



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the **ANNUAL** meeting held on Wednesday 8th May 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, Roberts, Tuck & Winch.

ALSO PRESENT: District Cllr. Richard Winch, County Cllr. Jessica Fleming

<p>1. ELECTION OF CHAIR</p> <p>a. In the absence of Cllr Belson, Cllr Bartholomew took the chair as acting vice chair. Cllr Roberts proposed Cllr Belson who had indicated his willingness to be elected in his absence. This was unanimously approved.</p> <p>b. Council agreed that Cllr Belson's Declaration of Acceptance of Office could be signed at the June meeting.</p>	
<p>2. APPOINTMENT OF VICE CHAIR</p> <p>It was agreed that Cllr J Winch chair the meeting for this appointment. Cllr Roberts proposed Cllr Bartholomew as vice chair and this was unanimously approved.</p>	
<p>3. APOLOGIES</p> <p>a. Apologies received from Cllrs Belson & Brookes for reason of both being on holiday. Apologies received from Cllr Mecrow for reason of family commitments.</p> <p>b. Consent was given for all apologies.</p>	
<p>4. DECLARATIONS of Pecuniary & Non-Pecuniary Interests</p> <p>a. No declarations of pecuniary, local non-pecuniary interest(s) incl. personal interests in items on the agenda or declarations of any gifts of hospitality were received.</p> <p>b. No declarations of lobbying for planning matters on the agenda were received.</p> <p>c. No dispensations required.</p>	
<p>5. MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated)</p> <p>a. Minutes of the meeting held on 10th April 2024 were approved for signing as true and accurate record and were duly signed.</p> <p>b. Actions outstanding from last meeting were reviewed. Cllr Roberts had streetlamp adjustment and adjustments to play area gates in hand. Clerk following up bus shelter and notice board maintenance, and grit bin removal.</p>	<p>TR, Clerk</p>
<p>6. REPORTS FOR INFORMATION & QUESTIONS - to receive written reports & put questions:</p> <p>a. District Councillor Winch Cllr R Winch advised that there was as yet no reply to queries on planning process re the decision for Vine Cottages and that the Joint Local Plan was about to be issued.</p> <p>b. County Councillor Fleming (joined meeting later) spoke to the consultation on the network study on the Norwich to Tilbury proposals. She urged the Parish</p>	

So signed by the Chair at the meeting of 12th June 2024

<p>Council to respond to the consultation and noted that SCC opposed the proposals and would prefer the undersea lines which although would take longer and be more costly, would have less impact local economy including tourism, housing values. Cllr R Winch made the point that national representatives of both main parties had not indicated any objections. Cllr Bartholomew proposed that the Parish Council considers responding after reference to Cllr Belson when he returns.</p> <p>Cllr R Winch invited Cllr Fleming to the walkabout meeting to clarify the Palmer St footpath proposals as distinct from those on Summer Road. Cllr R Winch to send Cllr Fleming the details.</p>	<p>Clerk RW</p>
<p>7. 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.</p> <p>No members of the public were present.</p>	
<p>8. REPORTS FROM WORKING GROUPS (Flood, CEP, Traffic) & ACTION LOG REVIEWS</p> <p>a. The report on progress and next steps with Community Emergency Plan (circulated 30/04/2024) was noted. Cllr Bartholomew further reported that there are currently 18 potential volunteers who have indicated intention to attend the meeting on 6th June at 18:30 in the Memorial Hall.</p> <p>b. It was noted that a meeting has been set up by the Flood Group with Environment Agency contact following submission of reports re flooding. This will take place on 29th May and there is an indication that one of the EA people attending will be able to give input into the Community Emergency Plan and another has expertise in land management in relation to flooding.</p> <p>The Clerk will send out invitations to residents affected by flooding to an initial informal meeting with the councillors involved in the Flood Group and other councillors on 19th June. This will not be a public meeting of the Parish Council.</p> <p>c. The report from the Traffic group was noted (circulated 30/04/2024) and proposed the following:</p> <p>i. To approve, in principle, adoption of the revised plan</p> <p>ii. To agree that the first 7 points of plan should be the first step</p> <p>iii. To consider allocating budget for traffic consultant input prior to submission to SCC highways</p> <p>There was a discussion about when in the process a consultant should be engaged and about there being a very clear brief before engagement. Subject to those considerations the proposals from the traffic group were unanimously agreed. Clerk to obtain indicative costings from traffic consultants for June meeting. Cllr J Winch to send details of consultant that she has to Clerk.</p>	<p>Clerk Clerk, JW</p>
<p>9. PARISH COUNCIL OBJECTIVES 2024/25 (not covered under working groups - Footpaths, Shepherd's Grove, Bus Routes, Local Plan)</p> <p>a. The discussions between Cllr R Winch and Cllr Jessica Fleming (agenda item 5) were considered and it was agreed that following email circulated by Cllr Belson, clarifying the situation, that the footpaths issues be dealt with</p>	

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<p>separately to traffic issues. A separate action log has been created by the Clerk. It was suggested that Cllrs Belson and Mecrow might be best placed to lead on the footpaths issues. And that once the scheduled Palmer Street walkabout meeting (with MSDC representatives) has taken place to delineate the different locations involved, the next steps will be to wait for matters to be taken forward MSDC as part of their work plans.</p>	
<p>10. PLANNING MATTERS</p> <p>a. It was noted that Parish Services survey 2024 (to inform housing allocations in Local Plan) was completed and submitted by Cllr Belson with assistance from the Clerk and that acknowledgement of the details submitted and accepted had been obtained.</p> <p>b. The lumps of tarmac that have appeared on Fishponds Lane were discussed and it was clarified by Cllr Bartholomew that he had not implied that this was put there by developers as the Clerk's agenda item had suggested. The Clerk apologised for the misunderstanding. It was decided that this matter should be deferred to the footpaths working party to deal with.</p> <p>c. Attendance at the A1088 Stowlangtoft Bridge Liaison Group meeting on Friday 24th May at 1pm was discussed. Cllr Mecrow had already indicated that he might be available to attend. Clerk to establish if Cllr Mecrow can confirm and copy in Cllrs Belson and Roberts.</p> <p>d. APPLICATION FOR PLANNING PERMISSION - DC/24/01766 Proposal: Householder Application - Erection of single storey rear extension, front porch and insertion of first floor side window (following removal of existing conservatory). Location: 7 Staple Close, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3DB THE PARISH COUNCIL MADE NO COMMENT</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>11. PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only</p> <p>a. APPLICATION FOR LISTED BUILDING CONSENT - DC/24/00767 (and associated application for listed building consents) 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 MSDC GRANTED PERMISSION</p> <p>b. 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 IP313AZ MSDC GRANTED PERMISSION</p>	
<p>12. ANNUAL BUSINESS</p> <p>a. The re-adoption of appropriate standing orders and financial regulations as reviewed 26/02/2024 and approved for re-adoption on 13th March 2024. The Clerk noted that the publication of updated documents by the National Association of Local Councils was imminent and that the Parish Councils documents would be tailored for approval, hopefully at next meeting.</p>	<p>Clerk</p>

So signed by the Chair at the meeting of 12th June 2024

<ul style="list-style-type: none"> b. The review of the Parish Council's asset register (26/02/2024) as approved at meeting held on 13th March 2024 was noted. No further updates necessary. c. The Council's annual subscriptions & donations to other bodies for 2024/25 (including review of expenditure incurred under s.137 of Local Government Act 1972) (as circulated 01/05/2024) were considered and approved for 2024/25. d. The re-adoption of the Council's policies, procedures and practices as reviewed and approved at meeting held on 13th March 2024 was unanimously agreed. e. The times and place of ordinary meetings of the Council up to and including the next annual meeting of the Council in 2025 (as circulated 01/05/2024) were approved. f. Council considered proposal from Clerk to appoint SALC as internal auditors for 2024/25. This was unanimously approved. g. Council's representation with external bodies and areas of responsibility assigned to members (as circulated 01/05/2024) was considered and the Clerk was asked to make some changes to indicate councillors involved in flood response and footpaths groups. h. Cllr Winch proposed that following call for volunteer trustees by the Old Town Trust, that the Parish Council consider putting forward a member to become a Trustee. This was discussed and it was decided to postpone this decision to the next agenda when more councillors were present. In meantime Clerk to indicate to the Old Town Trust that the Parish Council had this under consideration. 	<p>Clerk</p> <p>Clerk</p>
<p>13. FINANCE & AUDIT</p> <ul style="list-style-type: none"> a. The bank reconciliation for period ending 30th April 2024 was approved for signature. b. Invoices for payment (Appendix 1) were approved for payment. c. Council reconsidered its response to Assertion 4 of the Annual Governance Statement given external auditors comment 2022/23 re the dates for the period of the exercise of public rights for the year ending 31st March 2023 and provide a note to the accounts to explain the negative response. The Clerk explained why this was necessary and an amended statement (as circulated 01/05/2024) was unanimously approved and signed by Chair and Clerk for submission to the external auditor along with other documentation. d. Council to considered proposed actions from the Clerk arising from remaining recommendations & comments from the Internal Audit Report (as circulated 01/05/2024). These were discussed and unanimously approved with slight amendment, the Clerk having already addressed most. Clerk to update action log to reflect the decision of Council on these. e. Council considered and unanimously approved the full Internal Auditor's report for 2023/24 (as circulated 01/05/2024). Clerk to publish. 	<p>NT, IB</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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f. Council noted the corrected transposition error identified by internal audit for earmarked CIL reserve from 4,606.76 to 4,506.76 as was correctly minuted 22/11/2023 6c.	
<p>14. CLERK ACTION LOG & COUNCILLOR REPORTS</p> <p>a. Cllr Belson circulated a report (22/04/2024) re the colonisation by saplings of The Pound, officially a 'listed building', proposing that the Clerk write to the Old Town Trust suggesting the area should be cleared to prevent damage to the structure. This was unanimously approved.</p> <p>b. Council considered option of attendance at SALC webinars on Planning given members' previous questions on planning process arising from planning decisions. The Clerk advised that the costs include any number of members wishing to attend. Cllr Mecrow had previously indicated his interest and Cllr J Winch also indicated interest. Clerk to book the training with SALC.</p> <p>c. Cllr Bartholomew and the Clerk updated members on the issues with the emptying of the new recycling bins at the Play Area (as circulated 30/04/2024). The Clerk shared the latest response from MSDC on this matter which was not encouraging. Cllr R Winch asked the Clerk to forward this to him and indicated that he would also follow up to check the position.</p> <p>d. The Clerk's action log was considered for any matters of concern/note. There were none.</p> <p>e. To consider and receive any other matters of concern/note for next agenda. The plans for sale of the Six Bells were considered in the light of the property having been registered as an 'asset of community value'. The Clerk to publicise the process via the usual channels in case there are any community groups interested in putting together a plan for purchase.</p> <p>f. Meeting closed at 20:33. Next Parish Council Meeting – 12th June 2024 7pm – Memorial Hall.</p>	<p>Clerk</p> <p>Clerk</p> <p>RW, Clerk</p> <p>Clerk</p>

APPENDIX 1

Payments for Authorisation MAY 2024

#	Payments OUT	Amount	Description
1	Memorial Hall	27.00	Hall hire April
2	Parish Council Employee	428.47	PAYE
3	Kevin Boardley	8.56	Admin expenses
#	Payments IN & Other Payments/Transfers	Amount	Description

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