


WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the **ANNUAL** meeting held on Wednesday 10th May 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. Bartholomew, Mecrow, Roberts and Winch.

ALSO PRESENT: District Councillor Richard Winch; Sam Stonehouse for Evolution Planning

1	ELECTION OF CHAIR a) In the absence of the incumbent Chair, Cllr Bartholomew took the Chair being the incumbent Vice Chair. b) Cllr Belson had indicated to the Clerk his willingness to be re-elected as Chair in his absence. Cllr Belson was proposed as Chair and this was unanimously agreed. c) Cllr Winch was then proposed to Chair the meeting and this was unanimously agreed.	Action
2	APOLOGIES a) Cllr Tuck (reason not minuted); Cllr Belson (reason not minuted); Cllr Arbon not present no apology received, likely to be a work emergency. b) Council consented to all absences.	
3	CO-OPTION TO VACANCIES a) Ian Bartholomew was proposed for co-option to the Council and this was unanimously approved.	
4	APPOINTMENT OF VICE-CHAIR a) Cllr Bartholomew was then proposed for Vice Chair. This was unanimously agreed. He then took the Chair in his role as Vice Chair.	
5	DECLARATIONS OF ACCEPTANCE OF OFFICE a) The Clerk then requested that all members present completed Declarations of Acceptance of office witnessed by the Clerk. b) The Clerk received the previously signed and witnessed Declaration of Acceptance of Office by Cllr Belson. c) It was proposed by the Clerk that Acceptance of Office by Cllr Tuck was postponed until the next meeting. This was unanimously agreed. d) At the request of the Clerk all Cllrs present then signed an agreement to receiving summons by email.	
6	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 received. b) To receive declarations of lobbying for planning matters on the agenda – none were received. c) To receive requests for dispensations – none required.	

So signed by the Chair at the meeting of 14th June 2023

	d) Cllr Bartholomew then proposed that the Public Open Forum be taken next (agenda item 9) followed by Planning Matters (agenda items 11 & 12).	
7	<p>MINUTES</p> <ul style="list-style-type: none"> • Council considered the proposal from the Clerk that the minutes of the last meetings at which annual business was transacted, those being the meetings of the Parish Council held on 11th May 2022 and also the minutes of the meeting held on 13th July 2022 at which the Chair was re-elected, be approved as a true and accurate record. Approved unanimously. • Council considered the proposal by the Clerk to retrospectively confirm for the minute record, approval of all the decisions minuted at the meetings held on 11th May 2022 and 8th June 2022, for which there was no formally re-elected Chair. Unanimously approved. • Meeting minutes of 8th March 2023 were approved as true and accurate record and duly signed. • Meeting minutes of 12th April 2023 were approved as true and accurate record and duly signed. • Actions agreed from previous two meetings were reviewed. Outstanding actions: <ul style="list-style-type: none"> • Cllr. Winch to get together a working party to tidy stream banks of winter debris. • Cllr Mecrow had taken a look at the concerns of the farmer who has reports people accessing the land he rents from the Old Town Trust from the Acorns site. Cllr Mecrow spoke to the farmer concerned. The development plans do not show any fencing in the area concerned, therefore the Parish Council resolved it is not in a position to challenge the developer. The Parish Council requests the adherence to the Countryside code and asks all not to walk in standing crops and to keep dogs under control. • Cllr Arbon was to have had a word with resident re parking issues. 	<p>JW</p> <p>NM PA</p>
8	<p>REPORTS FOR INFORMATION & QUESTIONS - to receive written reports & put questions:</p> <ul style="list-style-type: none"> • District Councillor Richard Winch was in attendance but having just been elected had no report. The Parish Council congratulated him on his election welcomed him to his new role. • The Parish Council also wished to minute a note of thanks to outgoing District Councillor Richard Meyer, for his solid support, presence and guidance over his period of office. 	
9	<p>PUBLIC FORUM</p> <ul style="list-style-type: none"> • Sam Stonehouse for Evolution Planning spoke in support of planning application DC/23/01951 and took questions from Councillors. • Cllr Bartholomew then proposed that Planning matters be considered next including this one. This was agreed (see agenda items 11 & 12). 	

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10	<p>ANNUAL BUSINESS</p> <p>a) The re-adoption of appropriate standing orders and financial regulations as reviewed 26/02/2023 was approved.</p> <p>b) The Clerk's recent review of the Parish Council's asset register (26/02/2023) and approved at meeting held on 8th March 2023 was confirmed.</p> <p>c) The Clerk's recent review of arrangements for insurance cover in respect of all insurable risks (26/02/2023) and approved at meeting held on 8th March 2023 was confirmed. These will be reviewed again just before renewal in October.</p> <p>d) The Council's annual subscriptions (SALC membership and GeoXsphere mapping subscription) to other bodies for 2023/24 were unanimously approved (SALC membership and GeoXsphere mapping subscription).</p> <p><i>[Cllr Winch took over as Chair as Cllr Bartholomew was called away from the meeting for an emergency – 20:05]</i></p> <p>e) The Council's policies, procedures and practices as reviewed 26/02/2023 and approved at meeting held on 8th March 2023 were confirmed for re-adoption.</p> <p>f) The Clerk published the times and place of ordinary meetings of the Council up to and including the next annual meeting of the Council in 2024 on the Parish Council's website. These were approved.</p> <p>g) The appointment of SALC as internal auditors for <u>2023/24</u> was approved.</p> <p>h) The areas of specific responsibility assigned to individual members were reviewed. Changes were Paul Arbon, Play Area (subject to co-option and agreement at next meeting; Cllr Nicholas Tuck Internal oversight of financial matters (subject to agreement at next meeting); Cllr Janette Winch, Village Stream; Cllr Roberts Sports Club.</p>	Clerk
11	<p>a) PLANNING MATTERS</p> <p>b) Matters relating to DC/22/2190/HYB Proposal Hybrid planning Location Land At Shepherds Grove Bury Road Stanton Suffolk. Cllr Roberts advised meeting that Copart had provided answers to all the technical questions posed apart from the key question about the construction of the roundabout. The Clerk was asked to make sure that all other interested parishes were aware of this.</p> <p>c) APPLICATION FOR PLANNING PERMISSION - DC/23/01951 Proposal: Full Planning Application - Erection of 4No dwellings. Location: Land East Of Maltings , Palmer Street, Walsham Le Willows, IP31 3BZ THE PARISH COUNCIL OBJECTED TO THIS APPLICATION for the following reasons:</p> <p>The Parish Council approved the draft Neighbourhood Plan for submission to BMSDC on 23rd April 2023 and although the plan has not yet been adopted, the Parish Council is committed to considering planning</p>	Clerk Clerk

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	<p>applications against the policies & codes set out in the entirety of that draft Plan in the anticipation that it passes examination and referendum leading to adoption of the plan by BMSDC.</p> <p>The draft Neighbourhood Plan incorporates the 2022 settlement boundary which is expected to replace the existing 1998 settlement boundary in the forthcoming revisions to Stage II of the BMSDC Local Plan.</p> <p>The application was very well received by the Parish Council in terms of the proposed scale and its close adherence to the design codes and policies as well as the responses by Sam Stonehouse (Evolution Planning) to questions posed by Parish Councillors. On that basis the Parish Council would have been very pleased to support the application but has objected because:</p> <ul style="list-style-type: none"> • Although the attention to design and scale met with much approval, the application goes against the spirit and intention of the draft Neighbourhood Plan in its entirety. • The Parish Council is satisfied that the Broad Meadow site for which a planning application has been approved, will provide much needed affordable housing. • Although not a valid basis for objections to housing development, the Neighbourhood Plan consultation exercises noted a strong sentiment against excessive or inappropriate development. • BMSDC has advised that they have a 10-year housing supply (against a current requirement for 5 years) and Walsham has already met its quota within that requirement via the Wattisfield Road developments and other smaller infill developments. • This development would further link Four Ashes and the rest of the village which would impact on the separate character of the two distinct areas. Maintaining these distinct areas was one of the purposes of redefining the settlement boundary in 2022. 	
12	<p>PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only – None [Meeting continued from agenda item 7]</p>	
13	<p>NEIGHBOURHOOD PLAN – to receive any comments from Parish Council representatives (Cllrs. Belson & Mecrow) and consider any matters arising</p> <ol style="list-style-type: none"> a) Council noted that the Clerk has listed for approval a payment of £1745.38 to Groundworks UK (Locality) representing the unspent portion of the grant for 2022/23. b) Council noted for minute record that the amended Neighbourhood Plan was submitted to BMSDC on 18 April 2023. If the plan meets the 	

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	<p>submission criteria, a Regulation 16 public consultation will be commenced.</p> <p>c) Council considered and received proposal from Cllr Mecrow that methods of encouraging residents to vote in the NP referendum should be discussed and an outline plan was agreed to be finalised by Cllr Mecrow and the Clerk.</p>	NM, Clerk
14	<p>PLAY AREA DEVELOPMENT – to receive report from Cllr Arbon and consider any matters arising.</p> <p>a) Council considered the repairs to the play area surface the Clerk advised the retained amount was due for payment on 16th May. Council decided to approve payment of 50% of the retained amount of £3,800.04. Clerk set up payment for immediate authorisation based on approval of purchase order at the meeting on 13th July 2022 minute ref: 11(b).</p> <p>b) Council considered proposal from Cllr Winch for the purchase of new litter bins for the play area possibly with grant from MSDC that has receptacles for soft plastic, hard plastic recyclable and non-recyclable waste. The Clerk was asked to obtain quotes and Cllr Richard Winch was asked if he could investigate possible sources of funding from MSDC.</p> <p>c) Council also wished minute a note of thanks to resigning Cllr Brian Kinnair for his service and work for the Parish Council generally and particularly on the Play Area and for internal financial oversight.</p>	<p>Clerk</p> <p>Clerk, DC Winch</p>
15	<p>FINANCE & AUDIT</p> <p>a) Council approved the bank reconciliation for period ending 30th April 2023 for approval which was duly signed.</p> <p>b) Council approved accounts awaiting payment summary and invoices for payment. (Appendix 1).</p> <p>c) Council approved the Year End Reconciliation Statement for approval which was duly signed by the Chair.</p> <p>d) Council considered each of the Annual Governance Statements (Section 1), these were completed and the statement was approved and signed by Chair and the Clerk for publication and submission to internal auditor.</p> <p>e) Council considered the Annual Accounting Statements (Section 2) prepared by the Clerk. These were approved and signed by Chair and the Clerk for publication and submission to internal auditor.</p> <p><i>[Cllr Bartholomew re-joined the meeting]</i></p> <p>f) Cllr Roberts proposed the purchase of a larger shared shed and set out the rationale for his proposal. Council decided that this would not work for a number of reasons and the proposal was not approved. Cllr Bartholomew advised that a planning application may have to be submitted. The Clerk was asked to contact BMSDC planning for a definitive opinion.</p>	<p>IB, TR</p> <p>Clerk</p>

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	<p>g) Council considered the proposal by Clerk to transfer £20,000 back from current account to deposit account. This was approved.</p> <p>h) Council considered proposal from Clerk for purchase of set of new toner cartridges (2500 pages) at £320.76 excl vat plus waste toner cartridge at £14.50 excl vat. This was approved.</p> <p>i) Council considered changes to Council membership as result of the election and nomination of replacements to maintain four bank signatories who are also able to view, authorise and submit online payments. It was decided to postpone this to the next meeting when hopefully all councillors will be present.</p> <p>j) Council considered if new appointment is required for Council's internal financial oversight function. It was decided to postpone this to the next meeting when hopefully all councillors will be present.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
16	<p>CLERK & COUNCILLOR REPORTS</p> <p>a) The action log had been reviewed by the Clerk prior to the meeting, no further updates were required.</p> <p>b) Cllr Winch proposed format of Annual Meeting of the Parish now to be held on 24th May, 6-8pm in the Memorial Hall and publicised as WleW Question Time. This proposal was approved. The Clerk was asked to make sure the poster had been sent to all previous group representatives with a request they forward it to the mailing lists for their organisation. Cllr Winch and Clerk to work on this.</p> <p>c) Internal Control Checks for 2023/24 were considered and the method for how these will be completed and by whom was discussed. It was decided that the Clerk should split into four and allocate to councillors on random basis so that all councillors are involved. The Clerk made the point that this is not much different to how it was done for 2022/23 and that they needed to be completed in a timely manner as allocated. The Clerk may decide to issue them all at once so that those councillors allocated have nearly a whole year to complete as and when suits them.</p> <p>d) Council considered guidance on Spring Litter Picks and how picking not completed as part of a Parish Council organised group/day will be handled in respect of Parish Council risk assessments and insurance cover. It was decided to ask the Clerk to contact the insurance company for advice after which the risk assessment may need to be revised. Cllr Mecrow agreed to work with Cllr Roberts to reallocate areas against current volunteers, establish vacant areas ready for a drive to attract more volunteers possibly with flexibility to carry out pick over a week at time of their choosing. They would be allowed to keep the kit issued from year to year until they 'resigned'. It was decided that publicity should go out in June for August pick and February for the April pick to ensure Observer publication. Cllr</p>	<p>Clerk</p> <p>Clerk</p>

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	<p>Winch agreed to draft publicity articles once insurance cover has been clarified.</p> <p>e) The Clerk advised that site visit appointment with CGM had been cancelled previous week and was happening on 11th May. Add to next agenda for consideration for quotes.</p> <p>f) Other matters of concern/note for next agenda: Cllr Mecrow gave his apologies in advance for the next meeting as he will not be in the village.</p> <p>g) Next Meetings:</p> <ul style="list-style-type: none"> • Wednesday 24th May 2023 6-8pm – Memorial Hall - Annual Walsham le Willows Question Time – to allow residents come along and with any questions, suggestions and comments • 14th June 2023 7pm - Memorial Hall <p>Meeting closed at 21:25</p>	Clerk, NM, TR, JW
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APPENDIX 1

Payments for Authorisation MAY 2023

#	Payments OUT	Amount	Description
1	Mid Suffolk District Council	£956.09	Dog & Litter Bin Emptying
2	Clarkes of Walsham	£12.42	Bitumen for repairs at play area
3	CGM	£132.00	Grass cutting of play area and stream verges.
4	Groundwork UK	£1,745.38	Unspent Neighbourhood Plan Grant 2022/23 returned
5	Parish Council Employee	£577.53	Wages
#	Payments IN & Other Payments/Transfers	Amount	Description
1	HMRC REC'D	£13,638.06	VAT rebate 2022/23
2	MSDC REC'D	£2953.41	CIL infrastructure Grant 2023/24 final payment
3	MSDC REC'D	£12,298.00	Precept 2023/24 1 st tranche
4	Internal Transfer REC'D	£16,500.00	Deposit to Current account

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