


WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 13th November 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, Winch.

ALSO PRESENT: District Councillor Richard Winch, County Councillor Fleming

1. OPENING STATEMENT (if any required) None	Action
2. APOLOGIES a. Cllr Tuck for absence for reason of family commitment. b. Cllr Roberts for reason of being away from the village.	
3. DECLARATIONS of Pecuniary & Non-Pecuniary Interests a. To receive declarations of pecuniary, local non-pecuniary interest(s) including personal interests in items on the agenda and to include declarations of any gifts of hospitality i. Cllrs Belson and Winch – non pecuniary re agenda item 8 a (members of Wildwood group Steering Group). ii. Cllr Mecrow trustee of Old Town Trust charity. b. To receive declarations of lobbying for planning matters on the agenda – none received c. To receive requests for dispensation – granted for Cllr Belson, Mecrow and Winch.	
4. MINUTES - To receive and consider the minutes of the following meetings (as previously circulated) a. Minutes of 9th October 2024 were approved as true and accurate record of the meeting for signing. b. The Clerk confirmed review of actions outstanding from last meeting; all were covered in tonight's agenda, complete or otherwise in hand.	
5 REPORTS FOR INFORMATION & QUESTIONS - to receive written reports & put questions: a. County Councillor Fleming i. Cllr Winch asked if the Local Transport Plan Consultation 2025-2040 which includes the Walking and Cycling Infrastructure Plan and Local Transport Plan, would include a review of the County's speed limit policy from 2014 as part of this process. Cllr Fleming advised not but that this should be raised as part of the consultation on that plan. ii. Cllr Belson asked about the response to enquiry made about SCC adherence to criteria for hedge cutting and responsibility for this along the bank outside Elmside. Cllr Fleming again said that she would follow up. b. District Councillor Winch	

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<ul style="list-style-type: none"> i. District Cllr Winch highlighted that there would be a process for review of required housing allocations with changes to central government policy on this. ii. Cllr Belson asked about the progress on responses to planning enforcement decisions with regard to non-designated heritage assets. Cllr Winch said that the information he had so far was that there are no specific policies on this and that this will be defined going forward. Cllr Belson welcomed this for helping parishes make sense of decisions, particularly because these assets are specifically mentioned in the Neighbourhood Plan. District Cllr Winch following up. 	RW
<p>6. PUBLIC OPEN FORUM (POF) - 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>Two members of public were present.</p> <ul style="list-style-type: none"> i. Ian Campbell referred to report previously circulated re a forthcoming planning application for updating of flood lighting at the sports club with LED bulbs. Main point was that new lighting would be dimmable enabling appropriate adjustments to be made to ensure nuisance not caused to passing road users. ii. Ian Cambell referred to report previously circulated re planning application for proposed minor extension and alterations to internal spaces in the main clubhouse to facilitate a more flexible use of space and better catering facilities all to improve and secure income streams that will be needed going forward. iii. Ian Campbell also asked that the Parish Council give some thought to a response on idea for further growth at the sports club which is going to be needed as the club will be unable to continue to rely on volunteers in the future and will need reliable income streams to pay for staff. Inevitably this will attract more people from outside but it is felt that it is important that village residents are supportive and that any development is 'in balance' with the rest of the community. So the informal view of the parish council is sought, in particular potential issues such as increased traffic and parking impacts before the sports club embarks on creating a strategic plan by internal consultation. The PC agreed that they would be keen to be part of the consultation. Clerk to add to agenda for December. iv. John Stebbing argued for using the opportunity of the proposed development of the footpath from opposite Clarks of Walsham to the sports club to create a new green laneway much like Fishponds Lane. Ian Campbell welcomed this as a desirable objective but noted that it had to be balanced with the ability for agricultural tenants to farm viably and efficiently. 	Clerk
<p>7. REPORTS FROM WORKING GROUPS (Flood, CEP, Traffic) & ACTION LOG REVIEWS</p> <ul style="list-style-type: none"> a. Traffic Group – The circulated report was noted. 	

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<p>i. Three survey locations were approved, these being where the road bends by Rolfes, close to the primary school on Wattisfield Road, and rather than the crossroads at the church , to suggest the top of The Causeway by The Priory before the location of the 'giveaway' sign. Cllr Fleming to make enquiries about the proposed change of location for the last. Cllr Winch advised that based on advice it was possible that a 4th could be ineffective but suggested that further options for West Street continue to be explored for which more data may be required. Cllr Bartholomew made the point that the Parish Council agrees that West Street is the most dangerous stretch of road in the village. This was discussed and it was agreed that a survey on West Street near the bends remains desired approach for now. Cllr Fleming agreed to enquire as to the location used for gathering the existing data for West Street which shows 37mph as the average speed. Also to ask for the data itself to be shared.</p> <p>ii. The purchase of 20's plenty bin stickers for distribution to residents was discussed including the style and how this would be managed with residents. The purchase of 100 stickers at cost of £102 was approved. Clerk to arrange.</p> <p>iii. The Clerk advised that the costs of speed indicator devices all seemed to be about the same from whichever supplier (in region of £4,500) but noted that one supplier currently had a two for one offer until end December which may be worth consideration by Council. The purchase of an additional speed indicator device was approved and subject to further enquiries by the Clerk on the means for extracting and analysing data to be circulated, along with already gathered references, before final decision is made.</p> <p>iv. Cllr Winch raised the correspondence received about parking outside residents properties near to the new convenience store. It was correctly noted that this is not an problem that the parish council has the power to resolve and the traffic group is focusing on speed limits, signage and village gates currently. But in light of advice requested by councillors that Highways is the only authority allowed to place restrictions on the highway and the traffic jams that bollards placed on the road are causing it was decided that these should be reported to Highways for removal, along with those that have been placed on Wattisfield Road opposite the Maltings. The Highways authority will then come to its own decision.</p> <p>b. Flood Group</p> <p>i. The response from SCC floods team that estimated timescale for publication of S19 report is mid-December was noted.</p> <p>ii. It was noted that the clerk advised that the floods team at SCC had confirmed that all four documents produced by the flood group had been received and would all be referred to as part of the S19 investigation.</p>	<p>JF</p> <p>JF</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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<p>iii. It was noted that the SCC floods team had confirmed that S19 flood investigation for Walsham le Willows, had commenced in September and would probably take about two months.</p> <p>c. CEP Group</p> <p>i. The circulated report was noted along with an update.</p> <p>ii. Clerk to provide updated information to group on flooded properties having obtained permissions from relevant residents/owners.</p> <p>iii. The group continues to try to identify free training in basic first aid and defibrillator use to instill confidence in our CEP volunteers.</p>	Clerk
<p>8. PARISH COUNCIL OBJECTIVES 2024/25 (not covered under working groups - Footpaths, Shepherd's Grove, Bus Routes, Local Plan)</p> <p>a. Correspondence from Ian Campbell for the Old Town Trust about plans for hedge replacement and landscaping along Public Footpath No. 7 (Allotment Lane) was noted along with remarks in public open forum about the proposal by Ian Campbell and John Stebbing. It was noted that the position advised is that the section of hedge next to the Jubilee Wood that can be replanted will be replanted. The section next to the other field cannot be replanted because access needs to be maintained to the ditch.</p>	
<p>9. PLANNING, LICENCING & RELATED MATTERS</p> <p>a. APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) - DC/24/04893 Proposal: Application under S73a for Removal or Variation of a Condition following grant of Planning Permission DC/24/00034 dated 07.05.2024 Town and Country Planning Act 1990 - Erection of detached single storey building to provide ancillary accommodation. - To vary Condition 2 (Approved Plans and Documents) To move the position of the proposed building. Location: 2 Avenue Cottages, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ THE PARISH COUNCIL MADE NO COMMENT</p> <p>b. This agenda item was omitted as a duplication of item 8 a.</p>	
<p>10 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only - None received.</p>	
<p>11 FINANCE & AUDIT</p> <p>a. The bank reconciliation for period ending 31st October 2024 for was approved for signature.</p> <p>b. Accounts awaiting payment were approved for processing. (Appendix 1).</p> <p>c. It was noted that the Local Government Services Pay Award scales for 2024-25 had been advised and should be implemented as soon as possible. An increase in the Clerk's pay to £14.84 per hour (SCP 14 – 2024-25) was approved. Clerk to advise payroll services.</p> <p>d. Quoted day rate with estimated time required for tree works to Memorial Hall boundary with The Beeches and the eastern boundary of the Play Area and the specification as revised by Cllr Bartholomew were considered and approved.</p>	Clerk

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<p>The clerk noted that it had been advised that these works could not take place until January. Council was happy with that. Clerk to instruct contractor.</p> <p>e. The quote for annual stream maintenance was considered and approved. Clerk to instruct contractors to go ahead.</p> <p>f. It was noted that the clerk is reviewing advice from SALC that overtime and holiday entitlement should be calculated monthly in arrears on hours worked the previous month. Clerk will prepare report for a forthcoming meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>12. CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere)</p> <p>a. To consider clerk's action log and any other matters of concern/note.</p> <p>i. Following previous consideration of a more detailed specification for closed churchyard maintenance, Cllr Belson referred to the original, and current, specification and proposed that this is confirmed as the specification that will continue to be used as the basis for maintenance of the closed churchyard for existing or future contracts. This was approved. No action required.</p> <p>ii. The draft ad for a 'village ranger' role was considered and approved. The Clerk was asked to follow up appropriately and report back to the next meeting.</p> <p>iii. Council considered the Sexual & General Harassment Policy, as drawn up by the Clerk on advice from SALC, for adoption by Council. This was approved for adoption.</p> <p>iv. The annual RoSPA report for the Play Area was considered. It was noted that there were no specific actions to be taken other than for the report to be referenced when the spring working party is constituted.</p> <p>v. Meeting with Tim Passmore (Police and Crime Commissioner) and his team, at Badwell Ash Village Hall in January to hear concerns from representatives of local Parish Councils was noted. For next agenda to decide on attendees for the Parish Council and questions to be addressed.</p> <p>vi. A response to Suffolk's next Local Transport Plan to 2040 was considered the Clerk was asked to action to suggest that the A1088 is a much better route for lorries and the restriction on that route should be lifted to share the volume of lorry traffic more equitably.</p> <p>vii. Cllr Belson asked for his annual report re Closed Churchyard Tree Maintenance requirements be deferred until next meeting.</p> <p>b. To consider and receive any other matters of concern/note for next agenda.</p> <p>c. Next Parish Council Meeting (Budget Setting) – 27th November 2024 7pm – Memorial Hall</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

APPENDIX 1

Payments for Authorisation NOVEMBER 2024

#	Payments OUT	Amount	Description
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So signed by the Chair at the meeting of 27th November 2024

1	Nurture Landscapes	132.00	Play Area and Stream Verges grass cutting
2	Thurston Building Supplies	144.00	Play Area Hedge Cutting (formerly M&TJ's)
3	Ansvar	841.96	Annual Insurance Premium (already paid as special payment on 23/10/2024)
4	SALC	54.00	6 months payroll
5	Playsafety Limited	151.20	Play Area annual RoSPA report
6	Memorial Village Hall	27.00	Hall hire for PC meeting October
7	Parish Council Employee	704.57	Wages
#	Payments IN & Other Payments/Transfers	Amount	Description
1	MSDC	1,220.00	Locality Award

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