



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 12th February 2025 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, Brooks, Mecrow, Roberts, Tuck, Winch.

ALSO PRESENT: District Councillor Richard Winch & County Councillor Jessica Fleming

1. OPENING STATEMENT (if any required) None	Action
2. APOLOGIES a. None received b. No consents required.	
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 – none received 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) a. Minutes of 8 th January 2025 were approved as true and accurate record of the meeting and for signature. b. No actions outstanding from last meeting.	
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. Three members of public were present. a. James Platt (Locus Planning), acting on behalf of the landowners of land north of Well Cottages, Palmer Street, Walsham le Willows, was invited to present details of a potential future planning application. There is no developer for this site as yet and James showed an indicative map which suggested 15 dwellings, including 5 affordable, with all but access arrangements subject to reserved matters. Parish Councillors and members of the public made many points; the main concerns were around a shared access road (vehicles/pedestrians) and the lack of provision for any pedestrian throughflow which would facilitate integration with the rest of the village. Parking, ditch drainage & water attenuation capacity were raised as other points of concern. Much of the indicative design aligns well with policies in the Neighbourhood plan but the point was made that other areas of the design could align more closely.	
6. REPORTS FOR INFORMATION & QUESTIONS - to receive written reports & put questions:	

So signed by the Chair at the meeting of 12th March 2025

a. Questions were invited to County Councillor Fleming on her report and any other matters. i. Cllr Janette Winch thanked Cllr Fleming for her support with the completion of traffic surveys and asked if the next step would be meeting with Josh White from SCC with as many councillors as possible to determine next steps. Clerk to co-ordinate availabilities between Josh and parish councillors. ii. Cllr Winch also asked about the mechanism for engagement with landowners and who should initiate this, the Parish Council or SCC. Cllr Mecrow asked if Cllr Fleming knew who now has ownership of the actions set out in the S19 report. Cllr Fleming to follow up with Matt Hullis and let us know. iii. Cllr Fleming gave some feedback on the bus service situation. A recent meeting with Simon Barnet and representatives of all impacted villages resulted in a proposed timetable from Simmonds which it was felt met most of the concerns raised and was the best possible compromise and that by its very nature, such a process will not be able to completely satisfy all stakeholders. iv. Cllr Mecrow asked about the devolution situation and the way it might financially disadvantage Mid-Suffolk. v. Cllr Belson noted that highways had recently sent out a vehicle to clean out the Four Ashes drains. b. District Councillor Winch i. Cllr Mecrow asked about review of housing allocations in the neighbourhood plan light of changes to central government policy. District Cllr. Winch advised that this was being worked on but nothing to report as yet.	Clerk JF
7. REPORTS FROM WORKING GROUPS (Flood, CEP, Traffic) & ACTION LOG REVIEWS a. Traffic Group i. The circulated report (05/02/2025) was noted. ii. As per agenda item 6 a I, Council approved the idea of a daytime meeting with Josh White from SCC and as many councillors as possible to agree next steps. Cllr Fleming/Clerk to try to get some date and will communicate these to pin one down. iii. Council considered the following proposals for approval: - P1 – Council approved the commencement of door knocking, to start immediately along with the final letter and publicity for this exercise. Volunteers from councillors and traffic group to be agreed for this exercise. - P2 – To invite Josh White to March meeting of the Parish Council to discuss next steps. See 7 a ii. Approved. - P3 – The proposal that traffic proposals should be discussed as part of the next Annual Question Time meeting on 10th March was approved. b. Flood Group	JF, Clerk TWG Clerk

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i. Report as circulated (06/02/2025) was noted. ii. To note the Lead Local Flood Authority recommended actions shown on pages 20-21 of the S19 Flood Investigation report by SCC and agree actions to be taken by Parish Council to facilitate. P1 – Council approved the proposal to retire the Parish Council action log and use the SCC provided log. P2 – Council approved the proposal that Flood Response Group plus Chair (Cllr Belson) should meet after reading the report and associated material, to work up proposals for next steps for the Parish Council but not until a response is received from County Cllr Fleming who will check the protocols with Matt Hullis at the SCC floods team in the first instance. c. CEP Group i. The circulated report (06/02/2025) was noted. ii. Proposal from Cllr Brookes for donation to Community First Responders for the free Basic Life Support training sessions that they provided for volunteers was considered. £100 was proposed and approved.	JF Clerk
8. PARISH COUNCIL OBJECTIVES 2024/25 (not covered under working groups - Footpaths, Shepherd's Grove, Bus Routes, Local Plan) Nothing to note	
9. PLANNING, LICENCING & RELATED MATTERS a. Council considered the submission for pre-application advice for bus shelter in conservation area within sight lines of grade I listed building. It was decided to wait and see if the bus company and SCC step up to progress this as it was felt this responsibility should sit with them. b. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/00383 Proposal: Notification of Works to Trees in a Conservation Area - Fell x1 Willow, Fell x2 Leylandii, Fell x1 Sycamore, Fell x1 Cypress, Reduce to 4m x2 Leylandii, Reduce crown by 4m x1 Cherry, Reduce crown by 7m x1 Beech, Reduce to below phone lines x3 Cherry. Location: Cherry Tree House, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ THE PARISH COUNCIL MADE NO COMMENT c. APPLICATION FOR PLANNING PERMISSION - DC/25/00267 Proposal: Householder Application - Construction of raised decking (retention of) Location: 2 The Maltings, Wattisfield Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD THE PARISH COUNCIL MADE NO COMMENT	
10 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only - a. APPLICATION FOR PLANNING PERMISSION - DC/24/03477 & related Listed Building Consent DC/24/03478 - Proposal: Householder Planning Application - Reinstate dormer, increase/form window/door openings, remedial works and alterations as detailed in the Schedule of Works. Location: Old Hall,	

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Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BN MSDC GRANTED PERMISSION b. APPLICATION FOR PLANNING PERMISSION - DC/24/03403 & associated Listed Building Consent DC/24/03404 - Proposal: Householder application - Re-render all elevations, re-roof main house and lean-to, lay new limecrete floors, demolish front porch, repair/rebuild 3 no. chimney stacks, reinstate former door in rear elevation, widen 3 no. windows, replace gable door with window, replace front door, re-open 2 no. fireplace recesses, unblock internal doorway, remove internal partition, demolish partially collapsed outbuilding, demolish brick outbuilding. Location: The Woodlands, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ MSDC GRANTED PERMISSION c. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/24/05584 Proposal: Notification of Works to Trees in a Conservation Area - Fell 2 No. Pine (T1 and T2) Location: High Hedges, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ MSDC RAISED NO OBJECTIONS	
11 FINANCE & AUDIT a. Bank reconciliation for period ending 31st January 2025 was approved for signature. b. Accounts awaiting payment summary and invoices for payment were approved for processing, the Clerk highlighted one that had to be rejected as it was created incorrectly. (Appendix 1). c. The Clerks proposal to adopt the changes to calculation of holiday pay were approved. Clerk to instruct SALC payroll accordingly. d. The Clerk's provisional annual review of Contracts (details circulated 18/01/2025) were considered and approved. No changes were made. e. Council considered in detail the tailored changes made to new Financial Regulations, Model Standing Orders (circulated 07/02/2025) by the Clerk. These were approved for adoption. f. Council considered if any changes were required to the risk register (circulated 07/02/2025). It was decided that no changes were required. g. The Clerk's annual review of all policies and procedures (detailed in Appendix 2) were noted and approved. h. The publication of transparency notices, variances and payments over £500 reports to end December 2024 (links circulated 08/02/2025) was noted.	Clerk Clerk
12 CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere) a. Changes to Clerk's action log were approved. i. To consider any other matters of concern or note. The agenda for Annual Question Time to be held on 10th March was agreed as Flood and Traffic	

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management, Community Emergency Plan and any other issues that may be raised in the meeting. Clerk to organise. ii. Council considered advice from Neighbourhood Plan consultants on the timing of the review process for Neighbourhood Plan. The Clerk had proposed contacting consultants in August/September 2027 with draft workplan to be agreed with consultants before application for funding is made (if still available). Council also decided on a watching brief to ensure that changes to building allocations do not catch us out. Clerk to add to agenda. iii. Updated village ranger job specification was considered for approval. Clerk to publicise in all usual channels in the first instance. iv. Council considered proposal from Clerk for additional subscription to Parish Online (£42pa incl vat) for their 'WorkDrive' offering which enables all PC documentation to be stored online for access by Clerk and members in a way that complies with Standing Orders. This will also facilitate any Clerk transition when this happens. Clerk to transfer any data currently shared with Onedrive and GoogleDrive to the new WorkDrive. v. Council considered the offer by a representative of Community Led Homes to attend a meeting to answer questions on this initiative. It was decided to defer on this. Clerk to email a holding response. vi. Spring litter pick dates decided as 10-16th March. Clerk to publicise and seek volunteers in the usual way.	Clerk Clerk Clerk Clerk Clerk Clerk
13 OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA a. Other matters i. Cllr Bartholomew noted that there had been no commencement of works to the closed churchyard path lighting for which there is an outstanding CIL award due if this is claimed with paid invoices before 31st March 2025. ii. Cllr Winch raised the forthcoming initiative to create a new 'Book of Walks' (around Walsham le Willows) and the issue of using OS maps extracted from the ParishOnline platform paid for by the Council. It was felt that as long as the Parish Council is credited alongside any map used that this should comply with licencing/publication restrictions. The Clerk will check this out with ParishOnline before the go-ahead is given. iii. Cllr Mecrow wished to put the Summer Road/Sports Club traffic calming issue on the next agenda. b. Next Meetings: i. Annual Question Time hosted by the Parish Council – 10th March 2025 7pm -Memorial Hall. ii. Parish Council Meeting – 12th March 2024 7pm – Memorial Hall. iii. Meeting closed at 22:20	Clerk Clerk

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APPENDIX 1

Payments for Authorisation FEBRUARY 2024

#	Payments OUT	Amount	Description
1	Local Authority Technology CIC	312.00	For subscription to website management package.
2	Clarkes of Walsham	11.10	Materials for play area bench repair
3	Kevin Boardley	108.00	20's Plenty Bin Stickers - reimbursement
4	Memorial Village Hall	27.00	Hall Hire
5	Memorial Village Hall	35.00	Colour cover and map Observer
6	Parish Council Employee	555.44	Wages
#	Payments IN & Other Payments/Transfers	Amount	Description

APPENDIX 2

Policy & Procedure Annual Review – Summary

#	Policy	Changes	Reviewed
001	<u>Model Standing Orders</u>	Have tailored MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022 which incorporates most recent procurement threshold changes which took out specific limits and referred to other notices for latest limits.. All remaining sections also tailored.	02/02/2025
002	<u>Financial Regulations</u>	Updated Model financial regulations England (2024) tailored for WleW.	02/02/2025
003	<u>Internal Control Statement</u>	Non-material changes	02/02/2025
004	<u>Data Protection and Document Retention Policy</u>	Non-material changes	02/02/2025
005	<u>Risk Assessment - Financial</u>	No changes	02/02/2025
006	<u>General Health & Safety Policy</u>	Non-material changes	02/02/2025
007	<u>Litter Pick Guidance</u>	Minor clarification of need to confirm to Clerk the reading of guidance and associated risk assessment before each pick.	02/02/2025
008	<u>Risk Assessment - Pavement Sweeping</u>	No changes – no pavement sweeper in post since 2020	02/02/2025
009	<u>Disciplinary Procedure</u>	Minor changes for clarity and coherence of spent times for warnings.	02/02/2025
010	<u>Grievance Procedure</u>	Non-material changes.	02/02/2025
011	<u>Covid Guidance - Litter Pick Volunteers</u>	Changes to wording for retention as precautionary guidance.	02/02/2025
012	<u>Risk Assessment- Litter Pick</u>	No changes	02/02/2025
013	<u>Child & Vulnerable Adult Safeguarding Policy</u>	Non-material, grammatical changes.	02/02/2025

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015	<u>Suffolk Code of Conduct</u>	No changes. Updated code re-adopted 14/09/2022 min ref 12a)	02/02/2025
016	<u>Reserves Policy</u>	Clarification of adopted NP and CIL accruals, clarity	02/02/2025
017	<u>Equality & Diversity Policy</u>	Minor changes for clarity	02/02/2025
018	<u>Asset Register</u>	Recently reviewed along with identification of maintenance tasks as minuted 14/02/2024 agenda item 11	02/02/2025
019	<u>Risk Register</u>	Will be audited as part of internal control checks to be done in February.	02/02/2025
020	<u>CIL Funding Policy</u>	Made bid submission receipt rules more explicit and changed email address.	02/02/2025
021	<u>CIL Funding Application Form</u>	Non-material changes plus new email address	02/02/2025
027	FOI Publication Scheme	Email address	02/02/2025
028	Play Area Volunteer Risk Assessment	No changes, left in bit about clothing but changed to 'hi viz and/or reflective'	02/02/2025
029	Stream Verges Maintenance Guidance	Change to telephone number, left in bit about clothing but changed to 'hi viz and/or reflective'	02/02/2025
030	Stream Verges Volunteer Risk Assessment	left in bit about clothing but changed to 'hi viz and/or reflective'	02/02/2025
031	CEPv4 March2024	No changes made. Under review by CEP working group.	
032	Meeting / Agenda Management	Non-material changes for clarity	02/02/2025
033	Emergency Rest Centre Guidance	No changes made. Under review by CEP working group	
034	Sexual and General Harassment Policy	Cleaned up references to 'organisation' and US spellings	02/02/2025

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