


**WALSHAM le WILLOWS PARISH COUNCIL**

**MINUTES** of the meeting held on Wednesday 11<sup>th</sup> October 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, Tuck, Roberts, Winch.

**ALSO PRESENT:** District Councillor R Winch; Apologies from County Councillor Fleming

1	OPENING - including Statement, if any	Action
2	APOLOGIES a) None received	
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 received. a) To receive requests for dispensations – none required.	
4	MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated) • Minutes of the meeting of 6 <sup>th</sup> September 2023 were approved and signed as a true and accurate record. • Review of actions assigned to councillors from last meeting – all had been completed.	
5	REPORTS FOR INFORMATION & QUESTIONS - to receive written reports & put questions: a) District Councillor Winch – there were no questions on Cllr Winches' report. Cllr Mecrow did note the excellent census data and asked the Clerk to link to this on the village website. b) County Councillor Fleming • Cllr Mecrow noted the considerable hedgerow growth (including brambles) this year, which now means there are no places that allow of pedestrians to easily step off the road when necessary. In particular, there are two oak trees that are encroaching at one of the worst corners. As a result, there are concerns about pedestrian safety. Cllr Mecrow will make enquiries about adjacent landowners to see if they may be able to assist. Details to be passed to Clerk.	Clerk          NM
6	PUBLIC FORUM - To receive questions and matters of concern from members of the public in attendance with regard to items on the agenda and Walsham le Willows in general	

So signed by the Chair at the meeting of 8<sup>th</sup> November 2023

	<ul style="list-style-type: none"> <li>Three members of the public present who raised the proposal for Flower Power project (agenda item 13f). representative of Gardens Weekend Committee also present and in support of this project. Parish Councillors warmly and unanimously welcomed the proposal and had no objections to the use of the closed churchyard wall for this purpose.</li> </ul>	
7	<p>PLANNING MATTERS</p> <p>a) Matters relating to DC/22/2190/HYB Proposal Hybrid planning Location Land At Shepherds Grove Bury Road Stanton Suffolk (Jaynic and Equation proposal.</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> <ul style="list-style-type: none"> <li>No matters were raised about either of these two applications at this time but Parish Councillors wished to note appreciation of the effort of County Councillor Fleming in pursuing issues of concern on behalf of Walsham le Willows and surrounding parishes. The Clerk was asked to email Cllr Fleming to ask about progress on reports of the weak bridge in Stowlangtoft and the bridge on The Causeway in Walsham le Willows.</li> <li>Cllr Winch suggested a mailing to those who asked to be kept up to date. Clerk advised that only one or two had sent in details.</li> </ul> <p>c) APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/23/04483 Proposal: Application for works to a tree in a Conservation Area - Fell 1No Walnut tree (T1 in Arboricultural Report)) to ground level and treat stump to inhibit re-growth due to clay shrinkage and subsidence damage. Location: The Elms, Badwell Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BT THE PARISH COUNCIL MADE NO COMMENT</p> <p>d) APPLICATION FOR PLANNING PERMISSION - DC/23/04574 Proposal: Full Planning Application - Erection of replacement shed. Location: Walsham Le Willows Memorial Village Hall, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AA THE PARISH COUNCIL MADE NO COMMENT</p> <p>e) APPLICATION FOR PLANNING PERMISSION - DC/23/04295 Proposal: Planning application - Change of use from agricultural workshop/machinery store to commercial kitchen; including associated adjacent parking bays. (Retention of) Location: Home Farm, West Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AP THE PARISH COUNCIL MADE NO COMMENT</p>	<p>Clerk</p> <p>Clerk</p>
8	<p>PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only</p>	

So signed by the Chair at the meeting of 8<sup>th</sup> November 2023

	<p>a) APPLICATION FOR PRIOR APPROVAL - AGRICULTURAL TO DWELLING - DC/23/02895 Proposal: Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development)(England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion into 4No dwellinghouses. Location: Home Farm, West Street, Walsham Le Willows, IP31 3AP MSDC APPROVED THIS APPLICATION</p> <p>b) APPLICATION FOR PLANNING PERMISSION - DC/23/03724 Proposal: Full Planning Application - Erection of commercial workshop. Location: Ashwell Construction Ltd, Summer Road, Walsham Le Willows, IP31 3AJ MSDC APPROVED THIS APPLICATION</p>	
9	<p>NEIGHBOURHOOD PLAN – to receive any comments from Parish Council representatives (Cllrs. Belson &amp; Mecrow) and consider any matters arising</p> <p>It was agreed that when the referendum is announced, the Clerk should arrange for updated publicity via all usual channels.</p>	Clerk
10	<p>PLAY AREA – consider any matters arising.</p> <p>a) Cllr Roberts advised that he hopes to install the new bins next week after which the Clerk can ask MSDC to start emptying them.</p> <p>b) Cllr Winch asked for authorisation for the purchase of 4 bags of topsoil in readiness for working party on November 4<sup>th</sup> from 10:00 until 11:30. This was unanimously agreed. Clerk was asked to email previous participants to invite them to attend.</p>	TR  JW
11	<p>FINANCE &amp; AUDIT</p> <p>a) Bank reconciliation for period ending 30<sup>th</sup> September 2023 was unanimously approved and signed.</p> <p>b) Accounts awaiting payment summary and invoices for payment were unanimously approved and signed. (Appendix 1).</p> <p>c) Actions required as arising from external audit report 2022/23 (circulated 28/09/2023) were considered and it was decided that none were needed. The Clerk will report to next meeting on the issue raised about explanation of variances which could not be addressed because Clerk was away on holiday.</p> <p>d) Re-appointment of SALC as internal auditor for 2023/24 was unanimously approved.</p> <p>e) Clerk proposes that application for a 'Pride in Your Place' grant is submitted for the new PC shed.</p>	Clerk     Clerk
12	<p>PARISH COUNCIL OBJECTIVES – 2023/24</p> <p>Updates</p> <p>a) Traffic calming, 20's Plenty – Cllr Winch reported 31 online responses so far with paper responses to be added to these. The consultation is identifying areas about which people are concerned and also suggestions for traffic calming measures. The final responses will be collated for next meeting. If</p>	

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	<p>it were agreed that traffic calming or speed restrictions were supported in the community, the use of a professional consultant greatly increases likelihood of successful implementation by formulating options and then presenting a prototype plan to residents. Decision would have to be made on pushing forward independently or joining forces with other parishes. Seminar suggested that many low-cost solutions in multiple locations are usually more effective than fewer high cost solutions.</p> <p>b) Footpaths and permissive paths – nothing to report. Sports Club crossing initiate needs to be formally adopted and it is assumed that the Sports Club are lobbying hard for this. The Summer Road footpath proposal has been included as part of the Local Cycling and Walking Initiative. The Palmer street footpath has also been included as part of a MSDC plan.</p> <p>c) Shepherd’s Grove site applications – Clerk was asked to send out an update to people who had expressed an interest in being kept up to date with these developments and related concerns.</p>	Clerk
13	<p><b>CLERK &amp; COUNCILLOR REPORTS</b></p> <p>a) To consider and receive the updated action log for any matters of concern/note. – None. Agreed that Clerk should update as proposed.</p> <p>b) Cllr Winch proposed that a date and specification are set with CGM for stream clearance in September emphasising the removal of debris. Clerk reported waiting to hear back from CGM with date for clearance and pre-clearance site visit. Will try to arrange this on a day that Cllr Winch can attend.</p> <p>c) Cllr Winch proposed that the contractor should be asked to clear the Miller’s Bridge end of the path and verge. Clerk clarified that this area has been cleared with the stream clearance for the past two years. Like everywhere growth this year has been exceptional. Added to this that end of the stream has very little verge that can be maintained with the regular verge grass cutting equipment.</p> <p>d) Council expressed unanimous support for proposal for the setting up of a repair shop group/organisation (for both men and women) in Walsham le Willows Council and awaits further discussions.</p> <p>e) The parish council has been contacted by local residents about the possibility of planting some trees on the grass area at Staple Close and is currently liaising with MSDC to see if this might be possible.</p> <p>f) Proposal from residents about Flower Power project with support of Gardens Weekend Committee. Dealt with under agenda item 6.</p> <p>g) Council unanimously agreed to proposal from John Dyer (horticultural show committee) proposing they undertake improvements to the soil depth and condition in the three flower beds surrounding the war memorial to include the purchase of some more plating in advance of this year’s remembrance parade and service. The Parish Council expressed</p>	<p>Clerk</p> <p>RB</p>

<p>thanks to the Horticultural Show Committee for the proposal and asked the Clerk to enquire about any out-of-pocket expenses.</p> <p>h) Cllr Belson did the annual review of closed churchyard tree maintenance.</p> <ul style="list-style-type: none"> <li>• Two largest lime trees on Causeway side have ivy growth and some bracket fungus.</li> <li>• Tree nearest to St Catherines completely hollow.</li> <li>• Ash tree on south side opposite The Priory beginning to show signs of die back.</li> </ul> <p>No action to be taken on any of these immediately but all need to be kept under review.</p> <p>i) To consider and receive any other matters of concern/note for next agenda.</p> <ul style="list-style-type: none"> <li>• Cllr Belson noted contact from PCC re new contractor for closed churchyard with queries about public liability. Clerk asked to forward contact details for John Boulter to Cllr Belson who will respond and also to re-confirm with contractor that they have PLI.</li> <li>• Cllr Brookes raised issue of ever larger potholes on Swan Path. Clerk to report to highways.</li> <li>• Cllr Winch raised issue of hedge alongside houses fronting Finningham Road from Elmside Lee. Clerk to report to highways.</li> </ul> <p>Next Meeting – 8<sup>th</sup> November 2023 7pm - Memorial Hall.</p> <p>Meeting Closed at 20:54</p>	<p>Clerk</p> <p>Clerk, RB</p> <p>Clerk</p> <p>Clerk</p>
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## APPENDIX 1

### Payments for Authorisation October 2023

#	Payments OUT	Amount	Description
1	Kevin Boardley	22.79	Namesco - Renewal of domain name for 1 year reimbursement to Clerk
2	CAS	845.43	Annual insurance
3	WLW Community Council	35.00	Colour Observer cover
4	CGM	132.00	Grass cutting stream verges/play area
5	Compasspoint	720.00	Consultant fees Stage 5 neighbourhood plan
6	Babergh MidSuffolk District Council	117.00	Full planning application fee – reimbursed to Clerk
7	SALC	54.00	Payroll services
8	Memorial Village Hall	27.00	Hall hire PC meeting 06/09/2023
9	Suffolk Agri	299.00	New strimmer
10	Suffolk Agri	107.00	New battery for ride-on and oil
11	Compasspoint	350.00	Planning application advice DC/23/1154/OUT
12	SALC	72.00	Cllr Training (N Tuck)
13	PKF Littlejohn	504.00	External Audit
14	Old Town Trust	250.00	Play Area Annual Rent

So signed by the Chair at the meeting of 8<sup>th</sup> November 2023

15	Parish Council Employee	556.08	Wages
16	Unity Trust Bank DIRECT DEBIT	18.00	Quarterly bank service charges
#	<b>Payments IN &amp; Other Payments/Transfers</b>	<b>Amount</b>	<b>Description</b>
1	Precept RECD	12,298	2 <sup>nd</sup> tranche 2023/24

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