



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 11th March 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, Roberts, Tuck and Winch.

ALSO PRESENT: District Cllr. Winch

1. OPENING STATEMENT (if any required) & MEMBER'S APOLOGIES a. Apologies received from Cllr Nick Mecrow. County Cllr. Fleming was also not present. 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 11 th February 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. Two members of the public were present. Concerns raised about the increasing parking issues in and around Palmer Street and Staples Close that have hampered access by emergency services, bus and waste collection services, the latter being set to become even more frequent. It was suggested that this might be eased by utilising a section of the grassed areas, owned by MSDC, as parking lay-bys. It was acknowledged that this would not be popular with everyone and that previous suggestions of this sort raised issues with overhead power cables and underground drainage. District Cllr Winch asked if the views of other residents had been sought and was passed some information which showed some support and some opposition. DC Winch will follow up with the residents directly in more detail before taking the issue back to District Council. Highways would of course need to be involved in any proposals that may emerge. It was noted that the Staples Close grassed area is designated as an open green space in the Neighbourhood Plan.	DC Winch
5. DISTRICT & COUNTY REPORTS FOR INFORMATION & QUESTIONS a. County Councillor Fleming not present and no report received. b. District Councillor Winch Cllr Belson asked if the funds noted as allocated for support with planning, covered modifications to Neighbourhood Plans. DC Winch was able to confirm that it does.	

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6. REPORTS FROM WORKING GROUPS & ACTION LOG REVIEWS a. Traffic Group - To note report and proposals: P1 - That to prevent delays the Parish Council fund the traffic calming measures and locality funding be utilised after May 11th to support footbridge restoration on permissive paths. This was approved. Signage for the gates was considered. The name can be accommodated on narrower gates on either two or three lines (as on the Ixworth Road or Badwell approaches). Clerk will wait until gates in place before ordering. b. CEP Group - no report received for publication with agenda. - Cllr Brookes noted a good response from Observer ad for more volunteers. - Proposed a WhatsApp group specifically for those properties liable to potential flooding. Residents can be invited to join and share their telephone numbers for this purpose. This was agreed. - Master copy for the CEP to be reviewed and will be prepared for April meeting. c. Flood Mitigation Group – no report received for publication with agenda. - Clerk noted that stream timber defences had now been replaced. It will be checked to see if these have been bolted to one another to prevent them lifting in the event of another flood.	DC Winch
7. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS a. Modifications to neighbourhood plan considered. DC Winch will gather more information on the sites put forward with regard to maximum units each could accommodate and will clarify if any resident consultation process is required in order for the Parish Council to put forward any particular site. b. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/26/00710 Proposal: Application for works to trees in a Conservation Area - 1. Dismantle eucalyptus which is in danger of collapse due to rotting stump. 2. Reduce height of plum tree, ensuring health and continued harvest 3. Trim Yew Tree into a topiary ball 4. Reduce self-set Pussy Willow Location: Hillcrest, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB THE PARISH COUNCIL MADE NO COMMENT c. APPLICATION FOR PLANNING PERMISSION - DC/26/00809 Proposal: Householder Application - Installation of an Oil Storage Tank and external boiler to rear. Erection of trellis fence to side Location: White House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AA THE PARISH COUNCIL MADE NO COMMENT	DC Winch
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/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 planTQRQM20619130338631 Location: The Beeches, Grove	

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Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AD MSDC RAISED NO OBJECTION b. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/26/00010 Proposal: Notification of Works to Trees in a Conservation Area - Reduce 2 low lateral limbs on 1 No. Beech (T1) by 2.5 - 3 metres Location: Beech Cottage, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AA - MSDC RAISED NO OBJECTION c. APPLICATION FOR AGRICULTURAL DETERMINATION - DC/26/00398 Proposal: Application to determine if Prior Approval is required for a Proposed: Erection, 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 MSDC DETERMINED THAT NO PRIOR APPROVAL WAS REQUIRED d. 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 LISTED BUILDING CONSENT WAS GRANTED	
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9 FINANCE & AUDIT & COUNCIL ADMIN a. Bank reconciliation for period ending 28th February 2026 for was approved and signed. b. Accounts awaiting payment summary and invoices for payment were approved and signed (Appendix 1). c. Footpath bridge repairs costs were considered, and it was decided to offer financial assistance to the landowner for this purpose. Grant funding application will be made to district Locality Budget for the new financial year but will now be delayed until May 11th due to the restrictions imposed by SCC local elections that will now be held in 2026 on the usual cycle. d. Policy and Procedure reviews for the year, including the New 'Standing Orders 2025 Update', tailored by the Clerk, were approved. All references to sub-committees to be retained (Appendix 2) e. Cllr Bartholomew proposed that Council may wish to separate out Play Area on risk register as with the Closed Churchyard. Clerk to forward a draft for review. f. Meeting by Cllrs Belson and Winch, with representatives of the Parochial Church Council with regard to closed churchyard maintenance costs was discussed. The PCC although unable to provide any funding were able to offer support in other ways. Clerk to draft a proposal based on current tasks completed which will then be considered by Cllr. J Winch and the Clerk before finalising and discussion with the PCC.	Clerk 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. b. Agenda item with regard to Annual Question Time (AQT) included in error – this is for April meeting. The running order and approach for the AQT meeting to be held on 25th March, was discussed and agreed. It was decided that at the AQT would present what is known at this stage about the 'call for sites' by MSDC, and once more information has been gathered on the process going forward, a dedicated meeting will be held to consult with residents. c. Email correspondence between residents regarding the use of Avenue (from Grove Road) for works access was noted. d. Clerk proposed that before appraisal in April/May that contract of employment was brought up to date. It was decided that this was not necessary. It was agreed that one of the two councillors conducting the appraisal which be rotated each year so that all councillors are involved in this. Cllr IB and JW to complete again this year. e. Report from Cllr Brookes' assessing play area maintenance required for the annual working party was discussed and agreed.	

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11 OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA a. Cllr Brookes advised councillors of incident of indecent exposure that was reported to her. Police are aware and assisting the resident who witnessed this. Clerk to ensure that PC Gedney is aware. b. Cllr. Bartholomew noted the unwelcome increase in incidents of fly-tipping in the Memorial Hall car park the perpetrators having been recorded on CCTV. c. CEP volunteers Desktop Exercise - 13th March 2026 2-4pm – Memorial Hall d. Annual Meeting of the Parish (Annual Question Time) – 25th March 2026 from 7.30pm – Memorial Hall e. Next Parish Council monthly meeting - 8th April 2026 7pm – Memorial Hall Meeting Close @ 20:50	Clerk
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APPENDIX 1

Payments for Authorisation MARCH 2026

#	Payments OUT	Amount	Description
1	Memorial Hall	27.00	Hall Hire monthly meeting
2	Nurture Landscapes	223.25	January – grass cutting stream and play area
3	Parish Council Employee	1,166.48	Remuneration
4	Unity Trust Bank	7.00	DDR Monthly Service Charge
5	Scribe Accounts	37.20	DDR Monthly Subscription (March)
6	Scribe Accounts	37.20	DDR Monthly Subscription (February)
	TOTAL	1,498.13	
#	Other Payments IN & Transfers	Amount	Description

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

APPENDIX 2

Policy & Procedure Annual Review – Summary

#	Policy	Changes	Reviewed
001	<u>Model Standing Orders</u>	Have tailored MODEL STANDING ORDERS 2025 (ENGLAND) All tailored sections I have left in red and in brackets for ease of review. Broadly following the changes as approved on last version.	18/02/2026
002	<u>Financial Regulations</u>	Model financial regulations England (NALC 2024). No changes or updates from previously approved version.	18/02/2026
003	<u>Internal Control Statement</u>	Changes to distribution of checks. Now divided amongst all councillor not a selected four, to minimise burden.	18/02/2026
004	<u>Data Protection and Document Retention Policy</u>	No changes.	18/02/2026
005	<u>Risk Assessment - Financial</u>	Changed reference to 'third party insurance' to 'Public Liability'. Updated date for adoption of FOI policy.	18/02/2026
006	<u>General Health & Safety Policy</u>	Non-material changes	18/02/2026
007	<u>Litter Pick Guidance</u>	Non-material changes	18/02/2026
008	<u>Risk Assessment - Pavement Sweeping</u>	No changes – no pavement sweeper in post since 2020	18/02/2026
009	<u>Disciplinary Procedure</u>	No changes	18/02/2026
010	<u>Grievance Procedure</u>	No changes	18/02/2026
011	<u>Covid Guidance - Litter Pick Volunteers</u>	No changes	18/02/2026
012	<u>Risk Assessment- Litter Pick</u>	No changes	18/02/2026

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013	<u>Child & Vulnerable Adult Safeguarding Policy</u>	Non-material, grammatical changes.	18/02/2026
015	<u>Suffolk Code of Conduct</u>	No changes.	18/02/2026
016	<u>Reserves Policy</u>	Clarification of adopted NP and CIL accruals, clarity	18/02/2026
017	<u>Equality & Diversity Policy</u>	Minor changes for clarity	18/02/2026
018	<u>Asset Register</u>	Recently reviewed along with identification of maintenance tasks as minuted 14/02/2024 agenda item 11	18/02/2026
019	<u>Risk Register</u>	Remove references to the 'Finance Councillor' which I think used to be Brian and has not been reallocated. To indicate that storage of documentation in the light of the new cloud storage and email. Plus some other non-material changes.	18/02/2026
020	<u>CIL Funding Policy</u>	No changes	18/02/2026
021	<u>CIL Funding Application Form</u>	No changes	18/02/2026
027	FOI Publication Scheme	No changes	18/02/2026
028	Play Area Volunteer Guidance	No changes	18/02/2026
029	Stream Verges Maintenance Guidance	Updated to reflect that annual clearance as well as regular grass cutting is now contracted to a commercial operator so little or no volunteer work is required.	18/02/2026
030	Stream Verges Volunteer Risk Assessment	No change	18/02/2026
031	Redacted Community Emergency Plan	No change from version 4 as updated 07/11/2025	18/02/2026
032	Meeting and Agenda Management	No changes	18/02/2026
033	Emergency rest centre Guidance	No changes	18/02/2026
034	Sexual Harassment Policy	No changes	18/02/2026

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