



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 10th September 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, Brookes, Roberts, Tuck and Winch.

ALSO PRESENT: District Cllr. Winch.

1. OPENING STATEMENT (if any required) i. None	Action
2. MEMBER'S APOLOGIES a. Cllr Nick Mecrow (also from County Cllr Fleming) b. Consents were approved for parish council members.	
3. DECLARATIONS of Pecuniary & Non-Pecuniary Interests a. To receive declarations of interest from councillors on items on the agenda – none received. b. To grant any requests for dispensation as appropriate – none needed	
4. MINUTES - To receive and consider the minutes of the following meetings (as previously circulated) a. Minutes of 13 th August 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 County Councillor Fleming. No questions were noted. b. Report from District Councillor Winch. (questions were delayed until DC Winch arrived) i. Cllr Bartholomew asked for clarification on the size and number of the new waste collection bins that are to be brought into service very soon. A blue bin will be added to the existing black and green bins, plus a waste food caddy. There will be arrangements by exception for people who do not have the space to store wheelie bins.	
7. REPORTS FROM WORKING GROUPS & ACTION LOG REVIEWS a. Traffic Group i. To note update from Cllr. Janette Winch ii. To consider proposals: • Proposal 1: Follow up on advice from Josh White (Highways) to have specification investigated for the narrowing of The Causeway at the church the crossroads as per sketch previously circulated. Ballpark estimate at this stage, is £10k – This was discussed at length and the decision was made to investigate other possible options as part of the	

So signed by the Chair at the meeting of 8th October 2025

process. The Clerk was asked to email Highways to enquire if other options for example, a proper stop line, the repairing of the road and repainting white lines with more obvious signage would be more appropriate. It was also noted there would need to be community engagement to discuss any options put forward by SCC Highways. • Proposal 2: To seek funding from multiple sources to implement the agreed modifications – In abeyance following deferment on proposal 1. iii. It was noted that traffic surveys in Summer Road will be laid to start on 8th October until 16th October. County Councillor Fleming will meet the cost of these.	Clerk
b. CEP Group i. The report was noted. It was agreed that the Clerk can now contact local volunteer to see if they can help with various small enhancements to the shed storage.	Clerk
c. Flood Group i. No report. ii. To note that the new date for the meeting with landowners has been set for 7th October commencing at 10:15 in the Memorial Hall. To note the invitations to landowners and an updated agenda have been sent. Also to note that the updated action report has been published on the SCC website. Parish Councillors attending will be Cllr Belson, Cllr Janette Winch and Cllr Mecrow. Cllr Belson will adjust the draft presentation. Clerk to forward having inserted maps from the CEP.	Clerk
8. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS a. Standing item to consider changes to the Neighbourhood Plan to be documented for next review. Cllr Belson noted that a meeting was now needed in November to bring together councillors, previous Neighbourhood Plan group members and any other residents with an interest in working with the Parish Council. The main aim will be to consider any potential sites to be put forward for housing. D.Cllr Winch advised that Mid Suffolk plan to go ahead with a new "call for sites" in mid-October. Cllr Belson to draft a letter and Observer ad. Clerk to update housing data from granted planning applications. b. APPLICATION FOR LISTED BUILDING CONSENT - DC/25/03998 Proposal: Application for Listed Building Consent. Re-render main house, re-roof barn, replace bargeboards and fascias to barn. Location: Green Farmhouse, Finningham Road, Walsham Le Willows, IP31 3BJ THE PARISH COUNCIL SUPPORTED THIS APPLICATION c. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/04000 Proposal: Notification of works to trees in a Conservation Area - 3 x Conifer on left hand side of the garden, cut the conifers down to ground level Location: Willows House, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AH THE PARISH COUNCIL MADE NO COMMENT	RB Clerk

So signed by the Chair at the meeting of 8th October 2025

9. PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only - a. APPLICATION FOR PLANNING PERMISSION WITHOUT COMPLIANCE OF CONDITION(S) DC/25/00699 Proposal: Application under S73 for Removal or Variation of a Condition following grant of Planning Permission DC/22/02096 dated 05/10/2022 Town and Country Planning Act 1990 (as amended) - Change of use of land for temporary stationing of two mobile homes and erection of link extension - To vary Condition 4 (Removal of Mobile Homes) - The temporary mobile homes were only delivered to site in January 2023, and then after adaptation, occupied in December 2023. Work has not yet commenced on the demolition of the main house, as a Full Planning Application has now been submitted with additional information requested by Planning. Extension of time for the temporary homes to be to July 2026, or three months after completion of the new dwelling on the site. Location: Walsham Town Farm, West Hall Road, Walsham Le Willows, Diss Suffolk IP22 1LY MSDC GRANTED PERMISSION SUBJECT TO CONDITIONS b. APPLICATION FOR PLANNING PERMISSION - DC/25/03175 Proposal: Householder Application - To remove existing 1970's/ 1980's Softwood timber windows & doors (dark stain) and install Rosewood woodgrain PVC-u WER A-Rated windows & doors Location: The Rectory, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP313AB MSDC GRANTED PERMISSION	
10. FINANCE, AUDIT & COUNCIL ADMIN a. The bank reconciliation for period ending 31 August 2025 was approved for signature and duly signed. b. Accounts awaiting payment summary and invoices for payment were approved for online authorisation (Appendix 1). c. The Annual Review of Assets drafted by the Clerk was considered. Cllrs to check on any maintenance requirements for outstanding assets for next meeting. Cllr Roberts raised the idea of having automatic number plate recognition surveys of traffic done. Cllr Winch advised that Wattisfield had done this and is going to ask what it involves. The issue of another speed indicator device was raised by Cllr Tuck. The Clerk explained the placement issues that have to be negotiated for this to happen. Cllr Winch offered for the traffic group to look at the paperwork that has to be submitted for this. Clerk to forward. Proposals to be brought to next meeting. d. Correspondence regarding the annual insurance renewal premium was considered and. Premium quoted £972.75 (including discount for renewal of 3 year long term undertaking). This was revised down slightly for asset disposals. Will probably be revised slightly upwards again for addition of flood preparedness equipment. The renewal was approved in principle subject to any further changes to be advised by Clerk before premium is paid. e. To note that we still do not seem to be receiving invoices for stream and play area grass cutting. Cllr Bartholomew suggested requesting a statement of	All DCW TG, Clerk Clerk

So signed by the Chair at the meeting of 8th October 2025

account to clarify the position. It was noted that the site visit for annual stream clearance quote was booked for 11 th Sept.	Clerk
11. CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere) a. Clerk's action log was reviewed, nothing that is of any concern. b. Correspondence from resident about the clearance of debris along The Causeway path which emanates from, and builds up under, the hedge abutting the pavement, was considered. Clerk was asked to respond, advising that this is kept under review. c. The quote from Nurture Landscapes to include the maintenance of the closed churchyard in contract along with that for Play Area and Stream, was considered. It was decided to accept this in principle, subject to some remaining clarification about the number of visits quoted. If necessary, Clerk to bring back to next meeting. d. Following proposal last month by Cllr Belson for consideration of offer of software to assist the Parish Council completing its own Play Area inspection and maintenance audits in between the mandatory annual RoSPA inspection, additional information obtained by the Clerk was considered. Annual subscription cost for software is £80. IT was decided not to pursue this. e. The signage requirements for new info point in bus shelter were considered. Clerk requested a steer on maps in order to be able to draft for printers and obtain firm quote. Cllr Winch to contact resident to discuss possibility of creation of a bespoke map for this purpose.	Clerk Clerk JW
12. OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA a. Parish Council Meeting – 8th October 2025 7pm – Memorial Hall. • Cllr Belson reminded the Clerk that the play area hedge needs its annual cut. Clerk to arrange this with usual contractor as long as there is no appreciable increase in cost. • Cllr Belson suggested that there should be a working party day set for the Play Area. This was decided amongst those who will take part, for 11th October at 10am. A quick check of play area equipment will be done for any maintenance issues. • Cllr Bartholomew has had concerns raised with him about the bus stop on the The Causeway opposite the church, noting the considerable step that has to be negotiated from the grass verge down onto the highway and also the lack of shelters. DC Winch agreed to look into the funding that may be available to make the stops on both sides fit for purpose and maybe provide shelters. • Cllr Bartholomew raised the issue of anti-social behaviour at the play area. Given that the area is not a secure locked space and that it appears to have been a one off occurrence it was decided that the Parish Council would take no further action. Meeting Closed @ 20:45	Clerk DCW

So signed by the Chair at the meeting of 8th October 2025

Payments for Authorisation SEPTEMBER 2025

#	Payments OUT	Amount	Description
1	Unity Trust Bank	6.00	Recurring monthly DDR Service Charge
2	Martineau Farms LLP	185.04	2nd footpaths cut
3	M Hawes	74.88	2nd footpaths cut
4	P Dryden	48.06	2nd footpaths cut
5	GB Pollard	46.50	2nd footpaths cut
7	Reeve	177.06	2nd footpaths cut
8	Reeve	25.16	2nd footpaths cut
9	Nathanael Landymore	494.74	Closed Churchyard maintenance
10	Brown's Tree Services	144.00	Branch removal play area
11	Kevin Boardley	82.10	Reimbursement – website plugin
12	Kevin Boardley	47.99	Reimbursement - domain name renewal
13	Memorial Hall	27.00	Hall Hire
14	Parish Council Employee	660.45	Remuneration
	TOTAL	2018.98	
#	Payments IN & Other Payments/Transfers	Amount	Description
1	Suffolk County Council (Rec'd)	556.70	Grant 2 nd footpaths cut

Each invoice is scrutinised and signed in the meeting by two bank signatories before approval for online authorisation.

So signed by the Chair at the meeting of 8th October 2025