


WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 14th June 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, Belson, Tuck and J.Winch.

ALSO PRESENT: District Councillor Richard Winch

1	OPENING - including Statement, if any	Action
2	APOLOGIES a) To receive apologies from Cllrs Mecrow (holiday) and Roberts (family commitments). Apologies also received from County Councillor Fleming. b) Council consented to all apologies	
3	OUTSTANDING ANNUAL BUSINESS a) The clerk reported that former councillor Paul Arbon had advised that he no longer felt able to consent to co-option back onto the council feeling that the demands of his work mean he was not able to give the commitment to attendance that is required. The Parish Council expressed thanks for his work for the council over the past few years. Cllr J.Winch agreed to pursue a search for a suitable candidate for co-option to the Parish Council. District b) Cllr Belson signed the agreement to summons by email. c) Cllr Tuck signed his declaration of acceptance of office and agreement to summons by email.	
4	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 were required d) The Clerk received the remaining register of interest form from Cllr Tuck. These will now be submitted to MSDC for entry onto the online register.	
5	MINUTES <ul style="list-style-type: none"> • The minutes of the meeting held on 10th May 2023 for approved as true and accurate record and signed by the Chair. • Actions agreed by Councillors from that meeting were reviewed for completion: Cllr Winch noted offer by Clarkes of Walsham to resume cutting of the stream verges alongside any work done by the engaged contractor. The Parish Council cannot and does not object to this but is not able to 'give permission' but welcomes this suggestion. Cllr J.Winch to communicate this; The Clerk reported that new bins for play area had 	JW

So signed by the Chair at the meeting of 12th July 2023

	<p>not yet been ordered as it has not yet been possible to arrange for their emptying into the MSDC bin. Further, it was agreed that in the light of potential new guidance from central government, for now two new bins are purchased for recyclable and non-recyclable waste. A third bin may be added in the future compostable waste. The Clerk will action this after checking again with MSDC re the emptying of these bins directly by MSDC without the waste having to be transferred to the MSDC wheelie bin that is in the locked unit. District Cllr R.Winch also offered to investigate this; Cllr Mecrow was going to speak to local landowner re concerns about access on foot over his land. Cllr Mecrow was not present to report back; Former Cllr Arbon did not stand and will not now be co-opted so Cllr J.Winch will have word with resident about parking issues and blocking of footpaths; Clerk still to submit planning application for shed.</p> <ul style="list-style-type: none"> Notes from annual meeting of the parish on 24th May 2023 approved and signed by the Chair as a true and accurate record. Clerk to send for publication in The Observer. 	<p>Clerk, RW</p> <p>JW Clerk</p> <p>Clerk</p>
6	<p>REPORTS FOR INFORMATION & QUESTIONS - to receive written reports & put questions:</p> <ul style="list-style-type: none"> The Chair invited questions on District Councillor R.Winch's report – No questions but Cllr Bartholomew congratulated District Councillor R.Winch on the high bar set with a very 'Walsham focused' report. County Councillor Fleming was not able to attend 	
7	<p>PUBLIC FORUM</p> <ul style="list-style-type: none"> No members if the public were present. 	
8	<p>PLANNING MATTERS</p> <ul style="list-style-type: none"> Matters relating to DC/22/2190/HYB Proposal Hybrid planning Location Land At Shepherds Grove Bury Road Stanton Suffolk (Jaynic and Equation proposal). - It was felt that engagement at District level on this application and any future applications would be more effective and District Cllr Winch confirmed that he is in the process of escalating this. EN/23/00140 - Land To The West Of The R&D Construction Depot, Summer Road, Walsham Le Willows (UDR) - Update from Clerk. – The Clerk had circulated latest position and will seek clarification as to what 'to rear of site' means. The existing planning permissions only allow for storage on the old bomb site. 	<p>RW</p> <p>Clerk</p>
9	<p>PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only</p> <p>a) APPLICATION FOR PLANNING PERMISSION - DC/23/01362 Proposal: Householder Application - Erection of rear extension including new replacement windows. Location: Fairfield House, 3 Postmill Gardens,</p>	

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	<p>Walsham Le Willows, Bury St Edmunds Suffolk IP31 3DZ MSDC GRANTED PERMISSION</p> <p>b) Application Reference: DC/23/01328 Proposal & Location of Development: Application for works to trees within a Conservation Area - Reduce 4no Mature Lime trees T1 & T2 by 7ft and balance, T3 & T4 by 10ft and laterals by approx.. 6ft, fell 1no Ash and remove a limb from 1no Cherry 2 Avenue Cottages, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ MSDC RAISED NO OBJECTION</p>	
10	<p>NEIGHBOURHOOD PLAN – to receive any comments from Parish Council representatives (Cllrs. Belson & Mecrow) and consider any matters arising – Nothing to note other than the plan has been checked by Mid Suffolk District Council (MSDC) and they are now running the public consultation which runs until 21st July and after which they will submit it for independent examination before holding a referendum.</p>	
11	<p>PLAY AREA DEVELOPMENT – to receive report from Cllr Arbon and consider any matters arising.</p> <p>a) The play area action log which had been reviewed by Cllr Mecrow and updated by the Clerk was considered. Remaining entries either had a 'watching brief' or will be addressed by the next working party, date and time to be agreed with Cllr Roberts who has the remaining picnic bench on his van. Clerk to liaise.</p> <p>b) Proposal from Cllr Winch re the gate exiting from the wood area (circulated 22/05/2023) was considered and it was decided that this would be assessed at time of next working party.</p>	Clerk
12	<p>FINANCE & AUDIT</p> <p>a) The bank reconciliation for period ending 31st May 2023 was approved and signed by Cllr Tuck.</p> <p>b) Accounts awaiting payment summary and invoices were approved for payment except number 9 £500 for Wildwood. This payment is not actually due until June 2024 to align with other donations. (Appendix 1).</p> <p>c) The internal audit report for 2022/23 has been circulated and was approved. The previous approval of Annual Governance Statements and Section 1 and Annual Accounting Statements Section 2 (as signed at meeting on 10th May 2023) was confirmed.</p> <p>d) Cllr Tuck was proposed for fourth bank signatory for authorising and submitting online payments - to replace Cllr Kinnair. This was unanimously approved.</p> <p>e) Cllr Winch proposed Cllr Tuck for appointment to the Council's internal financial oversight function. This was unanimously approved.</p>	
13	<p>CLERK & COUNCILLOR REPORTS</p> <p>a) To consider and receive the updated action log for any matters of concern/note. Some items were removed as completed.</p>	

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	<p>b) The response from the insurance company about cover for more flexible litter picking arrangements had been circulated and Cllr J.Winch agreed to draft publicity for the summer litter pick for circulation to Cllrs Mecrow and Roberts prior to submission to The Observer for July. This litter pick will be from 7th to 13th August and will allow people to complete at any time during that week subject to the usual safeguards. Once agreed the Clerk will circulate directly to previous participants.</p> <p>c) Quotes were considered with regard to pavement sweeping and closed churchyard grass cutting and maintenance as detailed in proposal circulated for previous meeting. The suggestion from the GWC that the area be maintained as a managed meadow area was unanimously rejected on the grounds that complaints have already been received given the current absence of a contractor to carry this out. It was agreed that the Clerk pursue the proposal from a local resident to take on this role. In meantime it was decided that a one off cut should be requested from M&TJ's to include epicormic tree growth and the removal of arisings.</p> <p>d) The correspondence from the '20's Plenty' campaign which is being promoted by a number of Suffolk Parish Councils was considered. The clerk was asked to invite someone from the group to the next Parish Council meeting.</p> <p>e) Council considered the offer of a leaf sweeping machine from a local resident at a cost of £350. Council decided in principle that this should be pursued subject to an appraisal of the condition of the machine by Cllr Roberts and, if he is satisfied with the condition, an offer of £300 was unanimously approved.</p> <p>f) Following the Annual Meeting of the Parish (Annual question time), council considered the discussion that took place and the issues raised. Objectives were agreed as follows(plan to be confirmed at next meeting for allocation of tasks:</p> <ul style="list-style-type: none"> • Further improve access to footpaths and permissive paths: Map of permissive paths to be published to make distinction clear; locations and condition of signage/roundels/maps at start of paths to be reviewed; • Traffic calming & reduction: Investigate weight limit on bridge, why the causeway is classified a lorry route, and the 20's plenty campaign • Shepherd's Grove site: Continue to provide information as it becomes available, publicising through usual channels including Parish Council communications database, and lead on actions agreed; further public meetings when application is made by Equation <p>g) To consider and receive any other matters of concern/note for next agenda. Cllr Tuck asked if any permissions were required for a mobile pizza van providing food in the village. The Clerk advised that previous</p>	<p>JW Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk, TR</p>
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	<p>advice from the previous District Councillor was that there nothing specific that was required of the vendor.</p> <p>h) Next Meeting – 12th July 2023 7pm - Memorial Hall. – Meeting closed 20:40</p>	
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APPENDIX 1

Payments for Authorisation JUNE 2023

#	Payments OUT	Amount	Description
1	Janette Winch	65.86	Reimbursement of expenses for refreshments and stationery for the Annual QT meeting of the Parish
2	Kevin Boardley	6.22	Expenses
3	Suffolk West CAB	100.00	s.142 general powers donation
4	Mid Suffolk CAB	100.00	s.142 general powers donation
5	East Anglia Children's Hospice	100.00	s.137 donation
6	East Anglian Air Ambulance	100.00	s.137 donation
7	Headway Suffolk	100.00	s.137 donation
8	Suffolk Accident Rescue Service	100.00	s.137 donation
9	Walsham Wild Wood	500.00	s.137 donation (2 of 3 – assistance with running costs) This payment was not authorised Not actually due until June 2024.
10	GB Pollard	46.38	1st Cut Footpaths, grant disbursement
11	P Dryden	48.00	1st Cut Footpaths, grant disbursement
12	M Hawes	74.70	1st Cut Footpaths, grant disbursement
13	Martineau Farms LLP	184.74	1st Cut Footpaths, grant disbursement
14	H Reeve	25.09	1st Cut Footpaths, grant disbursement
15	H Reeve	176.58	1st Cut Footpaths, grant disbursement
16	Kevin Boardley	32.59	Reimbursement WP Media for website caching plugin annual subscription
17	CGM	132.00	Grass cutting Stream verges x1 and Play Area x1
18	Memorial Hall	50.00	Hall hire for 10 th and 24 th May
19	Clarkes of Walsham	415.80	3 rd Picnic Table/Bench for Play Area
20	Memorial Village Hall	25.00	Hall hire 19 th April
21	Kevin Boardley	384.91	Reimbursement of Printerland invoice for toner cartridges
22	Parish Council Employee	596.21	Wages
23	Premier Play Solutions	1900.02	Play Area - paid 15th May following meeting 14 th May, based on authorisation of PO [13/07/2022, min ref 11(b) and authorisation for payment of 50% of retained amount, 10/05/2023, min ref 14 (a)]
#	Payments IN & Other Payments/Transfers	Amount	Description
1	Transfer from Current to Deposit	20,000.00	Minute ref 15 (g) 10/05/2023
2	Suffolk County Council	555.49	Grant first cut footpaths

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