



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 8th October 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 & County Cllr Fleming

1. OPENING STATEMENT (if any required) a. None	Action
2. MEMBER'S APOLOGIES a. None received b. None required	
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 10 th September 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. One member of public was present. - Ian Campbell (IC) attended representing the sports club with regard to the communication required with the Cayzer Trust about the proposals for Summer Way footpath. It was agreed that the Parish Council would send a letter with a hard copy of the Summer Way proposal direct to Mrs Gilmour of the Cayzer Trust. - IC gave an update on the footpath work. The contractor has completed some of the works with assistance from the Sports Club. One part still requires top dressing. IC is trying to ascertain date/time for completion and will forward correspondence to Cllr Fleming who will follow up.	Clerk IC/JF
6. DISTRICT & COUNTY REPORTS FOR INFORMATION & QUESTIONS a. Report from County Councillor Fleming. No questions were noted. - In relation to the item on 70/70b bus running time issues, District Cllr Winch advised that the 73 bus seems to be running on time. b. Report from District Councillor Winch. (questions were delayed until DC Winch arrived) - DC Winch addressed issue re SERCO having been hired to buy or lease housing units in the East of England for asylum seekers (11 in whole of Mid-Suffolk at the moment). Cllr Winch wished to highlight the fact that	

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neither the District or County Council were consulted on potential issues and neither council has a veto. County Cllr Fleming advised that from a county perspective very limited information was given and that SCC has protested right up to Home Office. SCC feels that more information is needed in advance along with consultation to ensure that locations are suitable with regard to statutory support that has to be provided. SCC are trying to ensure that Parish Councils are informed in advance. • Cllr Mecrow asked of both County and District how much officer time is being taken up with work on the proposed changes to local council structure. Cllr Fleming estimated that this was somewhere in region of 20/30% of total officer time available and that some senior officer time has also been diverted to lead the response. DC Winch advised that the impact on District council was a lot less but that there is not a lot to do at the moment. • Cllr J Winch gave thanks to Cllr Fleming for following up with SCC highways on traffic proposals. Cllr Fleming said that she would follow up again on current position with regard to these. • Cllr. J Winch thanked Cllr. Fleming for her chairing of the meeting with key local landowners, SCC Flood Investigations team and Environment Agency, that took place yesterday and was very useful in providing clear ways forward that will hopefully lead to some mitigation measures being put in place.	JF
7. REPORTS FROM WORKING GROUPS & ACTION LOG REVIEWS a. Traffic Group - Update from Cllr. Janette Winch was noted including the kind agreement of Ashwell Construction to measure up for and install village gates to be kindly fabricated by Clerks. - To consider: Proposal 1: Council supported the establishment of a Community Speed Watch team offered by the community and parish council members of the Traffic Group but did not agree to publicity for this until more information has been gathered. Proposal 2: Council agreed that Cllr Nick Tuck, as part of the traffic group, liaise with SCC Highways, SCC Police to determine options for additional SIDs and the efficacy of the use of APNR with these devices. b. Cllr Tuck has joined the traffic working group and proposed: Proposal 1: Council agreed that it made sense for the management of SID data collection and analysis to be handed over to the traffic group as Cllr Tuck's area of responsibility. Proposal 2: Council was open to more proactive use of the collected data if this proves to be helpful although noted that this had been considered previously and that enforcement cannot be based on the data the current SIDs collect.	Clerk TWG NT

Proposal 3: To consider the compatibility of current data analysis tool with any new SIDs that may be procured. This was covered under approval of proposal 2 under 7 a ii. c. Cllr Tuck proposes the following in the light of the most recent accident at the Six Bells crossroads, reported to him by a resident: Proposal 1: That the parish council publishes a notice that advises that it is actively looking at ways to improve the safety at this junction and reduce the number of accidents. This was not approved. It was felt that this was covered under the terms and work of the traffic working group and that it would probably not be wise to raise expectations at this stage. Proposal 2: That the parish council should monitor and log traffic incidents. Council did not approve any further specific actions and Cllrs Winch and Brookes advised that there is already a log maintained by the traffic working group. However any log is always dependent on the PC becoming aware, or being advised, of any such incidents. It was clarified by Cllr Winch that as would be expected, all work of the traffic group is always brought to full council for approval in the form of specific proposals. d. CEP Group i. Cllr Brookes proposed that Council adopt and publish a redacted version of the Community Emergency Plan [to protect sensitive, confidential and personal data]. This was agreed and a redacted version will be supplied to the Clerk for publication. e. Flood Group i. No report this month. ii. It was noted that the meeting that took place with key local landowners, representatives of the parish council, SCC flood investigations team and the Environment Agency, chaired by County Cllr. Jessica Fleming, on 7th October. It was a very useful meeting and provided ways forward that could lead to some realistic natural flood mitigation measures being put in place. The Clerk was asked to respond to all attendees thanking them for their attendance and advising that the Parish Council looks forward to working with landowners to facilitate in whatever ways possible. It was also decided that the Flood group will now be known as the flood mitigation group to reflect this focus.	AB 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 proposed a public meeting to raise awareness about forthcoming housing allocation requirements for the village and solicit opinions on potential sites so that the village has some say in where this development takes place rather than having it imposed as has happened	

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in the past. Meeting to be on 17th November in the Memorial Hall at 7pm. Cllrs Belson and Mecrow agreed to gather the necessary information in preparation. Clerk to send out invitations to former NP group members ahead of wider publicity. b. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/04282 Proposal: Notification of works to trees in a Conservation Area - T1 indian Bean- reduce canopy by 2.5 meters to keep away from thatch roof T2 mountain ash- reduce by 2.5 so the canopy doesn't interfere with thatched roof Location: Clive Cottage, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ THE PARISH COUNCIL MADE NO COMMENT c. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/04207 Proposal: Notification of works to trees in a Conservation Area - T12 white horse chestnut remove T17 self set goat willow remove T31 lawson cypress remove T13 red horse chestnut side crown reduction and minor pruning works whilst power line shutdown in place for T12 and T17 works T14 red maple minor pruning works whilst power line shutdown in place for T12 and T17 works Location: Maltings House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ THE PARISH COUNCIL MADE NO COMMENT d. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/04166 Proposal: Notification of works to Trees in a Conservation Area - Reduce crown of 2 No. Beech (T3 and T4) by 30% Location: Fernside, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ THE PARISH COUNCIL MADE NO COMMENT e. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/04092 Proposal: Notification of Works to Trees in a Conservation Area - Leyland Cypress (T1) Fell Location: Clarkes Of Walsham Ltd, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BA THE PARISH COUNCIL MADE NO COMMENT	RB/NM Clerk
9. PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only - a. Application Reference: DC/25/03144 Proposal & Location of Development: Application for Listed Building Consent - Restore 3 dormer windows to attic rooms. The Woodlands, Finningham Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BQ MSDC GRANTED PERMISSION b. Application Reference: 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 of Development Willows House, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AH MSDC GRANTED PERMISSION [not notified to parish council for comment]	
10. FINANCE, AUDIT & COUNCIL ADMIN a. Bank reconciliation for period ending 30th September 2025 was approved and signed.	

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b. Accounts awaiting payment summary and invoices for payment. (Appendix 1) were approved and signed. c. Annual Asset Maintenance Review - Follow up on outstanding items was deferred to next meeting. d. It was noted that annual insurance renewal premium increased slightly with addition of flood equipment and that the Clerk has indicated acceptance (payment for approval – omitted from appendix 1, so will be reported there next month). e. The quote for annual stream clearance was approved at £1,041.17 plus vat. Clerk to instruct contractor. f. It was noted that the request for statement of account from Nurture Landscapes had elicited invoices to date for the play area and stream maintenance (payment scheduled in appendix 1). The clarification on number of visits quoted was also noted. g. The quote from Nurture Landscapes which includes the maintenance of the closed churchyard in contract for play area and stream, and Clerk's analysis was noted and Council re-approved. Clerk to follow up. h. It was noted that the quarterly transparency notices have been published on the website.	Clerk Clerk Clerk
11. CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere) a. Clerk's action log – nothing outstanding that is not in hand. b. Council considered the next steps with regard to the proposals for the footpath from sports centre to village down Summer Road and Cllr Belson's proposal that the Parish Council write the required letter to the Cayzer Trust. It was agreed that the Clerk send the letter prepared by Ian Campbell, to Mrs Gilmour of the Cayzer Trust. c. Cllr Winch proposed that council commission map for repurposed bus shelter from John Martineau, costs when known to be covered by Locality Grant. Cllr Winch will obtain quote of any costs and advise the Clerk before going ahead.	Clerk JW
12. OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA a. Next Parish Council Meetings - Regular monthly meeting 12th November 2025 7pm – Memorial Hall. Budget meeting 26th November 2025 7pm – Memorial Hall Meeting Close 21:06	

Payments for Authorisation OCTOBER 2025

#	Payments OUT	Amount	Description
1	Unity Trust Bank	6.00	Recurring monthly DDR Service Charge
2	Memorial Hall	27.00	Hall Hire
3	SALC	54.00	6 Months Payroll Charge

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4	Nurture Landscapes	2,902.23	Play Area/Stream grass cutting backdated invoices 370559-370564
5	Old Town Trust	250.00	Play Area Annual Rent
7	PKF Littlejohn	252.00	External Audit
8	Kevin Boardley	24.01	Expenses Reimbursement
9	HMRC Cumbernauld	164.58	PAYE
10	Parish Council Employee	530.40	Remuneration
	TOTAL	4,210.22	
#	Payments IN & Other Payments/Transfers	Amount	Description

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

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