


WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 13th March 2024 commencing at 7.00 p.m. in the Memorial Hall.

[Informally approved. Formal approval, at the next meeting with any corrections]

PRESENT: Cllrs. Bartholomew, Belson, Brookes, Mecrow, Roberts, Tuck, Winch.

ALSO PRESENT: District Councillor R Winch

1	OPENING - including Statement, if any	Action
2	APOLOGIES a) County Councillor Jessica Fleming. b) No consents required.	
3	DECLARATIONS of Pecuniary & Non-Pecuniary Interests a) Declarations of pecuniary, local non-pecuniary interest(s) incl. personal interests in items on the agenda including any gifts of hospitality – Cllr Tuck re agenda item 14b) b) Dispensation not requested. c) To receive declarations of lobbying for planning matters on the agenda – None received.	
4	MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated) a) Minutes of the meeting of 14 th February 2024 were approved and signed as a true and accurate record. b) All actions agreed at last meeting were checked and had been completed.	
5	REPORTS FOR INFORMATION & QUESTIONS - to receive written reports a) District Councillor Winch Cllr Belson noted with regard to the Joint Local Plan (part ii) that the old plan has inaccurate statement of facilities in the village thereby placing Walsham le Willows in the wrong level with regard to new housing requirements. It was noted that the questionnaire on this subject must be completed when received. District Cllr Winch is following up and to be added to April agenda. Cllr Mecrow made comment re the Local Walking & Cycling Infrastructure Plan, that maybe the footpath between the Sports Club and Fishponds needs to be explicitly added otherwise there is no link to the northern parish boundary. Cllr Mecrow asked about the potential development of the Broad Meadow site and if this would comprise all social housing. District Cllr Winch indicated that this may have been put to one side for now as consideration is being given to the density granted in the original planning permission and the further consideration is also being given as to the suitability of this site for affordable housing.	Clerk

So signed by the Chair at the meeting of 10th April 2024

	<ul style="list-style-type: none"> • That the risk register is updated again in the light of the October flooding. • That the plan might refer to postholders with an appendix at the back noting current postholders which would make updating easier although Cllr Brookes advised that it was thought that guidance suggests on named individuals throughout the document and this might be required for it to be registered with and adopted by the local authority. • That the order should be changed so that plan does not start with flooding specifically. <p>Cllrs Brookes and Bartholomew advised next steps as contacting local businesses and organisations (including the school) to ensure that emergency plans dovetail with each other. 1:1 conversations will be sought and arranged starting with existing networks seeking volunteers for CEP roles.</p> <p>Clerk to write to Clarkes of Walsham to seek a suitable date for Cllrs Brookes and Bartholomew to meet with them.</p>	Clerk
9	<p>PARISH COUNCIL OBJECTIVES</p> <p>a) Review of Parish Council Objectives for 2023/24</p> <p>i. Traffic calming & reduction</p> <ul style="list-style-type: none"> • Report from A1088 Stowlangtoft bridge liaison meeting (circulated 29/02/2024) was noted and Cllr Belson summarised that the old bridge was built in two parts, the original and then a later addition beside it. These bridges will be demolished and replaced by one new bridge. Pre-construction work will be done on BT lines, power lines and an otter survey carried out. Work is due to start in July but it is noted that the work on the A14 is not due to be finished until August so that may have an impact in timing. It was noted that there will be no weight restriction on the new bridge but it is possible that there will be restrictions on HGVs going through Norton based on environmental grounds. It is hoped that most of the traffic that may be forced through Walsham will be local and so would have permits for Stowlangtoft. • The report from the Community Traffic Group and consultation proposals (Cllr Winch) were welcomed and it was noted how much work had been done. This was discussed at length. It was agreed that the report would be reformulated to focus on individual road management based on achievable priorities and a revised map. • SID data to be extracted to date, and circulated to group. • Pro-forma that Highways asked us to complete when physical village gates were last considered to be located and circulated to group. <p>ii. Access to footpaths and permissive paths</p> <ul style="list-style-type: none"> • The email received from Ian Campbell re Summer Road site visit (circulated 01/03/2024) to look at improvements to access to footpaths and permissive paths was noted which is enormously 	FRG Clerk Clerk

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	<p>helpful. It was noted that there are lot of different stakeholders involved in this project and Cllr Mecrow thought that the Parish Council should 'take ownership' of this project and be the co-ordinating body. This was agreed and District Cllr Winch will follow up with his contacts to establish that principle.</p> <ul style="list-style-type: none"> • The Clerk was asked to write to Mrs Martineau to thank her and Mr Martineau attending the site meeting re proposals on Summer Road footpaths and also to thank them both for generously agreeing to allow the construction of a Public Footpath along the edges of two of their fields. <p>iii. Shepherd's Grove site – West Suffolk consideration of DC/22/2190/HYB 06/03/2024. Cllr Mecrow will write to West Suffolk Planning department to express dismay that the Parish Council were not notified of the most recent developments for this application. District Cllr R Winch advised that he had already written on same matter.</p> <p>b) The outcomes of the Annual Question Time public meeting were considered and the following objectives were set for 2024/25:</p> <ol style="list-style-type: none"> i. Section 19 review of Flooding in partnership with SCC ii. Actions from Walsham Community Traffic group proposal iii. Establish Community Emergency plan iv. Follow up on proposed footpath developments with MSDC and SCC v. Monitor development plans at Shepherd's Grove vi. Possible consulting more widely on bus routes vii. Completion & engagement with joint local plan part ii <p>c) Email response from SCC Highways re request for signage and refreshing of road markings on Summer Road was noted. The Clerk advised that there had been no further communications since this last circulated.</p> <p>d) Consideration of quotes for a new Speed Indicator Device was deferred until the next meeting.</p>	<p>RW</p> <p>Clerk</p>
10	<p>PLANNING MATTERS</p> <p>a) Matters relating to development of the Shepherds Grove site.</p> <p>b) APPLICATION FOR LISTED BUILDING CONSENT - DC/24/00767 Proposal: Application for Listed Building Consent - Repairs to gable wall as per schedule of works. Location: Old Hall, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BN THE PARISH COUNCIL MADE NO COMMENT</p> <p>c) APPLICATION FOR PLANNING PERMISSION – DC/24/00034 Proposal: Householder Application – Erection of detached single storey building to provide ancillary accommodation. Location: 2 Avenue Cottages, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ THE PARISH COUNCIL OBJECTED TO THIS APPLICATION WITH THE FOLLOWING MAIN POINTS OF OBJECTION:</p>	

	<ul style="list-style-type: none"> i. The proposal will have a detrimental impact on the Walsham le Willows Conservation Area. Although the proposal will not be visible from The Street it will be highly visible from The Avenue, which is an important and much used pedestrian thoroughfare linking the built section of the CA with the rural section centred upon The Grove. In the village Neighbourhood Plan the views along The Avenue are designated as Important Public Local Views, (views 20 of WLW9), and as such proposals having an adverse impact should not be supported. ii. The proposal is within the curtilage of, and will have a negative impact on, a Non-designated Heritage Asset. Avenue Cottages are very unusual; they date from the 17th century but were much altered during the 19th century when The Grove was constructed, and The Avenue was created. In Sylvia Colman's assessment of village buildings in the 1960s they were identified as worthy of official listing. iii. One of the fundamental objectives, (Objective 1) of the Neighbourhood Plan is that we should be encouraging high quality design. Although the proposal uses an appropriate palette of colours and materials the design is unimaginative and unworthy of this setting. iv. The proposal is within a designated flood zone. The village was badly affected by flooding in the autumn of 2023 and in this part of the village experience showed that the authority flood maps were not necessarily indicative of the likelihood of inundation. Here flooding was not from the river but from run-off coming from the field to the south, from Grove Road, and actually down The Avenue; the cottages came very close to being flooded. The designation of Zone 1 and Zone 2 was of little relevance. v. The proposal does not comply with relevant planning Policy for Residential Annexes. It does not "include the option of absorbing the annex back into the main building", or, as stated elsewhere, "allow for the annex to be integrated later into the main building". According to policy statements "it is essential that the main and annex accommodation are directly connected...or have shared facilities". This is not true in this situation - indeed the area shown on the plans as a dining area seems to lend itself to being used as a bedroom and would thus create a totally independent unit of accommodation. <p>We feel that for these reasons the application should be rejected.</p>	
11	<p>PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only</p> <ul style="list-style-type: none"> a) Appeal Ref: APP/W3520/W/23/3320890 The Blue Boar, The Street, Walsham Le Willows, Suffolk IP31 3AA application Ref DC/22/06056, for erection of timber fence. MSDC REFUSED PERMISSION b) APPLICATION FOR PLANNING PERMISSION - DC/23/05478 Proposal: Full Planning Application - Conversion of existing agricultural building into 4no. 	

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	<p>dwellinghouses. Location: Home Farm, West Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AP MSDC GRANTED PERMISSION</p> <p>Clerk to add to the tally units for local plan allocations</p>	Clerk
12	<p>PLAY AREA – consider any matters arising.</p> <p>a) Quote from Premier Play Solutions for the replacement of two posts on the rope swing was considered and unanimously approved. Clerk to instruct contractor.</p>	Clerk
13	<p>FINANCE AND AUDIT</p> <p>a) The bank reconciliation for period ending 29th February 2024 was approved and signed.</p> <p>b) Accounts awaiting payment were approved and signed off. (Appendix 1).</p> <p>c) Internal control check documents from Cllrs. Bartholomew, Roberts and Tuck had been received by the Clerk and circulated before the meeting. These were approved. The fourth check remained outstanding meaning the 75% of the checks indicated by policy WlewPC/003-003 had been completed for 2022/23.</p> <p>d) CIL bid from Bowls Club was considered and unanimously approved in the sum of £2,267. The Clerk was asked to request from the Parochial Church Council 3 quotes for the work they propose and to advise that any grant, if approved will be capped due to the remaining funds available.</p> <p>e) Parish Council policies have been reviewed and amended as detailed in Appendix 2 for approval pending re-adoption at May meeting. These were all unanimously approved and re-adopted. Cllr Belson asked about adding the risk assessment for the use of PC equipment by contractors. Clerk to follow up.</p> <p>f) The reply from SCC Highways re replacement of concrete streetlamp that is currently held closed by tape was considered. Cllr Roberts proposed he get some metal ties that could be used and would make it just as secure as the service cabinet lock.</p>	<p>Clerk</p> <p>Clerk</p> <p>TR</p>
14	<p>CLERK & COUNCILLOR REPORTS</p> <p>a) To consider and receive the updated action log for any matters of concern/note. Nothing of note.</p> <p>b) Correspondence since last meeting on the issues concerning the hedgerow on the south-eastern boundary of the Closed Churchyard was considered along with the response proposed by Cllr Belson which was unanimously approved and the Clerk was asked to send.</p> <p>c) Cllr Winch reported on the recent stream verge clearance by volunteers which was very successful. This was welcomed by the Parish Council who were advised that one of the volunteers has kindly agreed to cut the grass just outside their own property in between cuts by the contractor until the bramble has been controlled and it has greened up.</p>	Clerk

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		nothing has been received back by the Clerk to indicate these checks have been completed for approval at the March meeting.	
004	<u>Data Protection and Document Retention Policy</u>	No changes	26/02/2024
005	<u>Risk Assessment - Financial</u>	Changes to amounts insured (sections 1, 2 & 3) have been updated to reflect changes to policy in October 2023. Section 3 [3.6] has been changed to better reflect the position with risk assessments.	26/02/2024
006	<u>General Health & Safety Policy</u>	Clause 10, minor change to wording to make more concise and require less updating.	26/02/2023
007	<u>Litter Pick Guidance</u>	Amended to reflect new arrangement over 5-7 days rather than a weekend	26/02/2024
008	<u>Risk Assessment - Pavement Sweeping</u>	No changes – no pavement sweeper in post since 2020	26/02/2024
009	<u>Disciplinary Procedure</u>	No changes	26/02/2024
010	<u>Grievance Procedure</u>	No changes	26/02/2024
011	<u>Covid Guidance - Litter Pick Volunteers</u>	No changes	26/02/2024
012	<u>Risk Assessment- Litter Pick</u>	No changes	26/02/2024
013	<u>Child & Vulnerable Adult Safeguarding Policy</u>	No changes	26/02/2024
014	<u>Marquee Usage Policy</u>	Retired policy – Marquees gifted to Gardens Weekend Committee.	26/02/2024
015	<u>Suffolk Code of Conduct</u>	No changes. Updated code re-adopted 14/09/2022 min ref 12a)	26/02/2024
016	<u>Reserves Policy</u>	Non-Material clarification to types of reserves [2.1]	26/02/2024
017	<u>Equality & Diversity Policy</u>	No changes	26/02/2024
018	<u>Asset Register</u>	Recently reviewed along with identification of maintenance tasks as minuted 14/02/2024 agenda item 11	26/02/2024
019	<u>Risk Register</u>	Audited (internal control IB) – no changes needed	27/02/2024
020	<u>CIL Funding Policy</u>	No changes	26/02/2024
021	<u>CIL Funding Application Form</u>	No changes	26/02/2024
027	FOI Publication Scheme	No changes	26/02/2024
028	Play Area Volunteer Guidance	No changes	26/02/2024
029	Stream Verges Maintenance Guidance	New February 2024	26/02/2024
030	Stream Verges Volunteer Risk Assessment	New February 2024	26/02/2024

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