



## Walsham le Willows PARISH COUNCIL

**AGENDA – ANNUAL Meeting** - Parish Councillors are summoned to attend the Parish Council Meeting on Wednesday 8<sup>th</sup> May 2024 commencing at 7.00pm in the Memorial Hall.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The wearing of masks by members of the public when not speaking is encouraged. Members of the public not wishing to attend in person may submit written representations.

<p>1. ELECTION OF CHAIR</p> <ul style="list-style-type: none"><li>• Cllr Bartholomew will preside as sitting vice chair</li><li>• Chair to be proposed and elected.</li></ul>
<p>2. APPOINTMENT OF VICE CHAIR</p> <ul style="list-style-type: none"><li>• In Cllr Belson's absence another member needs to preside as Chair for appointment of Vice Chair.</li><li>• New vice chair can then take the seat.</li></ul>
<p>3. APOLOGIES</p> <ul style="list-style-type: none"><li>a. To receive apologies</li><li>b. Consent to apologies received</li></ul>
<p>4. DECLARATIONS of Pecuniary &amp; Non-Pecuniary Interests</p> <ul style="list-style-type: none"><li>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</li><li>b. To receive declarations of lobbying for planning matters on the agenda</li><li>c. To receive requests for dispensation</li></ul>
<p>5. MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated)</p> <ul style="list-style-type: none"><li>a. Meeting of 10th April 2024 for approval and signing as true and accurate record.</li><li>b. Review actions outstanding from last meeting</li></ul>
<p>5. REPORTS FOR INFORMATION &amp; QUESTIONS - to receive written reports &amp; put questions:</p> <ul style="list-style-type: none"><li>a. District Councillor Winch</li><li>b. County Councillor Fleming</li></ul>
<p>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.</p>
<p>7. REPORTS FROM WORKING GROUPS (Flood, CEP, Traffic) &amp; ACTION LOG REVIEWS</p> <ul style="list-style-type: none"><li>a. To note the report on progress and next steps with Community Emergency Plan (circulated 30/04/2024)</li><li>b. To note that meeting has been set up by the Flood Group with Environment Agency Contact following submission of reports re flooding.</li><li>c. To note report from Traffic group and to consider proposals for approval (circulated 30/04/2024):<ul style="list-style-type: none"><li>i. To approve, in principle, adoption of the revised plan</li><li>ii. To agree that the first 7 points of plan should be the first step</li><li>iii. To consider allocating budget for traffic consultant input prior to submission to SCC highways</li></ul></li></ul>
<p>8. PARISH COUNCIL OBJECTIVES 2024/25 (not covered under working groups - Footpaths, Shepherd's Grove, Bus Routes, Local Plan)</p>

- a. To decide on any actions arising from discussions with Cllrs R Winch and Fleming (agenda item 5) re the way forward on footpaths

#### 9. PLANNING MATTERS

- a. To note that Parish Services survey 2024 (to inform housing allocations in Local Plan) was completed and submitted by Cllr Belson with assistance from clerk. Evidence of details submitted and accepted has been obtained.
- b. To consider action to be taken about developers taking up the tarmac to the new footpath inside The Acorns and laying (dumping) it on Fishponds Lane rather than taking it away for disposal.
- c. To consider and decide on attendance at the A1088 Stowlangtoft Bridge Liaison Group meeting on Friday 24<sup>th</sup> May at 1pm.
- 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

#### 10. PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only

- 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

#### a. ANNUAL BUSINESS

- b. To confirm the re-adoption of appropriate standing orders and financial regulations as reviewed 26/02/2024 and approved for re-adoption on 13<sup>th</sup> March 2024 (changes to procurement thresholds to be updated when NALC issue updated documents).
- c. To confirm review of the Parish Council's asset register (26/02/2024) and approved at meeting held on 13<sup>th</sup> March 2024.
- d. To review and approve 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) (circulated 01/05/2024)
- e. To confirm the re-adoption of the Council's policies, procedures and practices as reviewed and approved at meeting held on 13<sup>th</sup> March 2024.
- f. To approve the times and place of ordinary meetings of the Council up to and including the next annual meeting of the Council in 2025 (circulated 01/05/2024).
- g. To approve the appointment SALC as internal auditors for 2024/25.
- h. To review representation with external bodies and areas of responsibility assigned to members (circulated 01/05/2024).
- i. Following call for volunteer trustees by the Old Town Trust, Cllr Winch proposes that the Parish Council consider putting forward a member to become a Trustee.

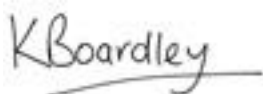
#### 11. FINANCE & AUDIT

- a. To consider and receive bank reconciliation for period ending 30<sup>th</sup> April 2024 for approval and signature.
- b. To approve accounts awaiting payment summary and invoices for payment. (Appendix 1).

- c. Council to reconsider 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. To re-approve the amended statement. (circulated 01/05/2024)
- d. Council to consider proposed actions arising from remaining recommendations & comments from the Internal Audit Report and approve as desired (circulated 01/05/2024).
- e. Council to consider for approval the Internal Auditor's report for 2023/24 (circulated 01/05/2024).
- f. To note corrected transposition identified by internal audit for earmarked CIL reserve from 4,606.76 to 4,506.76 as minuted 22/11/2023 6c.

**12. CLERK ACTION LOG & COUNCILLOR REPORTS**

- 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.
- b. To consider option of attendance at SALC webinars on Planning given members' previous questions on planning process arising from planning decisions.
- c. To consider report, any further information obtained by the clerk, and proposals from Cllr Bartholomew on the emptying of the new recycling bins at the Play Area (circulated 30/04/2024).
- d. To consider clerk's action log for any matters of concern/note.
- e. To consider and receive any other matters of concern/note for next agenda.
- f. Next Parish Council Meeting – 12<sup>th</sup> June 2024 7pm – Memorial Hall.



*Proper Officer, Clerk to Walsham-le-Willows Parish Council*

**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