


WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 9th August 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, Brookes, Mecrow, Roberts, Tuck.

ALSO PRESENT:

1	OPENING – meeting commenced at 19:15	Action
2	MEMBERS APOLOGIES a) Cllr J Winch. b) Consent was given.	
3	CO-OPTION a) Ann Brookes was welcomed as a co-opted member of the Parish Council and completed the Declaration of Acceptance of Office which was countersigned by the Clerk. Cllr Brookes also signed a consent to Summons by email.	
4	DECLARATIONS of Pecuniary & Non-Pecuniary Interests a) Cllr Roberts disclosed a non-pecuniary interest in any discussions that may happen about planning applications between the Sports Club and the Community Council. b) No gifts of hospitality were declared. c) No declarations of lobbying for planning matters on the agenda d) Dispensation granted to Cllr Roberts.	
5	MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated) <ul style="list-style-type: none"> • Meeting of 12th July 2023 for approval and signing as true and accurate record with correction to the approximate numbers quoted for traffic movement for the proposed Equation development under agenda item 7a which should have read: “..estimated vehicle movements are 4000 private vehicle movements per day plus 900 HGV movements per day. 	
6	REPORTS FOR INFORMATION & QUESTIONS - to receive written reports & put questions: District Cllr Winch had given apologies; County Cllr. Fleming had given apologies. Reports had been received.	
7	PUBLIC FORUM Three members of the public were present to enquire as to the reasoning for the Parish Council’s objection to planning application DC/23/02819 (including the applicant). It was explained that the Parish Council can only comment on the application as put before it and that this was a problematic application because it was ambiguous about the exact proposals which were confusing for councillors and needed more detailed explanation to be clear. The applicant (or representative) had not attended the meeting where this application was	

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	<p>considered which would have been helpful. The application was contradictory on the question of replacement or addition of storage space and the retention of the existing storage. The block plan showed a new shipping container in the position of the old container and the old container at right angles to the new container – this appeared to be a 3 x volume increase which was not explained in the application itself. It was acknowledged by the applicant that the dimensions were not accurate. The application was silent on the colour of the proposed container(s) because it was assumed this was irrelevant as they would be hidden. But the proposed siting in a conservation area makes intention on this very relevant. Parish Councillor's expressed regret about the situation but explained that they have a very small part in the planning process which is determined by planning legislation and has to be followed.</p>	
8	<p>PLANNING MATTERS (the Parish Council has not formal legal right of comment on applications to West Suffolk but has been informally consulted.)</p> <p>a) Matters relating to DC/22/2190/HYB Proposal to West Suffolk Planning Authority for Hybrid planning (Jaynic) Location Land At Shepherds Grove Bury Road Stanton Suffolk. – No specific matters.</p> <p>b) Matters relating to DC/23/1154/OUT Proposal to West Suffolk Planning Authority for Outline Planning Application (means of access to be considered) for demolition of existing buildings and structures to provide new employment floorspace (Classes E(g)(iii), B2 and B8) including vehicular access with all other matters reserved Location Shepherds Grove Industrial Estate East Sumner Road Hepworth Suffolk Applicant , Shepherds Grove Investment LLP</p> <p>Cllr Mecrow had had time to take a very quick look at the proposals. It was agreed that there were many inaccuracies and omissions. It was proposed and agreed to establish a sub-group of all Parish Councillors who can attend, to look at these issues in more detail with help of consultants to formulate a response to be submitted before deadline of 8th September. Clerk to contact Cllr R Winch and Andrea Long to see when they might be available to meet.</p>	Clerk
9	<p>PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only</p> <p>APPLICATION FOR PLANNING PERMISSION - DC/23/01951 Proposal: Full Planning Application - Erection of 2No dwellings. Location: Land East Of Maltings , Palmer Street, Walsham Le Willows, IP31 3BZ MSDC GRANTED THIS APPLICATION</p>	
10	<p>a) NEIGHBOURHOOD PLAN – to receive any comments from Parish Council representatives (Cllrs. Belson & Mecrow) and consider any matters arising.</p> <p>Cllr Mecrow noted Regulation 16 consultation completed. Plan now under examination and the examiner had already submitted some comments to which the steering group are formulating responses. Cllr Mecrow thought</p>	

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	<p>that what is meant by 'Summer Road' should be clarified as the stretch from the Parish Boundary and Fishponds Lane to the Six Bells. The plan is on track for an autumn referendum. The Clerk was asked to enquire how much notice the Parish Council would get for the referendum as deadlines for publicity would be key. Clerk to clarify with consultants.</p>	Clerk
11	<p>PLAY AREA – consider any matters arising.</p> <p>a) Quotes for Play Area gates were considered and given the almost matching prices the Clerk was asked to engage the contractor who is most local to the village and to reiterate the importance of the 12mm gaps around the gates to comply with RoSPA inspection report.</p>	Clerk
12	<p>FINANCE & AUDIT</p> <p>a) Bank reconciliation for period ending 31st July 2023 was approved for signature.</p> <p>b) Accounts awaiting payment summary and invoices for payment were approved. (Appendix 1).</p> <p>c) The Clerk presented a mandate to correct the internet banking access permissions for Cllr Tuck to match those of other signatories.</p>	Clerk
13	<p>PARISH COUNCIL OBJECTIVES – 2023/24</p> <p>Following on from discussions since the meeting was held Cllr J Winch proposed (by email):</p> <p>Council considered the proposal by Cllr Winch (not present) to accept the targets set for the Clerk at annual appraisal in February and which were deferred by the Parish Council until after the Parish Council had formulated its own objectives for 2023/24. Given that the chronology of the annual meeting of the Parish, the setting of Parish Council Objectives and the setting of the Clerk's objectives at appraisal needed to be realigned in order to make sense of the process, this proposal was not approved. The Clerk suggested that the Annual Meeting of Parish in 2024 should be in early March, the Parish Council should set its objectives at the monthly meeting in March and the Clerk's appraisal & objectives setting should happen before the end of April so that any decisions on pay awards/increments could feed into the process before start of new financial year. This was unanimously agreed.</p>	Clerk
14	<p>CLERK & COUNCILLOR REPORTS</p> <p>a) To consider and receive the updated action log for any matters of concern/note. – None were raised.</p> <p>b) In absentia Cllr J. Winch proposed that Jessica Fleming is asked to actively investigate weight limit on Causeway bridge in conjunction with SCC highways as a step forward the Parish Council's comments, approved and submitted to Highways, Babergh Mid-Suffolk and West Suffolk District Councils on the 26/07/2023.</p>	Clerk

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	<p>It was decided that agenda items c, d, e and f and g, proposed by Cllr J. Winch in absentia relating to work to be done on 20's Plenty, and engagement with the contractor for the stream clearance be postponed until Cllr J. Winch is present.</p> <p>h) To consider and receive any other matters of concern/note for next agenda.</p> <ul style="list-style-type: none"> • Cllr Bartholomew proposed that the Clerk contact MSDC to ask about clearance of the banks to the properties on Millar's Close as the overgrowth is causing sight obstruction and hazard to vehicle and pedestrian traffic. This was agreed. • Cllr Bartholomew also raised the issue of the hedges encroaching on highway at Grove Cottage and from Grove House on The Causeway. Also the hedging to the pavement from Grove House was discussed. As the Parish Council paid a considerable sum a couple of years back to have debris at the base of the hedging cleared it was proposed that the Clerk write to the owners to ask if they might cut the hedging again to prevent it from encroaching as far as it did previously. The Clerk was asked to write to both residents to ask if they might have these cut. • Cllr Mecrow reminded that the Play Area working party is due to meet on Saturday 19th August at 10:30. <p>i) Next Meeting – 6th September 2023 7pm - Memorial Hall. NB A week earlier than usual.</p> <p>MEETING CLOSED 20:28</p>	<p>Clerk</p> <p>Clerk</p>
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APPENDIX 1

Payments for Authorisation AUGUST 2023

#	Payments OUT	Amount	Description
1	CGM	90.00	Play Area Grass Cutting 21/07
2	Memorial Village Hall	25.00	Parish Council Meeting
3	M&TJ's	756.00	Closed Churchyard maintenance
3	Parish Council Employee	423.07	Wages
#	Payments IN & Other Payments/Transfers	Amount	Description
1	PlanningPortal.co.uk DUE	58.50	Refund of planning application fee
2	Footpaths grant DUE	555.49	Second cut
3	Neighbourhood Planning Grant	1790.00	For last stage of work on plan

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