


WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 10th April 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.

ALSO PRESENT:

1. OPENING - including Statement, if any	
2. APOLOGIES <ul style="list-style-type: none"> a. Cllr J Winch and District Cllr R Winch who were on holiday. County Councillor Fleming had also given apologies. . b. Consent was approved as required. 	
3. DECLARATIONS of Pecuniary & Non-Pecuniary Interests <ul style="list-style-type: none"> 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 – Cllr Bartholomew queried if dispensation was needed for agenda item 11f for himself and Cllrs Roberts and Tuck. The Clerk clarified that Council had previously approved the payment to the Memorial Hall and no changes to signature to approved payments was required. b. To receive declarations of lobbying for planning matters on the agenda – none received c. To receive requests for dispensation – none required 	
4. MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated) <ul style="list-style-type: none"> a. The minutes of the meeting of 13th March 2024 were approved for and signed as true and accurate record. b. Actions outstanding from last meeting for Cllr Roberts re attention to streetlamp casing; Clerk still to extract SID data. c. Council clarified that appendix 2 of the minute record for 22/11/2023 should have included £,5000 earmarked for 'Churchyard, Closed, Wall & Trees' making total earmarked reserves as of 31/03/2024 of £30,500. 	Clerk, TR
5. REPORTS FOR INFORMATION & QUESTIONS - to receive written reports & put questions: <ul style="list-style-type: none"> a. District Councillor Winch – not present b. County Councillor Fleming – not present 	
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 any other matters. No members of the public were present.	
7. FLOOD RESPONSE & COMMUNITY EMERGENCY PLAN <ul style="list-style-type: none"> a. Council welcomed the report on progress with Community Emergency Plan and were very pleased with progress and engagement of village organisations in the process. Potential points of contacts for different areas of the village had largely been provisionally identified. Contact will be made informally and 	

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<p>potential volunteers will be invited to a meeting on 6th June. MSDC will provide training for volunteers on rest centre protocols on 27th June.</p> <p>b. Cllr Mecrow was able to report from an email received just before the meeting that Helen George, Natural Flood Management Coordinator at the Environment Agency, had offered meeting dates. Council decided preferred date would be afternoon of 29th May when Memorial Hall will be available. Cllr Mecrow advised that the post flood period needs to be documented in the template provided and sent back to Helen before the meeting on 29th May.</p>	
<p>8. PARISH COUNCIL OBJECTIVES 2024/25 & ACTION LOGS</p> <p>a. Council considered and discussed the clerk's appraisal report as presented by Cllrs Bartholomew and Winch. Recommendation for applying a further increment to SCP 14 which was approved. Clerk to advise payroll. Objectives and proposals were approved with some question and comment as to relevance specifically to clerk's role but these were approved.</p> <p>b. Council considered meeting and agenda management policy proposed by the Clerk following completion of appraisal. With some minor adjustment this was approved and adopted.</p> <p>c. Correspondence from Richard Martineau was noted which confirmed his kind offer to allow a footpath or permissive path to be created over his land beside the Summer Road in order to facilitate the Parish Council to promote pedestrian access to Sports Club from the centre of the village.</p> <p>d. The clerk's action log was reviewed at request of Cllr Bartholomew. Clerk to update accordingly.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>9. PLANNING MATTERS</p> <p>a. Parish Services Survey deadline is the 28th March 2024. It was established in the meeting that Cllr Belson had already completed this on behalf of the Parish Council. Clerk to request confirmation that this has been received and also request a copy for the record.</p> <p>b. West Suffolk Hybrid Planning Application, Shepherd's Grove, Ref. No: DC/22/2190/HYB WSDC CONFIRMED REFUSAL It is anticipated that this decision will probably now be appealed by the developer. Cllr Belson noted the telephone call he had received from the Chair of Hepworth Parish Council, Gary Bloomfield, asking if WleW would like to be involved, along with any other interested parishes, in a meeting he is trying to set up with West Suffolk District Council to explore the situation following the refusal application. Cllr Belson had indicated that Walsham le Willows is eager to be involved.</p>	<p>Clerk</p>
<p>10. PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only</p> <p>a. DC/24/00519 Proposal: Householder Application- Erection of new willow screen fencing and wooden pergola over small garden hot tub (retention of) Location: 1 Vine Cottages, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ MSDC GRANTED PERMISSION</p>	

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<p>The Parish Council expressed surprise and confusion about the basis for this decision. The Clerk was asked to draft some questions for circulation which when approved will be shared with District Councillor Winch to ask him if he is able to take them forward with MSDC.</p> <p>b. APPLICATION FOR PRIOR APPROVAL - AGRICULTURAL TO DWELLING - DC/24/00473 Proposal: Notification for Prior Approval for a Proposed Change of Use of Agricultural Building to a Dwelling (Class C3), and for Associated Operational Development under the Town and Country Planning (General Permitted Development) Order 2015 Schedule 2, Part 3, Class Q - Convert barn to form 1No Dwelling. Location: Cobbold, West Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AP MSDC GRANTED PERMISSION</p>	Clerk
<p>11. FINANCE & AUDIT</p> <p>a. The bank reconciliation and financial year end statement for period ending 31st March 2024 were approved and signed.</p> <p>b. The year end report of Neighbourhood CIL expenditure was approved and signed for submission. Cllr Mecrow proposed that the clerk prepares a notice on CIL receipts and expenditure for publication in the Observer.</p> <p>c. The Annual Governance Statements (Section 1) were considered, completed and approved and duly signed by Chair and Clerk prior to submission to internal auditor.</p> <p>d. The Annual Accounting Statement (Section 2) was approved for signature by the Clerk and Chair prior to submission to internal auditor.</p> <p>e. Council considered the draft update to risk register (last reviewed 27/02/2024) re flooding, for approval. It was decided to remove this whole section the basis that this did not address a risk directly to the Parish Council, its finances assets.</p> <p>f. Accounts awaiting payment summary and invoices were approved for payment (Appendix 1).</p>	Clerk Clerk Clerk Clerk
<p>12. CLERK & COUNCILLOR REPORTS</p> <p>a. Cllrs Mecrow & Roberts reported back on the resounding success of this year's spring litter pick and expressed thanks and appreciation to all the volunteers both new and old with special thanks to those who covered routes away from their home area ensuring all routes were covered. More routes were picked this year than in the past few years largely because recruitment of volunteers was more successful with more coming forward. More rubbish was collected than in the last few years. Cllr Mecrow to send an image of the rubbish pile. Clerk to publicise.</p> <p>b. Cllr Bartholomew referred to his report about issues at Play Area.</p> <p>i. The posts on the rope swing had been successfully replaced by Premier Play Solutions.</p> <p>ii. Cllr Roberts will attach striking plates and refit the catches in the hope that this will resolve the issue.</p>	NM, Clerk TR

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<p>iii. Cllr Bartholomew will report back to next meeting on emptying of new recycling bins by MSDC. If they are not emptied the misuse of these will have to be addressed in some way.</p> <p>c. Council noted the advice of upcoming 2nd statutory phase of consultation, pursuant to s42 of the Planning Act 2008, on the Norwich to Tilbury Nationally Significant Infrastructure Project. Cllr Belson proposed that as many councillors as possible attend the 1st meeting that is being held on this and that Council then decide if a response should be made for the mid/late June deadline. Clerk to add to next agenda.</p> <p>d. Council considered other matters of concern or noting for next agenda.</p> <p>i. Cllr Mecrow pointed to clarity of explanation of variance 'Other Expenses'. Clerk to amend.</p> <p>ii. Cllr Mecrow requested amendment to transparency notices for consistency. Clerk to amend.</p> <p>e. Meeting closed at 20:26. Next Meeting – 8th May 2024 7pm – ANNUAL MEETING - Memorial Hall. Cllr Belson gave his apologies on advance.</p>	<p>IB</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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APPENDIX 1

Payments for Authorisation April 2024

#	Payments OUT	Amount	Description
1	SALC	522.36	Annual subs to Suffolk Assn. of Local Councils
2	HMRC Cumbernauld	429.11	PAYE
3	Parish Council Employee	629.98	Pay
4	SCC	1,938.51	Streetlighting Maintenance & Energy
5	Memorial Village Hall	54.00	Hall hire 11/13 th March
6	SALC	54.00	Payroll service (6 months)
7	Premier Play Solutions	1,500.00	Replacement two posts on rope swing
8	Memorial Village Hall	2,267.00	Neighbourhood CIL grant
#	Payments IN & Other Payments/Transfers	Amount	Description
1	MSDC DUE by 30/04/2024	12,499.00	1 st Payment Precept

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