



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 11th February 2026 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, Tuck and Winch.

ALSO PRESENT: County Cllr. Fleming; District Cllr. Winch

1. OPENING STATEMENT (if any required) & MEMBER'S APOLOGIES a. No apologies received. b. No consents required.	Action
2. DECLARATIONS of Pecuniary & Non-Pecuniary Interests a. No declarations of interest from councillors on items on the agenda were received. b. No dispensations were needed.	
3. MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated) a. Minutes of meeting 14 th January 2026 were approved as true and accurate record of the meeting for signature. b. There were no outstanding actions from last meeting that were not in hand.	
4. 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 the public were present.	
5. DISTRICT & COUNTY REPORTS FOR INFORMATION & QUESTIONS a. County Councillor Fleming - County Cllr Fleming advised that government funding for public transport in Suffolk is confirmed for three years. This funding will enable the continuation and expansion of new services introduced over the past two years, her understanding being that the 73 bus service will continue. It was advised that Bardwell bus group were active regarding the continuation of funds previously granted for the 70 and 73 routes. District Cllr. Winch advised that Great Ashfield are bidding for money for a bus and that all bids will be considered on merit. County Cllr. Fleming to check with Joanna Spicer. - County Cllr. Fleming advised that a decision on transfer to a unitary authority is due to be made by March with structural changes to abolish the existing County and District councils expected by July. By autumn of 2026 the necessary orders will take effect to allow the establishment of the new unitary authorities, pushing shadow elections to May 2027. The two administrative authorities will work as shadow authorities until the mayoral election which is expected to take place in 2028. Adult social care and public health will be regional responsibilities.	JF

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• Cllr. Fleming noted the hearings for the Norwich to Tilbury energy supply development have commenced and the significant impact on land use with regard to ecology, battery storage sites and solar farm capacity. b. District Councillor Winch • Cllr Winch was asked about the delay to the new bus shelter to be provided by SCC and reported that it had gone out to contract and that a survey was being undertaken regarding concerns from the contractors about the impact of tree roots from the closed churchyard on the installation. • Cllr Winch also advised that there is a delay by SCC contractors with upgrading of the footpath between the Wild Wood and the sports club as weather has to be dry. But the section next to the Wild Wood was due to be done. The contractors are being pressed for a commencement date. • Cllr Mecrow noted that he thought that the statement about sewage sludge contaminants approved by MSDC and reported by DC Winch in his report, made sweeping generalisations. He will follow up outside the meeting. • Cllr. Belson enquired about DC/25/01874 - Outline Planning Application – DC Winch advised that the planning authority is waiting for highways to confirm a date for site visit which will be advised to the PC 2 weeks before the planning committee meeting.	
6. REPORTS FROM WORKING GROUPS & ACTION LOG REVIEWS a. Traffic Group - Report noted and proposals considered as follows: i. P1 - That the PC continues to press ahead with our speed reduction application as an individual parish. It was clarified that the slight amendment to include the extension of the 20mph limit on Wattisfield Road would not slow the process and that to try to include anything else at this stage might be risky with regard to the outcome of the proposal as a whole. Therefore, the proposal was approved with the slight amendment as per the map updated by Highways and no further additions. (Cllr. J. Winch noted a recent approach from the national 20's Plenty project inviting joint working on progressing calming proposals but that it was thought that engaging with this now might delay progress on our own proposals which are just about to go the highways authority for approval). P2 – That the PC request the landowner on the west of Summer Road to cut back hedging to facilitate village gate and improved signage. This could be extended to include all field frontage to reinstate the verge. It was agreed that in the first instance the Clerk would write to the contractor to confirm that they could undertake this as part of the village gate installation works. P3 - That the PC prepare to seek funding from County Cllr Fleming or District Cllr Winch for the new financial year (2026/27) for Summer Road measures. This was approved but payment to SCC and scheduling of the work was delayed slightly until the funding has been secured.	Clerk

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P4 - That the PC make an application to Gardens Weekend for signage for new gates with name of village on one side and possibly reference to a 'village of gardens' on the other. It was decided instead to ask for funding for a new speed indicator device that will be needed as part of the project. b. Community Emergency Plan Group (CEP) There was no report but Cllr Brooks noted that the time of the meeting for the desktop exercise on 13th March in the Memorial Hall from 13:30 and is expected to last approximately 2 hours. c. Flood Mitigation Group – Cllr Winch proposed that timing/make up of any future Landowner Flood Mitigation Group catch up is discussed and agreed upon. It was decided that this may need a bit more time and might be best done in August/September when landowners who are progressing plans for mitigation measures have had time to do so. Cllrs. Belson and Mecrow to speak with landowners known to be progressing mitigation measures.	Clerk Clerk RB, NM
7. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS a. Neighbourhood Plan Review (NP) - standing item The PC will be informed of sites put forward for consideration to MSDC. b. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/26/00200 Proposal: Notification of works to trees in a Conservation Area - Reduce 3 low side lateral limbs by 2.5 - 3 m. on neighbouring hornbeam tree Number on sketch plan TQRQM20619130338631 Location: The Beeches, Grove Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AD THE PARISH COUNCIL HAD NO OBJECTION c. APPLICATION FOR PLANNING PERMISSION - DC/26/00232 & associated Listed Building Consent DC/26/00233 Proposal: Householder Planning Application - External alterations to reinstate external door on north elevation. Alterations to existing internal door and window on west elevation (now within the garden room) to form 2no. glazed internal French doors. To rear utility wing, new external door in former window opening and replacement of window and existing door. Location: Maltings House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ THE PARISH COUNCIL SUPPORTED THIS APPLICATION d. APPLICATION FOR PLANNING PERMISSION - DC/26/00536 Proposal: Householder Application - Two storey side and rear extensions to dwelling Location: 16 Palmer Street, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3BZ THE PARISH COUNCIL MADE NO COMMENT e. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/26/00491 Proposal: Application for works to tree in a Conservation Area - T26 / T27 T34 Limes 10m re-pollard back to previous pollarding line Location: Maltings House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ MADE NO COMMENT f. APPLICATION FOR AGRICULTURAL DETERMINATION - DC/26/00398 Proposal: Application to determine if Prior Approval is required for a Proposed: Erection,	

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Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6, Class A - Erection of General Purpose Agricultural Building for the storage of Hay Straw and farm machinery Location: Walsham Town Farm, West Hall Road, Walsham Le Willows, Diss Suffolk IP22 1LY THE PARISH COUNCIL MADE NO COMMENT	
8. PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority – to be noted) a. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/25/05632 Proposal: Notification of works to Trees in a Conservation Area - Fell 1 No. Cherry (T1) Location: 4 Summer Road, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3AH MSDC DOES NOT WISH TO OBJECT b. APPLICATION FOR LISTED BUILDING CONSENT - DC/25/05059 Proposal: Application for Listed Building Consent - Works to the right-hand side and rear of the cottage in order to improve drainage in the ground around the cottage. This will involve digging a new 'French' drain, removal of some hard render, damp proofing measures and re-rendering internally and externally. There will be no change to visible appearance of the Cottage, internally or externally. The works on the exterior are below ground level. This will reduce some recurring internal damp issues in one corner of one room in the cottage. That room is around 3 feet below ground level at the rear reducing to 1 foot below ground level at the side towards the front. Location: Willow Cottage, The Street, 1124 So signed by the Chair at the meeting of 10th December 2025 Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AA MSDC GRANTED THIS APPLICATION c. APPLICATION FOR PRIOR APPROVAL - TELECOMMUNICATIONS - DC/25/05405 Proposal: Application for determination of prior approval for additions to electronic communications code operator network under Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 6 Class A for Proposed ARQIVA Smart Metering 1No. OMNI at 21.3m mean mounted on 20m street works pole. Proposed ARQIVA Smart Metering 1No. GPS Antenna AT 4.15m mean mounted on street works pole. Proposed ARQIVA Smart Metering 1No.3G OMNI Antenna AT 4.15m mean mounted on street works pole. Proposed ARQIVA Smart Metering Equipment Enclosure to be installed on a Root Foundation. Proposed ARQIVA V Mesh Fencing with 1.0m wide Access Gate. Proposed ARQIVA 1No.Concrete Bollard. Location: Walsham-le-Willows Sports Club, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AH MSDC GRANTED THIS APPLICATION	

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9 FINANCE & AUDIT & COUNCIL ADMIN a. The bank reconciliation for period ending 31st January 2026 was approved and signed. b. The accounts awaiting payment summary and invoices were approved for payment. (Appendix 1) with the exception of the payment to SCC (2390.00) for traffic calming measures which is to be delayed until we have formal approval of grant funding. c. Internal control checks 2025/2026 were all signed and approved for audit. d. Agree on the cost centre/code structure for the new accounting system as presented was approved with a few alterations. e. The direct debit mandate for Scribe subscription, was approved and signed by two councillors for submission by the Clerk. f. The SALC Internal Audit letter of engagement for 2025/26 was approved.	Clerk
10. CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere) a. Clerk's action log – nothing outstanding that is not in hand. Annual Play Area working party will convene at the play area on Saturday 21st March at 10am. Cllr Brookes will do an assessment against RoSPA report before then and report back. b. Consideration was given to suggestion by DC Winch, in response to Bus Services Consultation, that a joint exercise with Badwell PC be conducted to ferry passengers to Stanton bus stop to gauge demand given the expiry of current bus timetable in 2026/27. After some discussion and a counter proposal it was decided that District Cllr. Winch would bring back a more specific proposal after discussing again with Badwell PC. c. Dates for spring litter pick was agreed as 15th – 22nd March. Clerk to publicise. d. The running order for the annual question time event to be held on 25th March from 7.30pm in the Memorial Hall was agreed. Cllr Winch to update poster. Clerk to publicise.	D.CW Clerk JW, Clerk
11 OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA a. Next Parish Council monthly meeting - 11th March 2026 7pm – Memorial Hall b. CEP volunteers Desktop Exercise - 13th March 2026 1.30pm to 3.30pm – Memorial Hall. c. Annual Meeting of the Parish (Question Time) – 25th March 2026 from 7.30pm in the Memorial Hall d. Cllr Brookes noted that the tree stump had been cleared from the stream. e. Cllr Tuck noted the still missing timber retaining walls to the stream. Clerk to chase again. f. Permissive footpath bridge repairs costs for next agenda. Meeting Close @ 21:00	Clerk Clerk

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APPENDIX 1

Payments for Authorisation FEBRUARY 2026

#	Payments OUT	Amount	Description
1	Local Authority Technology CIC	496.80	.gov.uk website including Zoho email and cloud workdrive
2	Suffolk County Council	2,390.00	Approved traffic calming measures Summer Road Approved, but not authorised for payment until locality grant funding secured.
3	MultiSigns	60.00	New footpath sign (payment required in advance of printing)
4	Scribe	298.80	Accounting software subs (set up for 2026/27)
5	Premier Play Solutions Ltd	720.00	Safety matting for slides at play area
6	SCC	170.00	Village gates Licence
7	Memorial Hall	27.00	Hall Hire monthly meeting
8	Parish Council Employee	709.02	Remuneration
9	Nurture Landscapes	223.25	December – grass cutting stream and play area
10	<i>Unity Trust Bank</i>	<i>7.00</i>	<i>DDR Monthly Service Charge</i>
11	<i>Scribe Accounts</i>	<i>37.20</i>	<i>DDR Monthly Subscription</i>
	TOTAL	2,749.07	
#	Payments IN & Other Payments/Transfers	Amount	Description
1	SCC	500.00	Locality Grant for Play Area matting

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

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