changes	Reviewed
001	<u>Model Standing Orders</u>	Audit report suggests some thresholds to be changed. Advice has been sought on how to compare the policy to LTN87 and if there is anything else in the latter that needs transposing into the policy. Complicated. Apparently new regs are due this year so decided to leave it until they are adopted.	26/02/2023
002	<u>Financial Regulations</u>	Ditto	26/02/2023
003	<u>Internal Control Statement</u>	No changes	26/02/2023
004	<u>Data Protection and Document Retention Policy</u>	Update to remove reference to Subject Access Request Policy until this is adopted.	26/02/2023
005	<u>Risk Assessment - Financial</u>	Insurer name and some amounts updated from most recent policy cover.	26/02/2023
006	<u>General Health & Safety Policy</u>	Inconsequential wording and typos	26/02/2023
007	<u>Litter Pick Guidance</u>	Amendment to make specific reference to Parish Council's insurance rather than 'our insurance'.	26/02/2023
008	<u>Risk Assessment - Pavement Sweeping</u>	No changes – no pavement sweeper in post since 2020	26/02/2023
009	<u>Disciplinary Procedure</u>	No changes	26/02/2023
010	<u>Grievance Procedure</u>	No changes	26/02/2023
011	<u>Covid Guidance - Litter Pick Volunteers</u>	No changes	26/02/2023
012	<u>Risk Assessment- Litter Pick</u>	No changes	26/02/2023
013	<u>Child & Vulnerable Adult Safeguarding Policy</u>	No changes	26/02/2023
014	<u>Marquee Usage Policy</u>	No changes. To be archived on disposal of marquees later this year.	26/02/2023

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015	<u>Suffolk Code of Conduct</u>	No changes. Updated code re-adopted 14/09/2022 min ref 12a)	26/02/2023
016	<u>Reserves Policy</u>	Clause 4.3 referred to a central schedule held by the RFO. I changed this to reflect actual practice which is to review at time of budget setting (And as required) with changes approved in council and minuted. If a more detailed record is needed then the Clerk will have to set up a central register (but I think this is more for larger authorities). Clause 5.3 added a line to note that all spending proposal are checked with Infrastructure Team before any grant commitments are made to avoid clawback. Removed Clause 7.4 "The Responsible Financial Officer will maintain a detailed schedule of all reserves which will form part of the accounts package."	26/02/2023
017	<u>Equality & Diversity Policy</u>	No changes	26/02/2023
018	<u>Asset Register</u>	Old inkjet printer marked as disposed. New Xerox printer added. There will be some further changes as disposals of marquees and speed gun along with acquisition of new shed are finalised.	26/02/2023
019	<u>Risk Register</u>	No changes other than for wording on stream risks other than to reflect the fact that contractor now established for annual maintenance.	20/02/2023
020	<u>CIL Funding Policy</u>	No changes	
021	<u>CIL Funding Application Form</u>	No changes	

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