



**AGENDA – Meeting** - Parish Councillors are summoned to attend the Parish Council Meeting on Wednesday 14<sup>th</sup> October 2026 commencing at 7.00pm in the Memorial Hall.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The wearing of masks by members of the public when not speaking is encouraged. Members of the public not wishing to attend in person may submit written representations.

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. OPENING STATEMENT (if any required) & MEMBERS APOLOGIES                                                                                                                                                                 |
| a. To receive apologies                                                                                                                                                                                                    |
| b. Consents to apologies received                                                                                                                                                                                          |
| 2. DECLARATIONS of Pecuniary & Non-Pecuniary Interests                                                                                                                                                                     |
| a. To receive declarations of interest from councillors on items on the agenda                                                                                                                                             |
| b. To grant any requests for dispensation as appropriate.                                                                                                                                                                  |
| 3. MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated)                                                                                                                      |
| a. To approve minutes of the 9 <sup>th</sup> September 2026 as true and accurate record of the meeting for signature.                                                                                                      |
| b. Review actions outstanding from last meeting                                                                                                                                                                            |
| • To consider and receive feedback on the joint meeting re Jaynic Proposals – RR, TR, JW                                                                                                                                   |
| 4. PUBLIC FORUM - 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.                                                           |
| 5. REPORTS FOR INFORMATION & QUESTIONS - to receive written reports & put questions:                                                                                                                                       |
| a. County Councillor                                                                                                                                                                                                       |
| Follow up from last meeting                                                                                                                                                                                                |
| • 3 <sup>rd</sup> party contractor signage alignment with Highways standards                                                                                                                                               |
| • Fire service audit report to Cllr Winch                                                                                                                                                                                  |
| • Material for Highways signage posts, why not stainless steel?                                                                                                                                                            |
| Questions                                                                                                                                                                                                                  |
| • Cllr Tuck re heat pump scheme for listed buildings                                                                                                                                                                       |
| b. District Councillor                                                                                                                                                                                                     |
| 6. REPORTS FROM WORKING GROUPS (Flood, CEP, Traffic) & ACTION LOG REVIEWS                                                                                                                                                  |
| a. <b>Traffic Group</b> -. – To note report and consider proposals as follows:                                                                                                                                             |
| P1 - That Council place order with Elan city for SID device using budget provided by MSDC and as per quote, for delivery on or around 1st December.                                                                        |
| P2 – That a dedicated page is created on the village website, signposted in The Observer and on Facebook, to keep residents updated with traffic news as there are likely to be regular updates needed as things progress. |
| i. To note highways advice that a traffic survey will be required for proposed Finningham Road changes. Council to decide if this is to be approved and actioned.                                                          |
| ii. To note that Sophie Farrington (Highways) has begun preparation of the Scheme Commissioning Document which will then be submitted for costings to the Local                                                            |

Highways Budget Team. Sophie will advise when it is passed to LHBT and an estimate will be supplied within 20 days.

- b. **Community Emergency Plan Group** – To note any update/report.
  - i. To note that the updated and redacted CEP has been published.
- c. **Flood Mitigation Group** – To note ‘Lessons learned’ report and consider proposals as follows:
  - P1 - That Council ask suggested volunteers to monitor the surface flooding points
  - P2 - That Council ask the Observer to publish the ‘Lessons Learned’ article in full due to its relevance and importance to the whole community
  - P3 – That Council hold an informal catch up over the late autumn to see what is working well and where the obstacles are for landowners wishing to make progress with natural flood mitigation measures.

7. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS

- a. Standing item to consider changes to neighbourhood plan to be documented for next review in light of published ‘Call for sites’ consultation. To note email from District Cllr Winch who has information for Council to consider.
- b. Cllr Belson wishes to raise recent developments with regard to travellers’ sites in the eastern counties over the recent Bank Holiday.

8. PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only (additional notices TBA by email before the meeting)

- a. APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/26/03517  
Proposal: Notification of works to Trees in a Conservation Area - Removal of a single yew tree closest to road Location: The Coach House, Four Ashes, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BS MSDC RAISED NO OBJECTION
- b. To note report from back from Cllr Belson re meeting of impacted Parishes held at Stanton about the consultation on Jaynic development proposals for Shepherds Grove site. A follow up meeting is planned for September to determine a co-ordinated approach to the consultation. The Clerk at Stanton, will be contacting Jaynic on behalf of the four parishes concerned, asking for a meeting between Jaynic and the parish councils.
- c. To note the designation of Westthorpe Neighbourhood Plan Area by MSDC.
- d. To note important changes to the National Planning Policy Framework (NPPF).

9. FINANCE, AUDIT & COUNCIL ADMIN

- a. To consider and receive bank statements & reconciliation for period ending 30<sup>th</sup> September 2026 for approval and signature.
- b. To approve accounts awaiting payment summary and invoices for payment. (Appendix 1).
- c. To note the conclusion of external audit.
- d. To note publication of transparency notices to end September (including payments over £500, variances against budget).
- e. To receive and approve instruction to Nurture Landscapes for annual stream clearance based on quote for £1,089.22 incl vat.

10. CLERK, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere)

- a. Consider and receive written information re Botesdale and Rickingham Community Bus service and decide if any financial contribution can be made.

- b. To consider and receive quotes from two contractors for the clearance of the accumulation of debris along the pavement on The Causeway. To decide if this work should be approved.
- c. To consider request for Parish Council Support from Ixworth Primary School Outdoor Play & Wellbeing Project.
- d. To receive report from Cllr Belson re closed churchyard trees and proposal for a site meeting in next couple of months to consider way forward along with quotes for pollarding of an individual tree, a quote for however many can be pollarded in one day, and a possible rolling programme for this work for one day annually.
- e. To note annual RoSPA report for the Play Area and decide on any actions required.
- f. To note that the Clerk has met with Cllrs Roberts and Bartholomew with key for access to mower etc. Decide who is to arrange for servicing.

11. OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA

- a. Next Parish Council meeting is the meeting on 11<sup>th</sup> October 2026 7pm – Memorial Hall
- b. Budget meeting 25<sup>th</sup> November 2026 7pm – Memorial Hall

Meeting Close @



*Proper Officer, Clerk to Walsham-le-Willows Parish Council*

## APPENDIX 1

### Payments for Approval SEPTEMBER 2026

| #  | Payments & Transfers OUT              | Amount          | Description                                      |
|----|---------------------------------------|-----------------|--------------------------------------------------|
| 1  | Starboard Systems t/a Scribe Accounts | 37.20           | Accounting software subscription                 |
| 2  | MultiSigns Ltd                        | 81.00           | No cycling signage (paid 05/10/2026)             |
| 3  | PKF Littlejohn                        | 252.00          | External Audit                                   |
| 4  | Suffolk Assn. of Local Councils       | 122.40          | 12 months payroll service                        |
| 5  | RoSPA PlaySaftey                      | 157.20          | Annual safety report                             |
| 6  | Memorial Village Hall                 | 27.00           | Hall hire for meetings                           |
| 7  | Parish Council Employee               | 332.14          | Salaries                                         |
| 8  | HMRC Cumbernauld                      | 696.45          | PAYE                                             |
| 9  | TeamBlue Internet Services            | 26.38           | Monthly website hosting                          |
| 10 | CAS Insurance Services Limited        | 996.25          | Annual Insurance                                 |
| 11 | H Reeve                               | 202.22          | Footpaths grant disbursement 2 <sup>nd</sup> cut |
| 12 | Martineau Farms LLP                   | 185.04          | Footpaths grant disbursement 2 <sup>nd</sup> cut |
| 13 | M Hawes                               | 74.88           | Footpaths grant disbursement 2 <sup>nd</sup> cut |
| 14 | P Dryden                              | 48.06           | Footpaths grant disbursement 2 <sup>nd</sup> cut |
| 15 | GB Pollard                            | 46.50           | Footpaths grant disbursement 2 <sup>nd</sup> cut |
| 11 | Unity Trust Bank                      | 7.00            | Service charges by DDR                           |
|    | <b>TOTAL</b>                          | <b>3,291.72</b> |                                                  |

| # | Payments & Transfers IN | Amount          | Description                                       |
|---|-------------------------|-----------------|---------------------------------------------------|
| 1 | MSDC (Rec'd)            | 2,389.89        | Locality Award for additional SID                 |
| 2 | SCC                     | 556.70          | Footpaths cutting grant (2 <sup>nd</sup> tranche) |
|   | <b>TOTAL</b>            | <b>2,946.59</b> |                                                   |

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

| Bank Signatories | Signature x 2 |
|------------------|---------------|
| Bartholomew      |               |
| Belson           |               |
| Roberts          |               |
| Tuck             |               |