Walsham le Willows PARISH COUNCIL

AGENDA – Meeting - Parish Councillors are summoned to attend the Parish Council Meeting on Wednesday 11th November 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.

1. OPENING STATEMENT (if any required) & MEMBERS APOLOGIES
   a. Condolences - Ian Dryden - funeral will be held at St.Mary's at 10:30 on Tuesday 17th November.
   b. Apologies from Cllrs. Brookes and Roberts.
   c. 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 14th October 2026 as true and accurate record of the meeting for signature.
   b. Review actions outstanding from last meeting
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. PC Gedney
      - Theft from stall on The Causeway
   b. County Councillor
      Follow up from September meeting
      - 3rd party contractor signage alignment with Highways standards
      - Material for Highways signage posts, why not stainless steel?

      Questions
      - Cllr Tuck re heat pump scheme for listed buildings
   c. District Councillor
6. REPORTS FROM WORKING GROUPS (Flood, CEP, Traffic) & ACTION LOG REVIEWS
   a. Traffic Group - To note report
      i. Consider proposals as follows:
         P1 - That the Clerk create a page on the village website specifically to keep residents updated with traffic news as there are likely to be regular updates needed with same information signposted in The Observer and on Facebook. Nick and Janette to work with Clerk on this.
         P2 – That the Clerk order new village signs for gates and report back to Gardens Weekend
         P3 – That Council apply for licenses for 3 other village gate locations (Finningham Road, Wattisfield Road and West Street) and once we have a response from Clarkes

on costs funding applications are submitted to Pride in Your Place fund and possibly Gardens Weekend (to include required metal shoes).

P4 - That Council support the traffic group in reaching out to other interested parties to work on campaigning for updates to policy.

ii. To note the accident collision at main Summer Rd./Causeway crossroads, resulting in damage to structure of the Six Bells, and decide on any actions required.

iii. To note traffic calming measure costings if these have been received in time, which will be discussed in the budget meeting non 26th.

iv. To retrospectively approve the payment of £256.00 for purchase of metal shoes, and up to £44 for bolt fixings for installation of village gates. Purchases/payments made with agreement of Chair to prevent any further delay on installation.

b. Community Emergency Plan Group – to note any report

c. Flood Mitigation Group

i. To note report

ii. To consider proposals as follows:

P1 – That Council ask suggested volunteers to monitor the surface flooding points and to discuss how this might be best done.

P2 – That Cllrs. Winch, Brookes and Bartholomew liaise to draft Council follow up reminder for publication about the role of the CEP and the community volunteers given the time of year and the stormy weather forecast over the coming months.

P3 – That the flood group meet to look at mapping and volunteer monitoring

P4 – That Council hold an informal catch up with landowners (and inviting SCC & EA) over the winter to see what is working well and where the obstacles are for landowners wishing to make progress with natural flood measures.

7. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS

a. Standing item to consider changes to neighbourhood plan

i. Outcome of 'Call for sites' by MSDC received for discussion and any actions.

ii. To note amended services and facilities review submitted to MSDC.

iii. To note the submission of Neighbourhood Development Funding Expression of Interest form requesting that MSDC fund the Strategic Environmental Assessment which will be required due to allocation of sites.

iv. To note the exchanges between Clerk and consultant re the plan review process and the funding available for this. To formally approve the booking of consultant work to commence January 2027.

v. To note and discuss suggestion from DC Winch that the Parish Council consider the development of a Master Plan for a 'larger area'.

b. APPLICATION FOR PLANNING PERMISSION - DC/26/04567 Proposal: Planning Application - Proposed holiday lets (2No.) following conversion of existing Outbuildings Location: Six Bells Inn, Summer Road, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AH

c. APPLICATION FOR PRIOR APPROVAL - AGRICULTURAL TO FLEXIBLE USE - DC/26/04404 Proposal: Application to determine if prior approval is required for a proposed: Change of Use of Agricultural Buildings to a flexible use within Storage or Distribution (Use Class B8), Hotels (Use Class C1), Commercial/Business/Service (Use Class E) The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class R - Use of existing barn for 28no. self storage containers.

Location: Church Farm, The Causeway, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AB

d. APPLICATION FOR PLANNING PERMISSION - DC/26/04297 Proposal: Full Planning Application - Change of use of part of dwellinghouse to a barber studio Location: 20 Grove Park, Walsham Le Willows, Bury St Edmunds, Suffolk IP31 3AE

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 LISTED BUILDING CONSENT - DC/26/03703 Proposal: Application for Listed Building Consent - Conservation and repair to front entrance portico Location: Maltings House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ MSDC GRANTED PERMISSION
   b. DC/26/03788 DISCHARGE OF CONDITION(S) TOWN AND COUNTRY PLANNING ACT 1990 m Proposal: Discharge of Conditions Application for DC/25/00609 - Condition 4 (Flood Resilience Measures) Location: Walsham Town Farm, West Hall Road, Walsham Le Willows, Diss Suffolk IP22 1LY
9. FINANCE, AUDIT & COUNCIL ADMIN
   a. To consider and receive bank statements & reconciliation for period ending 31st October 2026 for approval and signature.
   b. To approve accounts awaiting payment summary and invoices for payment. (Appendix 1).
10. CLERK, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere)
   a. Following a tree falling from Closed Churchyard in recent winds, to consider questions posed by Cllrs Bartholomew & Tuck on health of remaining trees, preventative maintenance and how this sits with public liability insurance held by the Parish Council, and whether a regular independent health report might be prudent to guide periodic maintenance.
   b. To consider website enquiry from resident suggesting the provision of a skate ramp or pump track at the play area.
11. OTHER MATTERS OF CONCERN/NOTE FOR NEXT AGENDA
   a. Next Parish Council meeting is the **Budget** meeting on **THURSDAY** 26th November 2026 7pm – Memorial Hall
   b. Followed by the monthly meeting on 9th December 2026 7pm – Memorial Hall

Meeting Close @

K Boardley

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

APPENDIX 1

Payments for Approval NOVEMBER 2026

#	Payments & Transfers OUT	Amount	Description
1	*Starboard Systems t/a Scribe Accounts*	*37.20*	*Accounting software subscription DIRECT DEBIT*
2	Memorial Village Hall	27.00	Hall hire for meetings
3	Parish Council Employee	522.91	Salaries
4	TeamBlue Internet Services	26.38	Monthly website hosting (reimbursed to Clerk)
5	The Bracket Factory	256.00	Metal shoes for village gate installation (reimbursed to Clerk)
6	Brown's Tree Services	480.00	Storm damaged tree clearance
7	*Unity Trust Bank*	*7.00*	*Service charges DIRECT DEBIT*
8	Unity Trust Deposit account	7,500.00	Internal transfer
	TOTAL	**8,776.49**	

#	Receipts & Transfers IN	Amount	Description
	TOTAL	**0.00**	

Each invoice checked and signed by <u>two bank signatories</u> for Council approval of online authorisation.	
Bank Signatories	Signature x 2
Bartholomew	
Belson	
Roberts	
Tuck	