



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 12th November 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, Mecrow, Roberts and Winch.

ALSO PRESENT: District Cllr. Winch

1. & 2. OPENING STATEMENT & MEMBERS APOLOGIES a. No opening statement b. Apologies received from the Clerk and Cllr Nick Tuck (and Cllr Fleming) c. Apologies were accepted.	Action
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 8 th October 2025 were approved as a true and accurate record of the meeting and for signature.	
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. John Stebbing attended to raise issues relating to unresolved reported Highways issues. The large dying willow tree on the roadside verge of the stream opposite Vine Cottage is overhanging the road with potential for damage and/or injury. The stream timbers washed away during Storm Babet in 2023 have not been reinstated. Cllr Winch stated that the last communication she had received was in July when SCC explained that they were negotiating the quote for this work. Cllr Mecrow reminded everyone that this repair item formed part of the S19 action plan and was reviewed as an outstanding item. It was decided to ask the Clerk to chase both issues and to contact County Councillor Fleming to ask her to pursue.	Clerk
6. DISTRICT & COUNTY REPORTS FOR INFORMATION & QUESTIONS a. County Councillor Fleming was not present, and no report was circulated prior to the meeting. b. District Councillor Winch raised two issues: Highlighted the EV charging point scheme whereby funds from central government are available to provide suitable public charging points. These would be provided, installed and maintained by a private company who would receive the proceeds and pay a £100 rental to the community. The contract would be in place for 15 years. The Memorial Village Hall Committee had discussed this and were not keen to use a parking space for this purpose. Several Cllrs. noted that a public charging point was an important amenity for	

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the community. District Cllr. Winch explained that the idea was to provide on street parking although this could be difficult in a rural environment. Several possible locations were discussed with issues of accessibility and safety for lone female users discussed. It was agreed to delegate this to the Traffic Group for further consideration of a suitable location. In the meantime, D. Cllr Winch to register our interest in the scheme. • District Cllr Winch has received confirmation that Walsham would qualify for funding and support from SCC to provide a bus shelter by the church on the new bus route. A wooden design provided in a similar location was agreed as a suitable design in principle. A site meeting will be set up and attended by 2 parish councillors and 1 or 2 bus users to further the discussion. AB and IB to attend. RW to arrange.	TWG, DCW DCW
7. REPORTS FROM WORKING GROUPS & ACTION LOG REVIEWS a. Traffic Group - Update from Cllr. Janette Winch was noted. - Results of recent speed limit surveys were noted. - The draft response to our Speed Limit Proposal Report from SCC Highways was agreed in principle with JW to make one or two minor adjustments as agreed. (Cllr Bartholomew noted need to give context to data re relative size of village. Cllr Mecrow agreed to provide a summary at the start of comments for clarity). Cllr. Winch will submit and explained that these comments will form part of the SCC report. It was agreed that a meeting be set up with our new engineer Sophie Farrington to discuss her recommendations for Summer Road in situ. Cllr Mecrow volunteered to attend with Cllr Winch. Clerk to request. It was also agreed to ask for costings for her suggestions to bring back to council. Finally, it was agreed to look at the issue of additional and or replacement SIDs as part of the budget meeting later in the month. It was confirmed that police advice needs to be sought on location of any additional SID detectors and that one post is available on Summer Road. b. Community Emergency Plan (CEP) Group - Update report was noted. - The possibility of a desktop exercise to test the Community Emergency Plan to be led by Ben Wilding, CEP Officer. Some Cllrs felt it would be best to focus on our own plan before involving other Parish Councils. District Cllr Winch noted that Walsham was well ahead of many other parish councils and that we might benefit more from holding our own event. Cllr Brookes to clarify with Ben Wilding. c. Flood Mitigation Group - Report was noted. It was welcomed that several local landowners have already been seeking advice from agencies concerning Natural Flood Management and communicating with the Clerk to update the PC. Tony	JW Clerk JW AB

Salton was thanked for his recent alerts about the Acorns attenuation pond and a watching brief has been agreed.	
8. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS a. Standing item to consider changes to the Neighbourhood Plan to be documented for next review: Cllrs Belson and Mecrow have prepared a series of slides for the Neighbourhood Plan public meeting to be held on the 19th of November. These deal with the context of call for sites and the constraints that will determine the sites that might be accepted. District Cllr Winch stated that having a strong Neighbourhood Plan in place was important. Cllr Bartholomew queried whether the outline permission for the second phase of Elmside had expired – D. Cllr Winch to check. Will also check if the status of villages still forms part of the planning process as Walsham’s current designation presumes more facilities than we actually have. b. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/04523 Proposal: Notification of Works to Trees in a Conservation Area - Fell 5 No. Lawson Cypress (T29, T30, T32, T33, T37), Remove low branches of 4 No. Yew (T39,T40,T44,T45) and lift crown to provide 3m clearance for public footpath , Remove laurel hedging (T41/ T72), Reduce Crown of 1no Yew (T24) by 1m, Prune 1 No. Yew (T25), Fell 1 No. Crab Apple (T7), Remove steams of 1 No. Norwegian Maple (T9), Reduce crown of 1 No.Laurel (T 19/T23) remove overhanging branches, Re -coppice 3 No. Hazel (T20/T21/T22) back to previous points Location: Maltings House, 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/25/04690 Proposal: Notification of works to trees in a Conservation Area - Please see application form. Location: Willows House, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3A THE PARISH COUNCIL MADE NO COMMENT d. APPLICATION FOR PLANNING PERMISSION - DC/25/04531 Proposal: Planning Application. Erection of single storey extension to an existing office building Location: The Stables, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP313AH THE PARISH COUNCIL SUPPORTED THIS APPLICATION	DCW DCW
9. PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only - a. DC/25/00609 Planning Application - Demolition of existing detached dwelling and replacement with 1no self-build two storey dwelling Walsham Town Farm, West Hall Road, Walsham Le Willows, IP22 1LY MSDC GRANTED PERMISSION b. 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 MSDC GRANTED PERMISSION	

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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 MSDC RAISED NO OBJECTION 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 MSDC RAISED NO OBJECTION e. APPLICATION DC/25/03998 FOR LISTED BUILDING CONSENT Re-render main house, reroof barn, replace bargeboards and fascias to barn. LOCATION: Green Farmhouse, Finningham Road, Walsham Le Willows, IP31 3BJ. MSDC GRANTED PERMISSION f. 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 MSDC RAISED NO OBJECTION	
10. FINANCE, AUDIT & COUNCIL ADMIN a. Bank reconciliation for period ending 31st October 2025 was approved and signed. b. Accounts awaiting payment summary and invoices for payment. (Appendix 1) were approved and signed. c. It was noted that that a Pride in Your Place application has been submitted for £500 to cover signage for (bus shelter) info point and Memorial Hall. This was based on quotes from the graphic designer and Multi-Signs in Thetford. d. Annual Asset Maintenance Review – Cllrs to follow up on outstanding items (as sent out to individual members) for updating of record after December meeting	Cllrs
11. CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere) a. Cllr Bartholomew's summarised actions from this years RoSPA report for the play area were considered and it was decided that: • Small tasks to be referred to local handyman by Clerk and cargo net anchor to be reinstated. • Clerk to investigate provision of new safety matting at the end of slide and as noted in ROSPA report for further consideration. • A watching brief is maintained on large timbers to be maintained.	Clerk Clerk

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b. It was noted that notice has been served for closed churchyard maintenance and the new contractor will start from 1st December. c. It was decided to let the new contract run for 6 months and then review the need to retain equipment. d. It was noted that the 2BorderPestControl been contacted about the appearance if mole hills in the gravel paths at the closed churchyard. Initial visit to set traps should already have taken place.	
12. OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA a. Cllr Winch requested that the Clerk write on behalf of the PC to thank the Coffee Morning volunteers for the great job they are doing in providing a warm and welcoming meeting place for the community on Thursdays. It is well attended and appreciated by the community. This was agreed. b. Next Parish Council Meetings • Budget meeting 26th November 2025 7pm – Memorial Hall • Monthly meeting 12th December 2025 7pm – Memorial Hall Meeting Close 20:23	

Payments for Authorisation NOVEMBER 2025

#	Payments OUT	Amount	Description
1	Nurture Landscapes	223.25	Play Area/Stream grass cutting x1
2	Kevin Boardley	75.79	Screwfix – external solar powered lamp for shed
3	Memorial Hall	54.00	Hall Hire (monthly & CEP volunteers)
4	Playsafety Limited	153.60	Annual RoSPA report
5	Parish Council Employee	530.94	Remuneration
6	Unity Trust Bank	6.00	Recurring monthly DDR Service Charge
7	C.A.S.	[997.97]	Annual insurance premium (Ansvar) <i>For information only - Paid last month – signed outside meeting following prior approval</i>
	TOTAL	1043.58	
#	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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