



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the **ANNUAL** meeting held on Wednesday 13th May 2026 commencing at 7.00 p.m. in the Memorial Hall.

[Informally approved. Formal approval, at the next meeting with any corrections]

PRESENT: Parish Cllrs. Bartholomew, Belson, Brookes, Mecrow, Roberts, Tuck and Winch.

ALSO PRESENT: District Cllr. Winch & County Cllr. Bains

1. ELECTION OF CHAIR & APPOINTMENT OF VICE-CHAIR a. Cllrs J Winch and Mecrow proposed Cllr Belson for election as Chair. This was unanimously agreed. b. Cllr Belson signed the Acceptance of Office which was countersigned by the Clerk. c. Cllrs Roberts and Brooks proposed the appointment of Cllr Bartholomew as Vice-Chair. This was unanimously agreed.	
2. OPENING STATEMENT (if any required) & MEMBER'S APOLOGIES a. No apologies received. b. No consents were required.	
3. DECLARATIONS of Pecuniary & Non-Pecuniary Interests a. Cllr Brooks – agenda item 8b; and Cllr Mecrow – agenda item 6b question to District Cllr Winch and Council. b. Dispensations were granted to both Cllr Brooks and Cllr Mecrow.	
4. MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated) a. Minutes of meeting 8 th April 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., other than the issue of the fallen tree at the Pound. Cllrs Roberts and Mecrow had not been able to assess. Cllr Roberts will do tomorrow and report back for next meeting.	TR
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 the public was present. The issue of harassment was raised again as well as the distress caused by the lack of communication between community policing and residents. The PC asked the Clerk to seek clarification on what level of contact and service we can expect from the community Police team. District Cllr Winch has been involved and also agreed to make contact again with our community police officer for a response.	Clerk
6. DISTRICT & COUNTY REPORTS FOR INFORMATION & QUESTIONS a. County Councillor Bains – sent apologies but did attend to see how the meeting runs. County Cllr Bains introduced himself and told Council a little of his background prior to entering local politics and said that he looked forward to working together with the parish councils in the area he represents.	

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b. District Councillor Winch • Cllr Mecrow raised the proposals of MSDC re the remaining upgrades to footpaths. Council decided to ask that all three areas identified are upgraded and settled on a priority amongst them whilst stating that the goal is to do as much as possible with the available CIL funding, the goal being to address them all. It was also agreed to follow up SCC recommendations for signposting for the new paths and a map derived from the local walks map to accompany any signage agreed. District Cllr Winch will advocate for this work being completed before the autumn. • District Cllr Winch raised the issue of the long-standing request from residents for 'no-cycling' signage at Elmside Lee. District Cllr Winch will follow up and asks that the Parish Council submit a Locality Funding application for these. Cllr Winch to advise Clerk. • Bus passenger forum email in light of future of 73 bus service and/or bids for timetable extensions was raised. This was confirmed as a joint application by the current bus group representing all villages on the current route to continue the current timetable with the addition of a Saturday service. DCW is Walsham's representative on the group and proposed no action at this time.	DCW
7. REPORTS FROM WORKING GROUPS & ACTION LOG REVIEWS a. Traffic Group - The report was noted. - Council considered and approved the following proposals: - P1 - That Council support the publication of an article to gauge interest in Community Speed Watch volunteering. Cllr J Winch to draft article. - P2 - That Council contact SCC and our new County Councillor for an update on Speed Reduction report. Cllr J Winch will follow up with County Cllr Bains. - P3 - That Council ask Sports Club for update on their changes to entrances as this impacts white lining. Cllr Roberts agreed to enquire and report back to Cllr J Winch. - Council considered Cllr Bartholomew's email and response obtained by District Cllr Winch from planning with regard to planning for creation of access directly onto Finningham Road. Council decided that this should be reported to enforcement again. Clerk to follow up. • Cllr Bartholomew asked if the membership of the traffic group could be advised so that councillors are aware. Cllr J Winch said she would add these to the action logs for traffic and flood groups. b. CEP Group – No written report this month. But Cllr Brookes did report a successful start to the new WhatsApp group for residents of properties liable to flooding. 14 have joined so far. c. Flood Mitigation Group - Update/report was noted.	JW JW TR Clerk JW

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• Cllr Belson noted very positive and encouraging developments with regard to landowner engagement with the S19 flood investigation report, one landowner saying they would implement all the environment agency suggestions for flood mitigation • Cllr Mecrow was also able to report that another landowner who is taking up flood mitigation recommendations is intending to try to engage other landowners in a meeting on 20th May. The Parish council is grateful for the support it is receiving regarding Natural Flood Management from local land owners. Cllr Mecrow advised that he will be unable to attend on this occasion.	
8. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS a. Standing item to consider changes to neighbourhood plan to be documented for next review in light of recently published 'Call for sites' consultation. Cllr Belson has previously noted that the Parish Council could not proceed until more information was received from MSDC on sites that would be preferred and information relating to intended build density appropriate to each. b. APPLICATION FOR PLANNING PERMISSION - DC/26/01879 Proposal: Householder Application - Extension and alteration of dwellinghouse and demolition of outbuildings replaced with new double garage, and associated works. Location: Crownland House, Crownland Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BU THE PARISH COUNCIL MADE NO COMMENT ON THIS THIS APPLICATION c. APPLICATION FOR PLANNING PERMISSION - DC/26/01743 Proposal: Householder Application - Retention of a log cabin annexe, A replacement pump house and a gazebo Location: Botany Farm, Crownland Road, Walsham Le Willows, Stowmarket Suffolk IP14 4TB THE PARISH COUNCIL MADE NO COMMENT ON THIS THIS APPLICATION d. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/26/01750 Proposal: Notification of works to Trees in a Conservation Area - Fell 2 No. Thuja (T1 and T2), Reduce 1 No. Cedar (T3) by approximately 1/3, Fell 1 No. Cedar (T4) and Fell 1 No. Silver Birch (T5) Location: Hall Farm House, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AH THE PARISH COUNCIL MADE NO COMMENT ON THIS THIS APPLICATION e. APPLICATION FOR LISTED BUILDING CONSENT - DC/26/01978 Proposal: Application for Listed Building Consent. Removal of existing failed render. Survey for any signs of decay to the timber frame and repair where necessary with similar timber type. Install breathable insulation if possible such as cork or sheep's wool. Install sawn larch laths and apply a three-coat lime putty render. Decorate in lime wash. Location: Deyes Cooperage, The Street, Walsham Le Willows, IP31 3AA THE PARISH COUNCIL MADE NO COMMENT ON THIS THIS APPLICATION	
9. PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority – to be noted)	

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a. APPLICATION FOR LISTED BUILDING CONSENT (SECTION 19) - DC/26/01029 Proposal: Application under Section 19 of The Town and Country Planning Act 1990 for Listed Building Consent DC/22/01898 - Erection of a single storey side extension to store and conversion of hayloft to form annex, installation of stairs leading to hayloft, replacement of garage door with french windows, closing up of wall between garage and proposed sitting room, extension of garden wall to form courtyard, and erection of a new garden store. To Vary Condition 2 (Approved Plans and Documents) changes from a glazed roof on kitchen extension to a fully insulated slate tiled roof with Conservation rooflight due to concerns raised by Building Control. Location: The Priory, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB MSDC GRANTED PERMISSION b. NON MATERIAL AMENDMENT TOWN AND COUNTRY PLANNING ACT 1990 DC/26/00663 Proposal: Application for a Non-Material Amendment relating to DC/22/01897 - Amendment to roof of extension to slate and installation of conservation roof light. Location: The Priory, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB MSDC GRANTED PERMISSION c. DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990 DC/26/01113 Proposal: Discharge of Conditions Application for DC/25/00609 - Condition 3 (Recording of Existing Dwelling) Location: Walsham Town Farm, West Hall Road, Walsham Le Willows, Diss Suffolk IP22 1LY Mid Suffolk District Council hereby gives notice that the details submitted in pursuance to the conditions referred to above have been determined as summarised below in relation to each relevant condition together with any appropriate comments, limitations or advice. MSDC PART APPROVED CONDITIONS d. 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 MSDC GRANTED PERMISSION e. APPLICATION FOR LISTED BUILDING CONSENT - DC/26/00779 Proposal: Application for Listed Building Consent - internal alterations to bathroom and bedroom at first floor Location: Maltings House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ MSDC GRANTED PERMISSION f. 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 MSDC GRANTED PERMISSION	
10. ANNUAL BUSINESS a. Council considered the Clerk's annual appraisal and recommendations, both of which were approved/agreed. R1 – Award of annual increment R2 – Cllr Brookes takes role of appraiser next year in place of Cllr J Winch.	

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R3 – That the Clerk’s contracted core hours be increased from 18 to 24 per month. b. Council approved the readoption of standing orders and financial regulations as reviewed 18/02/2026 was approved. c. Council approved the readoption of policies, procedures and practices as reviewed 18/02/2026. d. Council reviewed annual subscriptions & donations to other bodies for 2026/27 (including review of expenditure incurred under s.137 of Local Government Act 1972). These were approved without amendment. e. The times and place of ordinary meetings of the Council up to and including the next annual meeting of the Council in 2027 (as published on the website), were approved. f. Council confirmed the re-appointment of SALC as internal auditors for 2026/27 subject to approval of the terms of engagement letter which will be received shortly before the next audit. g. Representation with external bodies and areas of responsibility assigned to members (see website) was reviewed and these were approved with some correction/amendment. Clerk to follow up. h. Council reviewed new draft IT policy, which was approved for adoption. Clerk to publish. i. Council agreed to defer the setting of objectives for 2026/27 until the next meeting.	Clerk Clerk
11. FINANCE & AUDIT & COUNCIL ADMIN a. Bank statements & reconciliation for period ending 30th April 2026 were approved for signature. b. Accounts awaiting payment summary and invoices for payment were approved for authorisation. (Appendix 1). c. Proposal from Cllr. Bartholomew to approve drafted changes to risk register with regard to Play Area was considered and agreed. Clerk to publish. d. Cllrs Mecrow/Roberts advised that they had not yet checked out the fallen tree near The Pound. Cllr Roberts advised he would do this tomorrow and report back to Clerk or at next meeting. e. Council noted the disappointing response from Sophie Farrington at SCC Highways about the proposal for requesting removal of hedge on Summer Road. No further action is possible. f. The clerk updated on position with Nurture Landscape invoicing. Clerk’s proposals for next steps were approved. It was decided that the Clerk should now draft a proposal to the PCC as agreed and seek to arrange another meeting with representatives of the PCC to discuss. Cllr J Winch agreed to meet with PCC and the Clerk. g. Council considered and approved the full internal audit report for 2025/26 and Clerk’s proposals to address comments & recommendations before next audit.	Clerk TR Clerk/JW

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h. Council completed and signed off the Annual Governance Statement 2025/26 (Section 1). This was signed by Chair and Clerk. i. Council approved the Annual Accounting Statements 2025/26 (Section 2) which was signed by Clerk & Chair. j. Council approved updated bank mandate (clerk contact details), which was signed by Cllrs Bartholomew & Roberts. Clerk to submit. k. Council noted that confirmation had been received on question of insurance cover for closed churchyard wall and activities that may be undertaken as part of activation of the Community Emergency Plan.	Clerk
12. CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere) a. Clerk's action log was reviewed. Nothing outstanding that is not in hand. b. Clerk updated Council on planning complaint raised by resident regarding litter and wastewater alleged to be from shop activity. Clerk was asked to arrange for a new litter bin to be emptied from the info point on The Street. c. Correspondence from resident re tree maintenance on The Avenue was considered. After much discussion it was decided that this as not a Parish Council responsibility but the Clerk was asked to check the Land Registry to see if The Avenue is registered land. d. Next steps with Play Area maintenance/repairs were considered. A group of councillors agreed to meet on Monday 18th at 09:00 to address these. District Cllr Winch agreed to contact the REACT team to see if they could remove graffiti. e. Council considered the request from resident to purchase Parish Council strimmer which will no longer be used as new contractors use own equipment. It was decided that this equipment needs to be retained for the time being. Clerk to advise resident.	Clerk Clerk TR, AB, RB, IB DCW Clerk
13. OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA a. Next Parish Council meeting - 10th June 2026 7pm – Memorial Hall b. Clerk requested Council to consider which report it required from the new accounting system for the monthly reconciliation. Cllr Bartholomew proposed the monthly flexed budget report. Clerk to action. c. District Cllr Winch was asked about the progress on the bus shelter. He reported that he had chased again but had not yet had a reply. He will continue to follow up. d. Meeting Closed at 20:50	Clerk DCW

APPENDIX 1

Payments for Approval MAY 2026

#	Payments & Transfers OUT	Amount	Description
1	Parish Council Employee	717.82	Salary
2	Nathanael Landymore	399.24	Grass cutting closed churchyard (to 30/11/2025 – previous contractor)

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3	Suffolk Assn. of Local Councils	549.27	Annual subscription
4	Memorial Village Hall	40.50	Monthly & appraisal meetings
5	Nurture Landscapes	2,394.11	Annual stream clearance 2024
6	Nurture Landscapes	1,249.40	Annual stream clearance 2025
7	Nurture Landscapes	776.26	Grass cutting play area, stream & churchyard – Feb 2026
8	Nurture Landscapes	776.26	Grass cutting play area, stream & churchyard – March 2026
9	Nurture Landscapes	776.26	Grass cutting play area, stream & churchyard – April 2026
10	Office expenses claim	8.26	Stationery, postage etc
11	Unity Trust Bank - DDR	7.00	Monthly Service Charge
12	Scribe Accounts - DDR	37.20	Monthly Subscription (April)
	TOTAL	7,731.58	
#	Payments & Transfers IN	Amount	Description
1	Transfer to cover payments out	5000.00	Tfr deposit > current 09/04/2026
2	Pride in Your Place Grant BMSDC	418.00	Footpath signage for 'bus shelter'
3	Precept 2026/27	13,779.00	1 st tranche
	TOTAL	19,197.00	

Each invoice checked and signed by two bank signatories for Council approval of online authorisation.

Bank Signatories	Signature x 2
Bartholomew	
Belson	
Roberts	
Tuck	

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