



WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 14th October 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. Belson, Brookes, Mecrow, Roberts, Tuck.

ALSO PRESENT: District Cllr. Winch

1. OPENING STATEMENT (if any required) & MEMBER'S APOLOGIES	
a. From Cllrs Bartholomew and Winch. County Cllr Bains also sent his apologies. b. Consents were granted.	
2. DECLARATIONS of Pecuniary & Non-Pecuniary Interests	
a. None received. b. No dispensations were required.	
3. MINUTES - To Receive and consider the minutes of the following meetings (as previously circulated)	
a. Minutes of the meeting on 9th September 2026 were approved as true and accurate record of the meeting. b. Outstanding actions from last meeting. Cllr Belson reported back on outcome of multi-parish meeting re the Jaynic development. The formal application is awaited at which point a multi-parish response will be drafted. Cllr Mecrow raised issue of a leaflet for the Evolution development on neighbouring site which may or may not precede any development by Jaynic an is already using the concrete road not Summer Road as access causing tailbacks of lorries along with near misses as traffic negotiates the long lines of lorries parked along Summer Road itself. Clerk to publicise leaflet. General consensus was that any 'traffic management plan' for the developments would be ineffective as has been proved in the past. It doesn't cover '3rd party' contractors so has a built in loophole which is duly exploited. The Parish Council will attempt again to address this at the appropriate stage in the planning process.	Clerk
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 – not present b. District Councillor Winch – Councillors had no questions.	
6. REPORTS FROM WORKING GROUPS & ACTION LOG REVIEWS	
a. Traffic Group -. – 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. Approved. 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. Approved.	Clerk Clerk

So signed by the Chair at the meeting of 11th November 2026

i. Highways advice that a traffic survey will be required for proposed Finnerham Road modifications was considered. The Clerk reported that Cllr J Winch had understood that Highways will accept SID data from a device that has been calibrated within the last year. It was decided to try this approach. Clerk to check the calibration date when ordering the new SID. 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 (so hopefully by 6th November in time for the next meeting on 11th. • Cllr Tuck suggested that in November Council budgets for repairs/maintenance of traffic calming signage, structures etc. • There was a discussion about comments on social media that give a false impression of the work of the parish council on traffic calming measures. It was decided that if councillors spot these and think they need a rebuttal, to advise the Clerk who will formulate a draft. b. Community Emergency Plan Group i. It was noted that the updated and redacted CEP has been published. • Cllr Brookes also noted that the Rest Centre training had been scheduled to go ahead on the same evening as parish council budget meeting is held in the Memorial Hall. Cllr Brooks will try to get this changed as the hall has been booked for the PC on that evening since May. • Cllr Brookes also noted that all government advice suggests that Emergency Plan groups should have a wind-up radio at their disposal. Clerk was instructed to buy. c. Flood Mitigation Group - To note 'Lessons learned' report for publication. Proposals considered as follows: P1 - That Council ask suggested volunteers to monitor the surface flooding points. Counter proposal by Cllr Mecrow that the council should maintain a spreadsheet that identifies the locations of known surface flooding issues to facilitate liaison by the PC with landowners, residents and SCC flood response teams. An outline record has already been set up by Cllr Winch who will oversee it's completion but all Councillors can add to it on the shared drive. P2 - That Council ask the Observer to publish the 'Lessons Learned' article in full due to its relevance and importance to the whole community. Approved with some suggestions for minor tweaks. c. 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. Approved.	Clerk All AB AB, Clerk JW, All JW
7. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS	

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a. DC Winch has news based on the important revisions to the National Planning Policy Framework in relation to Neighbourhood Plans. He suggested that in response, it be treated as a matter of urgency now that the Parish Council get the Neighbourhood Plan updated with allocation of sites. It was agreed that this should be actioned and the Clerk was asked to contact CompassPoint Planning consultants to see if they are able to assist. b. Cllr Belson referred to recent developments with regard to travellers' sites in the eastern counties over the recent Bank Holiday. District Cllr Winch was able to confirm that two small sites that may have been targets had been sold so it was decided that the initial concerns were no longer relevant. c. It was noted that Westhorpe Neighbourhood Plan Area has been designated by MSDC. d. The important changes to the National Planning Policy Framework (NPPF) were noted and these were considered above with regard to review of the neighbourhood plan.	Clerk
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. Jaynic development proposals - Cllr Belson reported back on the joint meeting of impacted Parishes under agenda item 3 b. In addition 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. DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990 DC/26/03484 Proposal: Discharge of Conditions Application for DC/26/01879 - Condition 4 (Wildlife Enhancement Scheme) Location: Crownland House, Crownland Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BU d. DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990 DC/26/03726 Proposal: Discharge of Conditions Application for DC/26/01743 - Condition 3 (Biodiversity Enhancement Measures) Location: Botany Farm, Crownland Road, Walsham Le Willows, Stowmarket Suffolk IP14 4TB e. DC/26/03758 LARGER HOUSEHOLDER EXTENSION - DC/26/03758 Notification under Schedule 2 Part 1 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015 Proposal: Application for Prior Approval for a Proposed Larger Home Extension. Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 1, Class A - Erection of single storey rear extension Location: 8 Willow Close, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3FE MSDC DECIDED PRIOR APPROVAL NOT REQUIRED	
9. FINANCE & AUDIT & COUNCIL ADMIN	

So signed by the Chair at the meeting of 11th November 2026

a. Bank statements & reconciliation for period ending 30th September 2026 were approved for signature. b. Accounts awaiting payment summary and invoices were approved for payment. (Appendix 1). c. The conclusion of external audit was noted with nothing of note to report. A clean audit. d. The publication of transparency notices to end September (including payments over £500, variances against budget) was noted. e. Quote from Nurture Landscapes (£1,089.22 incl vat) for annual stream clearance was considered and approved. Clerk to instruct. The Clerk noted that the cost for this work has decreased year on year for the past 3-4 years.	Clerk
10. CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere) a. Council considered financial information and bank statements re Botesdale and Rickinghall Community Bus service and decided that a donation of £100 could be made annually. b. Quotes were considered from two contractors for the clearance of the accumulation of debris along the pavement on The Causeway. It was decided to award the work to Guildhall Landscape and Property Services who submitted the lowest quote. Clerk to advise. c. The request for Parish Council Support from Ixworth Primary School Outdoor Play & Wellbeing Project was considered and it was decided to be outside of the Parish Council's remit. d. Cllr Belson reported back on closed churchyard trees and proposals for maintenance. He thought that a rolling programme of tree pollarding needed a site meeting with some councillors to consider and determine extent of commitment to such a proposal, along with consideration of the three quotes received. A date was set for a site meeting on 28th November at 10am after which Council will consider at the budget meeting in November. Clerk to advise contractors who quoted. e. Annual RoSPA report was noted. It was decided to have a site meeting on 31st October to go through the items raised before determining what needs action. f. It was noted that Cllr Roberts had inspected the ride on mower and it wouldn't start probably due to flat battery. Cllr Roberts will make enquiries on behalf of Community Council and report back to next meeting.	Clerk Clerk Clerk RB, AB, NM TR

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11. OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA a. Next Parish Council meeting is the meeting on 11 th November 2026 7pm – Memorial Hall b. Budget meeting 25 th November 2026 7pm – Memorial Hall c. Council noted email from Sophie Farrington (SCC Highways) re costs of replacing finger post. Cllrs Mecrow and Roberts will take a look in first instance to see if they can reinstate the post and signage. Meeting Close @ 20:53	NM, TR
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K Boardley

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

APPENDIX 1

Payments for Approval OCTOBER 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	996.55	Annual Insurance
11	H Reeve	202.22	Footpaths grant disbursement 2 nd cut
12	Martineau Farms LLP	185.04	Footpaths grant disbursement 2 nd cut
13	M Hawes	74.88	Footpaths grant disbursement 2 nd cut
14	P Dryden	48.06	Footpaths grant disbursement 2 nd cut
15	GB Pollard	46.50	Footpaths grant disbursement 2 nd cut
11	Unity Trust Bank	7.00	Service charges by DDR
	TOTAL	3,291.72	

#	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 nd tranche)
	TOTAL	2,946.59	

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