



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 11th June 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, Mecrow, Tuck and Winch.

ALSO PRESENT: District Councillor Richard Winch and County Cllr Jessica Fleming.

1. OPENING STATEMENT (if any required) a. Cllr Belson signed his Acceptance of Office and the Clerk countersigned this.	Action
2. MEMBER'S APOLOGIES a. Cllr Trevor Roberts and Cllr Ann Brookes. b. Consent was given.	
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 – Local non-pecuniary interest re correspondence from resident about closed churchyard hedge and tree cutting. b. To receive declarations of lobbying for planning matters on the agenda – none received c. To receive requests for dispensation – granted	
4. MINUTES - To receive and consider the minutes of the following meetings (as previously circulated) a. Minutes of 14 th May 2025 were approved as a true and accurate record of the meeting and for signature. b. The Clerk confirmed that there were no actions outstanding from the last meeting that were not in hand.	
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. No members of public were present.	
6. DISTRICT & COUNTY REPORTS FOR INFORMATION & QUESTIONS a. Report from District Councillor Winch was received. i. District Cllr WINCH ASKED IN THE Parish Council would support, in principle, a new bus shelter on The Causeway. It was confirmed that subject to details the Parish Council would support this if it is wanted by residents. ii. Cllr Belson asked about the cost of a two person REACT team (360k). DC Winch advised that this was the cost over 4-5 years. iii. Cllr Mecrow advised that he might be interested in involvement with the Local Government re-organisation consultation. b. Report from County Councillor Fleming was received. i. County Cllr Fleming wanted to note a meeting being held on Summer Road re the proposal for a crossing and asked if anyone from the Parish Council could be present. Cllrs Winch and Mecrow confirmed. Cllr Fleming	

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suggested this might be a good opportunity to raise the proposal for the footway with SCC engineers. Cllr Mecrow to contact Ian Campbell re the details. Cllr Fleming to forward email. ii. County Cllr Fleming wanted to highlight two charities that she had selected as a newly appointed Chair. These were YANA mental health charity focussed particularly on the farming community and SMART a charity promoting music and arts for people that might otherwise be excluded from such opportunities. Cllr Nick Tuck suggested that Gardens Weekend may be able to host some promotional material and maybe a music programme of sort in one of the gardens. Nick will email Cllr Fleming the details. iii. Cllr Janette Winch asked if Cllr Fleming might have any grant funding available for any progress that may be made on the crossing on Summer Road and also the Traffic Regulation Order that will be applied for (traffic calming measures). Cllr Fleming advised that she had a new Local Highways budget and could possibly grant 'a few thousand pounds'. Nothing for Parish Council to do. Cllr Fleming will propose the funding. Cllr Janette Winch also noted that the Sports Club would be approached for funding/sponsorship towards the traffic proposals.	NM JF NT JF
7. REPORTS FROM WORKING GROUPS & ACTION LOG REVIEWS a. Traffic Group i. Council noted the report. Proposal 1 The Parish Council approved proposal to confirm with Josh White the desire to take the SCC draft speed reduction proposal forward and ask for the survey to go ahead. It was noted that the grant funds received from District Cllr. Winch will more than cover this. Cllr Winch confirmed that the Clerk would write to Josh White re the approved proposal. b. CEP Group i. Report was noted. Cllr Bartholomew noted the second Basic Life Training Course was held on Saturday morning and no more are planned as 25 residents have already attended. Also that the Allotments Association were looking to install an Automated External Defibrillator which would also provide cover for the Wild Wood. ii. Cllr. Mecrow reported on the Highways NRSWA Unit 2 - Signing, Lighting and Guarding training course he had attended. He felt that was interesting but not really relevant to the specific needs of the Parish Council. • Cllr Brooks advised that detailed feedback on recommended revisions to the existing plan has been received and were in hand. c. Flood Group i. No report this month. ii. Cllr Winch proposed the re-convening of the group before the end of July to prepare for the upcoming meeting with landowners. The group will	KB

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arrange this. The Clerk was asked to liaise with CC Fleming on date for the landowners meeting which she has kindly offered to chair. • Cllr Bartholomew noted that the CEP group representatives would want to sit in on the landowners meeting. • Cllr Tuck asked if the Parish Council should take responsibility for sourcing and replacing the large timber flood defences to the stream wall near School House Bridge. Clerk was able to confirm that it had been advised that this work had been costed by SCC and that work could follow but that no firm date could be given. • Cllr Winch agreed to notify nearby residents that they may wish to use the reporting tool on SCC Highways to help prioritise this work.	JW Clerk
8. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS a. Nothing was noted under the standing item to consider changes to neighbourhood plan to be documented for next review which is to be started in autumn of 2027 and completed by autumn of 2028. b. The proposal from Cllr Winch, that council consider using a proforma for evaluating a response to selected planning applications that were larger in scale or deemed particularly contentious, was considered and after considerable discussion it was agreed to develop this. Cllr. Bartholomew to work on this. Clerk to obtain template from Badwell Ash in editable format. c. APPLICATION FOR LISTED BUILDING CONSENT - DC/25/02358 Proposal: Application for Listed Building Consent - Remedial works and alterations as detailed in the Schedule of Works Location: Old Hall, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BN THE PARISH COUNCIL MADE NO COMMENT d. APPLICATION FOR PLANNING PERMISSION - DC/25/01831 Proposal: Householder application - Erection of rear and side extension to create Annex to provide accessible accommodation for elderly family members Location: Hunters End, Wattisfield Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BD THE PARISH COUNCIL MADE NO COMMENT e. APPLICATION FOR PLANNING PERMISSION - DC/25/02186 Proposal: Planning Application. Erection of pig rearing building following demolition of existing dilapidated buildings utilising existing farm access Location: Walsham Town Farm, West Hall Road, Walsham Le Willows, IP22 1LY THE PARISH COUNCIL MADE NO COMMENT	Clerk
9 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only - a. APPLICATION FOR LISTED BUILDING CONSENT - DC/25/01329 Proposal: Application for Listed Building Consent - Re-opening 2No fireplace recesses, restoring 2No dormers and 1No rooflight to attic rooms, removing ceiling joists to attic, restoring fanlight over front door, repairs to garden wall.	

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Location: The Woodlands, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ MSDC GRANTED PERMISSION b. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/02077 Proposal: Notification of Works to Trees in a Conservation Area - Reduce height of 1 No. Oak (T1) by approximately 3 metres and the lateral spread of the tree over the road by 4-5 metres. Raise low canopy of 1 No. Prunus (T2) to 5m. Location: Land At Summer Road , Walsham Le Willows, Bury St Edmunds, IP31 3AH MSDC RAISED NO OBJECTION	
10 FINANCE, AUDIT & COUNCIL ADMIN a. The bank reconciliation for period ending 31 May 2025 was approved for signature. b. Accounts awaiting payment, summary and invoices for payment (Appendix 1) were approved for online authorisation (with exception of rights of way clearance payments which the Clerk has to review as there seem to have been some changes to the cutting lengths advised and therefore the amounts.). c. Council noted the full Annual Internal Audit Report and the Internal Audit Report (AIAR) statement by internal auditor for 2024/25. There were no formal recommendations for action. d. Council reviewed the log of comments extracted by the Clerk from the Internal Audit Report and approved the actions the Clerk has proposed. e. Council completed and approved Annual Governance Statement 2024/25 (Section 1) which was duly signed by Chair and Clerk for submission to External Auditor. f. Council reviewed and approved the Accounting Statements 2024/25 (Section 2) which were duly signed by Clerk and Chair for submission to External Auditor. g. Council considered quotes for a 'rolled up' village maintenance contract for Play Area, Stream Verges and Closed Churchyard. The Clerk has met with each contractor, and then prepared a summary of the quotes to Council in a way that allowed a comparison (one was a 'narrative' quote which did not lend itself to easy comparison). Two of the four contractors, having both indicated interest, did not quote. Council were able to quickly decide that no change would be made at this time due to the costs quoted being way more than the existing contracts. The Clerk was asked to contact Nurture Landscapes (current contractor for play area and stream verges), to see if they would be interested in quoting for the closed churchyard contract as it was still felt that rolling these into one larger contract was a desirable outcome.	Clerk Clerk Clerk Clerk Clerk
11 CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere) a. Nothing outstanding on the Clerk's action log that is not in hand. b. The Clerk noted the upcoming summer litter pick which will be added to next agenda and in meantime Clerk will advice 4-10th August with	Clerk

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collection of arising on 12th. Clerk was asked to source some sleeved Hi-Viz. c. Correspondence from resident re closed churchyard rear hedge and tree canopy was considered. The Clerk advised that the contractor had already been contacted about this and it was in hand. Cllr Belson noted that a full assessment will be carried out in November as usual.	Clerk Clerk
12 OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA a. Cllr Bartholomew asked that the new shed be put on next agenda to decide if any internal shelving it to be fitted and think about what CEP equipment will need to be accommodated. b. Cllr Bartholomew noted that the History Group were looking to rent space on Community Council land for the erection of a building to house historical archives. DC Winch suggested that this would may be eligible for CIL funding. c. Next Meeting: Parish Council Meeting – 9th July 2025 7pm – Memorial Hall. Meeting Closed 20:26	

APPENDIX 1

Payments for Authorisation JUNE 2025

#	Payments OUT	Amount	Description
1	Unity Trust Bank	6.00	Recurring monthly Service Charge
2	Suffolk Timber Sheds	1,716.00	Shed
3	Clarkes	25.67	Combi-lock
4	Clarkes	133.06	Guttering etc for shed
5	SALC	338.40	Internal Audit Fee
6	Memorial Village Hall	27.00	Hall hire regular
7	Memorial Village Hall	54.00	Hall hire regular and traffic meeting
8	Parish Council Employee	797.97	Remuneration
9	Suffolk Accident Rescue Service	100.00	Annual Donation
10	Headway Suffolk	100.00	Annual Donation
11	East Anglian Air Ambulance	100.00	Annual Donation
12	East Anglia Children's Hospice	100.00	Annual Donation
13	Mid Suffolk CAB	100.00	Annual Donation
14	Suffolk West CAB	100.00	Annual Donation
15	Kevin Boardley	14.00	Reimbursement land registry fees
16	Kevin Boardley	14.00	Reimbursement land registry fees
#	Payments IN & Other Payments/Transfers	Amount	Description
1	VAT Rebate 2024/25	2,430.85	To 31/03/20265 - Not reported in April

Each invoice checked and initialled by two bank signatories for Council approval of online authorisation.

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