WALSHAM le WILLOWS PARISH COUNCIL

MINUTES of the meeting held on Wednesday 11th November 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, Mecrow, Tuck, Winch.
ALSO PRESENT: County Cllr. Bains

1. OPENING STATEMENT (if any required) & MEMBER'S APOLOGIES a. Apologies from Cllrs. Brookes and Roberts; District Cllr Winch 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 14th October 2026 were approved as true and accurate record of the meeting. b. Outstanding actions from last meeting. • Cllr Mecrow will follow up with Cllr Roberts on repairability of finger posts.	NM, TR
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. One member of the public was present. • In support of planning application for change of use relating to agenda item 7d. Cllr Batholomew asked about signage but was reassured that only a removable A-board would be used when the business was open.	
5 DISTRICT & COUNTY REPORTS FOR INFORMATION & QUESTIONS a. PC Gedney • Theft from stall on The Causeway PC Gedney was not present and had not advised absence. b. County Councillor Follow up from last meeting • 3rd party contractor signage alignment with Highways standards • Material for Highways signage posts, why not stainless steel? These points were not addressed for follow up by the chair. • County Cllr Bain addressed the issues mentioned in his report (available on the website with minutes) of Local Government Reorganisation (LGR) and Devolution (Dev) which are separate. ▪ The original proposals for LGR (dependent on devolution outcomes) have been withdrawn by central government but will be looked at again for decision by March 2027	

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▪ Norfolk and Suffolk have been meeting to agree on preliminary working structures to endure fair representation, influence and spending powers within a devolved strategic authority, between the currently separate counties. ▪ Under the current mayoral system any powers currently administered by central government can be requested for devolvement subject to agreement by central government. ▪ Funding will initially be directly from central government, but income streams will be diverted or transferred from central to local government (income tax and business rates). ▪ Any Mayoral Authority will be designated as for East Anglia so as to preserve Norfolk and Suffolk identifies and suitably neutral office locations will be selected. Mayors take office for a 4 year term. Questions • Cllr Tuck highlighted the issues with incorporating heat pumps and other energy saving measures to listed buildings. County Cllr Bains acknowledged that from his own experience there are currently no viable solutions for building that were designed to be breathable and that applying modern energy efficiency standards/methods to these types of buildings would lead damage to the fabric. • Cllr Bartholomew raised the issue of the recent accident at the crossroads and implored that something now has to be done to improve road markings and signage, at the very least. c. District Councillor Winch – not present	
6. REPORTS FROM WORKING GROUPS & ACTION LOG REVIEWS a. Traffic Group – Report was noted i. Consider proposals as follows: **P1** – Agreed 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** – It was agreed that the Clerk would order signs for new village gates but only once these were installed so measurements can be confirmed. Then report back to Gardens Weekend on how the funding had been used. The Clerk may require assistance from another on the traffic group to cross check any sign dimensions before the order is placed. **P3** – Costs for more village gates fabricated with wood had been received from Clarkes. It was agreed in principle that that once additional costings of composite gates (a counter proposal) have been obtained for 6 additional village gates, installation costs have been considered and approved, and that grants funding can be obtained to cover this, that Council will then	Clerk NT, JW Clerk

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apply for licenses for 3 other locations (Finningham Road, Wattisfield Road and West Street). Once final decision made, grant funding would be sought from Pride in Your Place and Gardens Weekend.	Clerk
P4 - Council agreed that the traffic group reaching out to other interested parties to work on campaigning for updates to Suffolk's Speed (national) policy was a good idea. This was approved.	Traffic Group
ii. The accident/collision at main Summer Rd./Causeway crossroads, resulting in damage to structure of the Six Bells was noted. As this involved a SCC driver this may have resulted in the surprise updating of the speed limit changes at the crossroads and approach roads. This makes these changes closer to those originally requested by the Parish Council but initially refused. The Clerk was asked to write to the Six Bells public house to ask that tree branches are cut back to reduce the obscuring of the stop signage.	Clerk
iii. The traffic calming measure costings, were received just prior to the meeting including the unexpected changes (see 6 aii). These were higher than expected. To put these in context of the Parish Council annual budget, with a 20% contingency included for construction costs, these figures represent between 82% and 104% of the annual precept that the Parish Council receives. After 3 years work by the traffic group to get to this point nothing has been spent on this other than a lot of volunteer time. These figures will be considered more closely in the budget meeting on 26th November. County Cllr. Bain advised that he would investigate and ask for the detail on the changed decision.	PB
iv. Council retrospectively approved the payment of £256.00 for purchase of metal shoes, and up to £44 for bolt fixings for installation of village gates. Purchases/payments were made with agreement of Chair to prevent any further delay on installation.	
b. Community Emergency Plan Group No written report submitted but Cllr Bartholomew reported the winter preparedness article that was being put together for the December Observer and the Rest Centre training to be hold in the Memorial Hall on 25th November to which the SCC Resilience Forum had invited 40 attendees.	
c. Flood Mitigation Group	
i. To note report – Report was noted	
ii. To consider proposals as follows: **P1** – Council approved the proposal ask volunteers to monitor the surface flooding points. Cllrs Mecrow and Winch will meet to progress this. It is hoped that some of the Cep volunteers may take this on as they will already be monitoring some of these areas during emergencies.	NM, JW
P2 – It was agreed that Cllrs. Winch, Brookes and Bartholomew liaise to co-ordinate messages from CEP and Flood working groups. They will draft follow up reminder for publication about the role of the CEP and the	

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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. Not taken as covered by P1. **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. This was discussed at length and it was decided: • To contact Environment Agency and SCC Flood Team contacts to check on what they understand has been achieved since last year. • Additionally, Cllr Mecrow will make enquiries with local landowners for their perspectives.	JW, AB, IB Clerk NM
7. PLANNING APPLICATIONS, LICENCING, ENFORCEMENT & RELATED MATTERS a. Standing item to consider changes to neighbourhood plan i. Information on the outcome of 'Call for sites' by MSDC was received with more information requested. So this will be considered along with the requested detail (update - received and circulated on 12/11/2026) but deferred until consultancy work starts in mid/late January 2027. There was a discussion about forming another working group taking into account potential conflicts of interest. ii. It was noted that the Clerk has submitted an amended services and facilities review, as agreed, to MSDC. iii. It was noted that a Neighbourhood Development Funding Expression of Interest form requesting that MSDC fund the Strategic Environmental Assessment (required due to allocation of sites in Neighbourhood Plan review) was submitted and has been acknowledged. Parish Cllrs Belson, Mecrow and Winch have been invited to attend the meeting with MSDC on 26th November at Endeavour House in Ipswich in relation to this. iv. The exchanges between Clerk and consultant re the neighbourhood plan review process and the funding available for this were noted. Council approved the booking of consultant work to commence January 2027. v. Suggestion from DC Winch that the Parish Council consider the development of a Master Plan for a 'larger area' was not taken as DC Winch was not present. 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 THE PARISH COUNCIL MADE NO COMMENT 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),	RB, NM, JW

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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 THE PARISH COUNCIL WOULD LIKE TO SEE A FULL PLANNING APPLICATION 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 THE PARISH COUNCIL SUPPORTED THIS APPLICATION	
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. Bank statements & reconciliation for period ending 31st October 2026 were approved for signature. b. Accounts awaiting payment summary and invoices for payment. (Appendix 1) were approved for authorisation.	
10. CLERK ACTION LOG, COUNCILLOR REPORTS & CORRESPONDENCE (if not dealt with elsewhere) a. Following a tree falling from Closed Churchyard in recent winds, questions posed by Cllrs Bartholomew & Tuck proposing that a regular independent tree health report might be prudent to guide periodic maintenance. This was approved and of the quotes received Council selected Tracey Clarke Tree Consultancy to undertake this work. Additionally, Cllr Bartholomew raised the issue of trees in the Play Area and whether these should be included. This was discussed and it was decided to get the Closed Churchyard done first and then to revisit. Although Cllr Bartholomew noted that the lease for the play area did not mention that the Parish Council was responsible for trees. Cllr Mecrow will follow up with the Old Town Trust. b. A website enquiry from a resident suggesting the provision of a skate ramp or pump track at the play area. The Clerk was asked to respond advising of the original plans of a second stage for older children but that current calls on the council budget and the time of councillors (who are all volunteers) means that although not forgotten this is not on the current agenda.	NM Clerk

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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. Following the RoSPA report and working party site visit it is planned to co-ordinate another Play Area Working party to address some of the maintenance issues. The Clerk was asked to contact a volunteer for some of the tasks. Some fundraising will be needed to carry out other repair tasks and the Clerk was asked to attempt to put together a bid based on the invoices of similar previous repairs up to a max of £2,500 which can be submitted to Town Farm Charity before they consider bids on 25th November. c. Christmas streetlighting – Clerk suggests option 1 (no change to usual timings) as usual. This was agreed. d. Cllr Tuck asks about the repair of footpath gate. This was discussed and it was advised that these are the responsibility of the landowner, in this case the Sports Club. The Clerk was asked to follow up on Cllr Tuck's email to the Sports Club. e. To note the update on devolution for Norfolk & Suffolk – this was addressed by County Cllr Bain under agenda item 5 b. f. Next regular monthly meeting on 9th December 2026 7pm – Memorial Hall g. Cllr Tuck asked if the Parish Council should consider placing a wreath for Remembrance Day and also send representatives. Clerk to put on next agenda. h. Cllr Winch asked that Council consider the MSDC funding for food production projects at the next meeting. i. Cllr Bartholomew again raised the issues of Play Area trees, some of which appeared to have been ringed recently. This was discussed in the light of other agenda items and will come up again on future agenda's as the follow up by Cllr Mecrow. Meeting Close @ 21:27	Clerk Clerk Clerk

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)

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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	Guildhall Landscapes & Property Services	960.00	The Causeway path clearance
8	*Unity Trust Bank*	*7.00*	*Service charges DIRECT DEBIT*
9	Unity Trust Deposit account	7,500.00	Internal transfer proposed by Clerk
	TOTAL	**9,816.49**	

#	Receipts & Transfers IN	Amount	Description
	TOTAL	0.00	

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