


**WALSHAM le WILLOWS PARISH COUNCIL**

MINUTES of the meeting held on Wednesday 13th<sup>th</sup> December 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, Winch.

**ALSO PRESENT:** District Councillor R Winch;

1	OPENING - including Statement, if any	Action
2	<b>APOLOGIES</b> a) Cllr Roberts gave apologies due to illness. Consent was agreed. b) County Cllr Fleming also gave apologies due to illness.	
3	<b>DECLARATIONS of Pecuniary &amp; Non-Pecuniary Interests</b> a) Declarations of pecuniary, local non-pecuniary interest(s) incl. personal interests in items on the agenda including any gifts of hospitality – None received. b) To receive declarations of lobbying for planning matters on the agenda – None received.	
4	<b>MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated)</b> <ul style="list-style-type: none"> <li>Minutes of the meeting of 22<sup>nd</sup> November 2023 were approved and signed as a true and accurate record with the correction: Minute 6 e) should have read "A proposal was received from <u>Cllr Mecrow</u>..."</li> </ul>	
5	<b>REPORTS FOR INFORMATION &amp; QUESTIONS - to receive written reports &amp; put questions:</b> a) District Cllr Winch b) County Councillor Fleming – in her absence Cllr Brooks spoke to the library consultation. She had discovered that the mobile libraries serve 500 stops across Suffolk with 25-30 individual users in Walsham le Willows, predominately in the older age groups (and younger age groups during school holidays). It was suggested that more self-publication would be a good idea. Clerk advised this is already on website. Clerk agreed to update and also publicise via social media, the Observer and the local school. Also, to ensure that Parish Council meeting are better publicised in The Observer. Cllr Brookes agreed to submit a response to the consultation for the Parish Council.	Clerk AB
6	<b>PUBLIC FORUM - To receive questions and matters of concern from members of the public in attendance about items on the agenda and Walsham le Willows in general.</b> No members of public were present.	
7	<b>PLANNING MATTERS</b>	

So signed by the Chair at the meeting of 10<sup>th</sup> January 2024

	<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. – nothing to note</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 – nothing to note</p> <p>c) APPLICATION FOR PLANNING PERMISSION - DC/23/05490 Proposal: Householder Application - Erection of two storey side extension (following demolition of garage and porch) Location: 12 Wattisfield Road, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3BD THE PARISH COUNCIL MADE NO COMMENT ON THIS APPLICATION</p> <p>a) APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/23/05502 Proposal: Notification of Works to Trees in a Conservation Area - Fell 6 No. Leylandii (G01), Fell 30 No. Leylandii (G02) and Fell 20 No. Leylandii (G03) Location: The Woodlands, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ THE PARISH COUNCIL SUPPORTED THIS APPLICATION</p>	
8	<p>PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only</p> <p>a) 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 MSDC GRANTED PERMISSION</p> <p>b) APPLICATION Reference: DC/23/05162 Proposal &amp; Location of Development: Notification of Works to Trees in Conservation Area - Holly (T1) Remove tree to ground level and treat stump with eco plugs, Purple Leaf Plum (T2 and T3) - Remove trees to ground and treat stumps with eco plugs to prevent further growth. NO NOTIFICATION WAS RECEIVED FOR THIS APPLICATION - MSDC RAISED NO OBJECTION – The Clerk was asked to enquire as to what rights of comment the PC would have had if this had been a more important planning matter.</p>	Clerk
9	<p>NEIGHBOURHOOD PLAN – to receive any comments from Parish Council representatives (Cllrs. Belson &amp; Mecrow) and consider any matters arising</p> <p>a) The formal adoption of the Neighbourhood Plan on the 24<sup>th</sup> November 2023 by MSDC was noted.</p> <p>b) The Parish Council asked the Clerk to respond to an email from Chair of Steering group, Phil Newby, to the rest of the steering group, including the two Parish Council representatives.</p>	Clerk

So signed by the Chair at the meeting of 10<sup>th</sup> January 2024

	<p>c) The Parish Council now needs to keep an eye on the number of units of housing that are added against the current housing allocation requirement for Walsham le Willows and any future requirement. It was suggested that an initial review take place early in the new year and that this is then diarized for annual update. Clerk to add to action log.</p>	Clerk
10	<p>PLAY AREA – consider any matters arising.</p> <p>a) Weather has impeded some of the work that needs to be done. It was agreed that another working group would meet to address minor outstanding issues at 10am on 13<sup>th</sup> January.</p> <p>b) The quote from Premier Play Solutions re replacement of post on Horizontal Swing Rope equipment (circulated 08/12/2023) was considered. It was decided that other options needed to be sought for cost comparison before the Parish Council makes a decision on how to proceed. Cllr Belson offered to make some enquiries in time for next meeting.</p> <p>c) It was agreed that the final payment (2.5% of the retained amount of the final invoice) should be paid. The Clerk had prepared this payment and it is made against the original invoice and purchase order.</p>	<p>RB</p> <p>Clerk</p>
11	<p>FLOOD RESPONSE</p> <p>a) The Flood Response Group updated on position and the report was finalised and approved for submission to Suffolk County Council floods team with copies to District and County Councillors. Cllr Winch proposed, and it was agreed that the group meet again on 21<sup>st</sup> December to progress further with the evidence template that SCC flood response team will as for at some point. Cllr Mecrow noted that he would be very interested to know, for future reference in planning applications, how the sewerage disposal system at Badwell Ash coped with the flooding on 20<sup>th</sup> October and if there was discharge of sewage into the water course, what the extent of this was compared to non-flood conditions (number of hours, volume etc). Cllr Mecrow asked if an FOI request could be submitted to Anglian Water. Clerk to investigate.</p> <p>b) Cllrs Brookes and Bartholomew had already met to discuss and updated the Council on progress with the new Community Emergency Plan. A start has been made on the introduction and outline structure. The template and guidance are still being finalised by MSDC. It was decided to enquire as to whether the final plan can list four roles or whether specific names are required to register the plan with MSDC. The Clerk thought it would be the latter. Cllr Brookes is aiming to finalise a draft plan for the January or February Parish Council meetings.</p>	<p>Clerk</p> <p>FRG</p> <p>Clerk</p> <p>AB, IB</p>
12	<p>FINANCE &amp; AUDIT</p> <p>a) The bank reconciliation for period ending 30<sup>th</sup> November 2023 was approved and signed.</p> <p>b) The accounts awaiting payment were approved for signature and payment. (Appendix 1).</p>	

So signed by the Chair at the meeting of 10<sup>th</sup> January 2024

	<p>c) The Council considered the request for more CIL funding by PCC prior to next bid round. It was decided to ask the PCC if they had costed alternatives, the PC would like to see a more sustainable solar powered option considered and costed. Clerk to respond.</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. – nothing of concern – a lot of routine matters coming up early in the new year.</p> <p>b) To consider anything relating to Parish Council Objectives 2023/24</p> <ol style="list-style-type: none"> <li>i. Traffic calming &amp; 20's Plenty – discussion re inviting other interested parties when next meeting is called.</li> <li>ii. Footpaths &amp; Permissive Paths – Cllr Mecrow raised issue of use of rough terrain bikes and the damage this is causing – no conclusion was reached on this. Cllr Bartholomew asked if there was any news on the Palmer Street footpath plans – Cllr R Winch had not heard anything yet.</li> <li>iii. Publicity requirements for Shepherd's Grove site</li> </ol> <p>c) Cllr Winch proposed that she organise a volunteer working group early in new year to tackle some accessible lower tree branches to enable better maintenance by CGM of wider verges towards Millar's Bridge end of stream. This was agreed. Cllr J Winch noted that the stream clearance by CGM was pretty well accomplished this year; they reported that the bed of the stream was not particularly silted; the Clerk advised that communications are improving; possibility of a summer cut before gardens weekend.</p> <p>d) The Council considered invitation to respond to consultation by MSDC on the idea of Listed Building Consent orders (circulated 12/11/2023). Cllr Winch agreed to go through the NP to extract relevant policy support for a response to the online consultation which she agreed to look at as well.</p> <p>e) To consider and receive any other matters of concern/note for next agenda.</p> <ol style="list-style-type: none"> <li>i. Cllr Mecrow asked for Litter Pick - to go on next agenda</li> <li>ii. Cllr Mecrow suggested members of the PC conduct an assessment of the village assets on the Asset Register to assess condition and map locations. - to go on next agenda</li> <li>iii. Cllr Mecrow also drew Council's attention to the West Suffolk Local Plan and the amount of housing that will be allocated that could impact on mid-Suffolk borders – to circulate link for info.</li> <li>iv. Cllr Brookes asked if we had heard back from Cllr Fleming on the lack of road gritting on 6/12. Clerk advised it is one of the things on the list for when Cllr Fleming next attends as this should have been raised by her at the MSDC Flood committee meeting on 7<sup>th</sup> December.</li> <li>v. Cllr Bartholomew asked if we knew how many people had received the initial £500 flood payments – Cllr R Winch was able to confirm that they</li> </ol>	<p>JW</p> <p>JW</p> <p>NM</p>

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	<p>would go out soon and urged PC to make sure everyone affected had seen this information including the opportunity of the £5,000 payment for flood mitigations. The Clerk advised that this was in hand and info was already on website which had been publicised via social media. Cllr R Winch advised that all who had reported were sent this information as well.</p> <p>vi. Cllr Belson reported that two road signs on Palmer Street at Four Ashes and Crownland had wooden posts and backing plates that needed attention.</p> <p>f) Next Meeting – 10<sup>th</sup> January 2024 7pm - Memorial Hall.</p>	Clerk
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## APPENDIX 1

### Payments for Authorisation December 2023

#	Payments OUT	Amount	Description
1	Memorial Village Hall	64.00	Hall hire two PC meetings in November
2	Premier Play Solutions	1900.02	Final Payment of retained amount (2.5%) against PO WleW/015 for Play Area refurbishment.
3	Rachel Leggett	468.00	Final payment for neighbourhood plan consultancy – stage 5
4	GeoXphere	60.00	Subscription - Parish Online mapping service
5	Clarkes of Walsham	19.97	Top soil for Play Area
6	John E Wright	661.63	Printing for neighbourhood plan referendum and final adopted plan etc
7	Parish Council Employee	686.25	Wages
#	Payments IN & Other Payments/Transfers	Amount	Description
	none		

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