



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 11<sup>th</sup> December 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

	Action
<p>1. OPENING STATEMENT (if any required) Cllr. Belson noted the sad news of the death of Mr Richard Martineau for which the Parish Council send condolences to Mr Martineau's family. Cllr. Belson also wanted to note The Parish Council's recognition of the enormous amount Mr Martineau had done for the village over the many decades.</p>	
<p>2. APOLOGIES a. Cllr Roberts for absence for reason of work commitment. b. Consent was given for absence.</p>	
<p>3. DECLARATIONS of Pecuniary &amp; 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 – none received b. To receive declarations of lobbying for planning matters on the agenda – none received c. To receive requests for dispensation – none required</p>	
<p>4. MINUTES - To receive and consider the minutes of the following meetings (as previously circulated) a. Minutes of the meeting held on 27th November 2024 were approved as true and accurate record for signing. b. The Clerk confirmed there were no outstanding actions outstanding from last meeting.</p>	
<p>5. 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. <b>No members of public were present.</b></p>	
<p>6. REPORTS FOR INFORMATION &amp; QUESTIONS - to receive written reports &amp; put questions: a. County Councillor Fleming i. Cllr. Bartholomew noted the announcement re bus services and asked If any response was required. In Cllr. Fleming's absence, District Cllr. Winch noted that the exact stop in the village may need to be changed and that the bus company will report back on numbers of users of the new timetable. b. District Councillor Winch i. In the light of the announcement of £50k 'Pride in Your Place' grant funding, Parish Cllr. Winch suggested the Parish Council bid for funds for a</p>	

So signed by the Chair at the meeting of 8<sup>th</sup> January 2024

<p>replacement notice board. It was decided that the existing notice board would be refurbished as planned and could hopefully be used in what will become a redundant bus shelter in the centre of the village for the improved dissemination of information about the village footpath network.</p> <p>ii. Cllr. Mecrow noted the announcement of a central government requirement for discussion on local government reorganisation for devolving power to a mayor for Norfolk and Suffolk. In County Cllr. Fleming's absence, District Cllr. Winch advised that MSDC are for the moment waiting for the publication of a White paper sometime before the New Year, before taking any position.</p>	Clerk
<p>7. REPORTS FROM WORKING GROUPS (Flood, CEP, Traffic) &amp; ACTION LOG REVIEWS</p> <p>a. <b>Traffic Group</b> – The circulated report was noted. Cllr. Mecrow noted reports of a fatality on Sumner Road junction with A143. No more information was known at this time.</p> <p>b. <b>Flood Group</b> – Parish Cllr. Winch proposed that the image of recent flooding in West Street (water coming from the corner of Hillwatering Farm), and at Brook Farm to be forwarded to County Cllr. Fleming and Highways for the record as was requested. The Parish Council awaits the outcome of the S19 investigation.</p> <p>c. <b>CEP Group</b> – The circulated report was noted. Cllr. Brookes noted that the group has now recruited a first aid trainer and also detailed the offer of Community Self-Help training as a means to allow volunteers to be able to place flood warning signage in the event of another serious flood event occurring. Cllr Mecrow agreed to do this training should no-one else come forward. Cllr Bartholomew reported the use of the WhatsApp flood message group over the weekend and said that this proved to be a useful exercise for refining the way volunteers are instructed to incorporate contacts into their phone contact lists so that in an emergency it is clear from whom/which response zone messages are being sent.</p>	
<p>8. PARISH COUNCIL OBJECTIVES 2024/25 (not covered under working groups - Footpaths, Shepherd's Grove, Bus Routes, Local Plan)</p>	
<p>9. PLANNING, LICENCING &amp; RELATED MATTERS</p> <p>a. The Parish Council discussed at length a request from Ian Campbell at the last meeting on behalf of the Sport Club, for a view on a potential planning application for expansion of the facility to improve longer term commercial viability, and employment of paid staff to manage the facility. A Parish Council response was approved and documented. This will be communicated to the Sports Club committee by the Parish Council's representative on that committee, Cllr. Trevor Roberts.</p>	TR
<p>10 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only -</p> <p>a. APPLICATION FOR PLANNING PERMISSION - DC/24/02992 and associated Listed Building Consent DC/24/02993 Proposal: Planning Application - Change of use of farmyard area to residential curtilage and conversion of existing curtilage listed barn for use as a studio/private event space/ancillary storage</p>	

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<p>space. Location: Sunnyside House, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BJ MSDC GRANTED PERMISSION</p> <p>b. DC/24/05204 Proposal: Discharge of Conditions Application for DC/24/00034 - Condition 6 (Archaeology) Location: 2 Avenue Cottages, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ NOTIFICATION ONLY: MSDC APPROVED</p>	
<p>11 FINANCE &amp; AUDIT</p> <p>a. Bank reconciliation for period ending 30<sup>th</sup> November 2024 was approved for signature.</p> <p>b. Accounts awaiting payment summary and invoices for payment were approved for processing. (Appendix 1).</p> <p>c. The clerk indicated changes to the budget figures based on new information and an incorrect posting that impacted the projection to year end and therefore potentially the budget and precept set at last meeting for 2025/26 (details of which were previously circulated, 28/12/2024). A slightly revised budget was proposed and approved.</p> <p>d. The budget for 2025/26 was set again, slightly revised as: income of £33,722.07, expenditure of £39,142.72 producing a planned deficit of £5,420.65 in order to reduce the balances held by the Parish Council which have to be kept within certain limits for audit purposes. General reserves are maintained at between 6 and 12 months of the value of the annual precept.</p> <p>e. The precept for 2025/26 remains unchanged but was reapproved. The Clerk changed the date on the precept form, Chair and Clerk initialled this change.</p> <p>f. Changes to earmarked and ringfenced reserves as decided at the budget meeting were formally approved as documented in Appendix 2.</p> <p>g. Council considered a proposal from Cllr Bartholomew and the Clerk that Council consider the purchase of an accounting software service to further improve resilience of the Parish Council by eliminating some of the issues that can occur with the use of spreadsheets. Cllr Bartholomew Clerk spoke to the quotes received, and Parish Cllr. Winch also, on the demo sessions attended to appraise two options, Scribe and EasyPCAccounts for which very positive testimonials have been received from Parish Councils already using these applications. Following discussion Cllr Bartholomew put a proposal for the purchase of Scribe, this was seconded by Cllr Mecrow and unanimously approved. Clerk to action to take advantage of free subscription to end of the financial year and to get this prepared for the new financial year.</p>	Clerk
<p>12. CLERK ACTION LOG, COUNCILLOR REPORTS &amp; CORRESPONDENCE (if not dealt with elsewhere)</p> <p>a. To consider clerk's action log – nothing of note or concern.</p> <p>b. To consider any other matters of concern or note</p> <p>i. The Clerk had advised that unfortunately since the agenda was published the meeting with Tim Passmore (Police and Crime Commissioner) and his team, that had been organised by Badwell Ash Village Hall in January had</p>	

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<p>been cancelled due to lack of response. It is hoped that this will take place later in the new year.</p> <p>ii. Council considered a report from Cllr Belson re annual Closed Churchyard Tree Maintenance requirements. After discussion, Cllr. Belson proposed that advice was sought from a local tree surgeon before deciding on any work. Cllr Belson to follow up.</p> <p>iii. The purchase of additional Speed Indicator Devices &amp; software at this time was considered. After discussion it was decided that a purchase should not be made at this time merely to take advantage of a two for one offer. Not only do we not have a position for the second unit as yet but the necessary process for locating one new device may still take some time and in any case, the software coming with the supplier offering the two for one deal was not quite as accessible in its presentation as that of the other two potential suppliers. Purchase was deferred until a later date.</p>	RB
<p>13. OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA</p> <p>a. The Clerk asked Council to consider again the decision to migrate the parish council/village website to a managed service to deliver a more robust and manageable platform for future Clerks. Some reservations had been raised by Cllr Bartholomew. These were discussed and the Clerk assisted with an appraisal of both upside and downsides of this course of action. District Cllr. Winch advised that from his experience the proposed and already approved migration was on balance a good move making the Parish Council systems more resilient into the future. On balance Council decided to confirm the previous approval and asked the Clerk to go ahead as previously agreed.</p> <p>b. Next Parish Council Meeting – 8<sup>th</sup> January 2024 7pm – Memorial Hall.</p>	Clerk

**APPENDIX 1- Payments for Authorisation December 2024**

#	Payments OUT	Amount	Description
1	Unity Trust Bank	6.00	Monthly bank service charge
2	GeoXsphere	60.00	Annual Subscription
3	Memorial Village Hall	54.00	Twp PC meetings November
4	Kevin Boardley	108.00	Reimbursement 20's Plenty Bin Stickers
5	Cllr Ann Brookes	13.99	Reimbursement CEP resources
6	Cllr Ann Brookes	6.99	Reimbursement CEP resources
7	Cllr Ann Brookes	11.99	Reimbursement CEP resources
8	Kevin Boardley	5.99	Reimbursement Frame for Award
9	Kevin Boardley	4.99	Reimbursement Stationery
10	Parish Council Employee	514.44	Wages
#	Payments IN & Other Payments/Transfers	Amount	Description

**APPENDIX 2 - Changes to earmarked reserves as agreed at budget meeting on 27<sup>th</sup> November 2024**

Closed Churchyard Wall and Trees	Increased to	5000.00
CIL grant disbursement (restricted)	Reduced to balance remaining to disburse	2,248.76
Maintenance of village assets	Reduced to	3500.00
Play Area	Reduced to	4,000.00
Professional consultancy fees	Reduced to	0.00
Road safety	Increased to	7,500.00
Stream Maintenance	No change	3,000.00
Street Lighting Repairs and Maintenance	Reduced to	0.00

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