


**WALSHAM le WILLOWS PARISH COUNCIL**

MINUTES of the meeting held on Wednesday 9<sup>th</sup> October 2024 commencing at 7.00 p.m. in the Memorial Hall.

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

**PRESENT:** Cllrs. Bartholomew, Belson, Brookes, Mecrow, Roberts, Winch.

**ALSO PRESENT:** District Councillor Richard Winch, County Councillor Fleming

<p>1. OPENING STATEMENT (if any required)</p> <p>i. Cllr Belson referred to the death of Jenny Blackburn, part of a long-established Walsham family and who participated very fully in village life including becoming Parish Councillor and later a very effective Chair of the Parish Council. The Parish Council extended their condolences to Jenny's family and noted the date of the funeral (18<sup>th</sup> October @ 11am) at which the Parish Council will be represented.</p>	
<p>2. APOLOGIES</p> <p>a. It was noted that no apologies received from Cllr Tuck for absence.</p>	
<p>3. DECLARATIONS of Pecuniary &amp; Non-Pecuniary Interests</p> <p>a. To receive declarations of pecuniary, local non-pecuniary interest(s) including personal interests in items on the agenda and to include declarations of any gifts of hospitality – None received</p> <p>b. To receive declarations of lobbying for planning matters on the agenda – none received</p> <p>c. To receive requests for dispensation – none required</p>	
<p>4. MINUTES - To receive and consider the minutes of the following meetings (as previously circulated)</p> <p>a. Minutes of 12th September 2024 were approved as true and accurate record of the meeting for signing with correction as follows: omitted agenda item 9 d., APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/24/03871 Proposal: Notification of Works to Trees in a Conservation Area - Crown reduce T1 Ash Tree by 6m Location: Willow Tree Farm, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ to which the PARISH COUNCIL MADE NO COMMENT</p> <p>b. The Clerk confirmed review of actions outstanding from last meeting; all were covered in tonight's agenda, complete or otherwise in hand.</p>	
<p>5 REPORTS FOR INFORMATION &amp; QUESTIONS - to receive written reports &amp; put questions:</p> <p>a. County Councillor Fleming</p> <p>i. Cllr Winch thanked Cllr Fleming for meeting with the traffic group and Josh White, Highways engineer for SCC, to discuss and move forward with refining the Parish Council proposal re changes to speed limits/traffic calming options. (see minute 7a)</p> <p>ii. Cllr Bartholomew asked about the latest position on the bus service. Cllr Fleming reported that she and other SCC representatives will meet along</p>	

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<p>with Simmonds executives and senior officers at SCC to come up with a plan for January onwards and seek assurances on continuity until a bid response to SCC comes back. Cllr Fleming noted that there is not much time but that the bid will be put forward by professional bid managers with Simmonds an integral part as “they have the numbers”. District Cllr Winch will also be included in this process. Cllr Fleming also noted that Walsham should be a part of the Bus Service Improvement Bid. District Cllr Winch made point that all villages on the route should be included and Cllr Fleming confirmed that this will be the case as it will be a ‘route based bid’. District Councillor Winch will send through data to Cllr Fleming from the local survey carried out by the Parish Council.</p>	DCW
<p>iii. The Clerk asked if there had been any response to the enquiries about the SCC response re brambles overgrowing the public path outside Elmside which could not be matched with the criteria for a response supplied by SCC. This had been overlooked and Cllr Fleming will follow up.</p>	CCF
<p>iv. Clerk asked about the Locality application form for speed surveys and indicator device. Cllr Fleming advised that she would complete the application but asked Clerk to send contact details for the Parish Council.</p>	Clerk
<p>b. District Councillor Winch</p>	
<p>i. Highlighted the REACT team that is just about to go live to respond to call outs re public realm issues which is similar to the Town Rangers scheme in Stowmarket. Launch communications to be sent to Parish Clerks very soon.</p>	
<p>ii. On subject of village maintenance and presentation, the Clerk was asked to write to the MSDC public realm team to thank them for clearing the banks at Millar’s Bridge and to highlight that this is noticed.</p>	Clerk
<p>iii. Cllr Mecrow asked District Cllr Winch about recent correspondence circulated by the Clerk from John Stebbings who, over the past year and more, has been tireless in his efforts to hold Lovells (developers of The Acorns) to account for the undertakings re landscaping as part of the planning permission. Cllr Mecrow asked if District Cllr Winch could involve enforcement. The Clerk suggested contacting the John before doing so. District Cllr Winch to action.</p>	DCW
<p>iv. Following a circulation of information from the clerk Cllr Mecrow asked about feasibility of a community led housing project with a potential focus on the future development of the second Wattisfield road site. District Cllr Winch replied that the main issue with them was the onerous nature of what is required that tends to prevent them getting off the ground. MSDC are looking at how a district wide group might work together with local communities to facilitate more of these projects, with the district group taking on the legal and technical aspects whilst local communities engage with the design and other aspects that require more local knowledge. Cllr Mecrow will attend the Local Rural Housing Event on 6<sup>th</sup> November and report back.</p>	NM

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<p>v. Cllr Bartholomew asked about response to questions about recent planning enforcement decisions. District Cllr Winch expects to get a firm reply at some point.</p>	DCW
<p>6. 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 public were present.</p>	
<p>7. REPORTS FROM WORKING GROUPS (Flood, CEP, Traffic) &amp; ACTION LOG REVIEWS</p> <p>a. <b>Traffic Group</b> – The circulated reports were noted. Main takeaways: SCC Highways engineer has assessed; no progress on Palmer Street paths as yet; he advised to apply for one Road Traffic Order as it will be cheaper and he will assist with drawing it up; he will come back with proposals that comply with national and local policies and thinks the criteria will be met; he will recommend 3 areas for speed surveys; West Street will not meet criteria for a 30 limit throughout the stretch identified according to existing SCC policies but there might be other options – councillors and traffic group to explore these; Cllr Fleming has suggested limit extension on the Finningham Road. The traffic group will now refine the proposals and bring them back to Council; re parking at shop white lines can be requested across private drives. Cllr Winch proposed a summary of current position is written for publication. Cllr Mecrow noted that a previous decision of the Council removed Summer Road from the initial brief. Add agenda item for next meeting to consider whether Summer Road could be incorporated without holding up the whole project.</p> <p>b. <b>Flood Group</b></p> <p>i. Circulated report was noted with updates.</p> <p>ii. It was noted that the clerk has confirmed with the floods team at SCC that they have received all four documents produced by the flood group and have confirmed that these will all be referred to as part of the S19 investigation.</p> <p>iii. It was noted that S19 flood investigation commenced in September. The Clerk was asked to enquire as to progress.</p> <p>iv. <b>CEP Group</b> –the updates in the circulated report were noted and Cllr Brookes advised that the CEP and Flood group due to meet again on 15/10 to work together on a Flood Plan for insertion into the Community Emergency Plan. It was also noted that the possibility of some free training in First Aid <u>awareness</u> was being sought for Emergency Rest Centre volunteers. Cllr Bartholomew advised that the next Observer article was being drafted for publication. Cllrs Belson, Roberts and Mecrow to provide mobile numbers for the dedicated WhatsApp group, for use only in emergencies and for questions to the group. Cllr Mecrow noted from the discussions that the amount of work done so far, and progress made, is a credit to the village and the people involved both councillors and volunteers. Walsham appears to be well advanced</p>	<p>ALL</p> <p>JW</p> <p>Clerk</p> <p>FWL CEPG</p> <p>IB, AB</p>

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<p>compared to many villages and stakeholder groups. CEP group members to draft article.</p>	
<p>8. PARISH COUNCIL OBJECTIVES 2024/25 (not covered under working groups - Footpaths, Shepherd's Grove, Bus Routes, Local Plan) No agenda items were submitted although issues about bus services and routes were discussed under 5 a ii.</p>	
<p>9. PLANNING, LICENCING &amp; RELATED MATTERS</p> <p>a. <b>APPLICATION FOR ADVERTISEMENT CONSENT - DC/24/04267 Proposal:</b> Application for Advertisement Consent - Construction of 2No externally illuminated Fascia signs and a 1No welcome sign. <b>Location:</b> Linton House, The Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3AZ</p> <p>The Parish Council are supportive of the existence of the shop in the village which is a valuable amenity, and recognise the need for branded signage but, <b>OBJECTED TO THIS APPLICATION</b> on the following grounds:</p> <ul style="list-style-type: none"> <li>• The number and size of proposed signage is excessive and should be reduced to a maximum of two signs taking up no more area that existing signage.</li> <li>• Illumination should be from back and letters only not the whole are of the sign.</li> <li>• Lighting of the signage should be allowed during opening hours only.</li> </ul>	Clerk
<p>10 PLANNING OUTCOMES (decided by Mid Suffolk District Council, Planning Authority) for noting only</p> <p>a. <b>APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA - DC/24/03871 Proposal:</b> Notification of Works to Trees in a Conservation Area - Crown reduce T1 Ash Tree by 6m Location: Willow Tree Farm, Palmer Street, Walsham Le Willows, Bury St Edmunds Suffolk IP31 3BZ to which the MSDC RAISED NO OBJECTION</p>	
<p>11 FINANCE &amp; AUDIT</p> <p>a. The bank reconciliation for period ending 30<sup>th</sup> September 2024 for was approved for signature.</p> <p>b. Accounts awaiting payment were approved for processing. (Appendix 1).</p> <p>c. It was noted that quarterly transparency declarations, payments over £500 and variances reports have all been uploaded to website (these form part of agreed internal control checks). Cllr Mecrow pointed out an error in the variances report which the Clerk will correct.</p> <p>d. Quotes for tree works to Memorial Hall boundary with The Beeches and the eastern boundary of the Play Area and were not received in time for consideration.</p>	Clerk
<p>12. CLERK ACTION LOG, COUNCILLOR REPORTS &amp; CORRESPONDENCE (if not dealt with elsewhere)</p> <p>a. To consider clerk's action log and any other matters of concern/note.</p>	

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<p>i. Walsham le Willows was chosen as the winner of the 'Most Active Village' category in the 2024 Suffolk Community Awards. The award was accepted for the village by representatives of the Sports Club and the Parish Council. Council decided that the appropriate location for the display of the commemorative plaque was the Sports Club with a framed copy to be displayed at the Memorial Hall (both to be accompanied by the citation that was used to introduce the award at the ceremony.</p>	Clerk
<p>ii. The draft advertisement and associated information obtained by Cllr Winch, for potential village 'ranger' role was considered and discussed with some suggestions for a further draft.</p>	Clerk
<p>iii. The proposal by Cllr Tuck re Closed Churchyard maintenance going forward was considered in his absence. It was decided that a revised proposal would be worked up based on the current task list. For next agenda. Clerk to circulate for comment.</p>	Clerk
<p>iv. The Parish Council were obliged to consider if any formal response was required following the representation made by Cllr Tuck re the Closed Churchyard at the last meeting. It was decided that the Clerk should draft a response based on the discussion for approval before sending.</p>	Clerk
<p>b. To consider and receive any other matters of concern/note for next agenda.</p>	
<p>i. The Parish Council asked the Clerk to write to village resident Gareth Rees to thank him for the repair and improvement work he has done as a volunteer on the bus shelters. His work is exemplary and very much appreciated, and has left the shelters looking better than they have for a long time.</p>	Clerk
<p>ii. Next Parish Council Meetings – 13<sup>th</sup> November 2024 7pm – Memorial Hall and 27<sup>th</sup> November 2024 7pm – Memorial Hall (Budget Setting)</p>	

## APPENDIX 1

### Payments for Authorisation OCTOBER 2024

#	Payments OUT	Amount	Description
1	Cllr Bartholomew	111.60	St John Ambulance supplies for Emergency Rest Centre
2	HPME&TJ Reeve	176.58	Footpaths 2nd cut grant disbursements
3	MartineauFarmsLLP	184.74	Footpaths 2nd cut grant disbursements
4	M Hawes	74.70	Footpaths 2nd cut grant disbursements
5	HPME&TJ Reeve	25.09	Footpaths 2nd cut grant disbursements
6	GB Pollard	46.38	Footpaths 2nd cut grant disbursements
7	P Dryden	48.00	Footpaths 2nd cut grant disbursements
8	HMRC Cumbernauld	211.31	PAYE
9	K Boardley	2.21	Reimbursement foreign exchange fee for tablepress plugin upgrade amount for which was claimed last month

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10	Rolfes of Walsham	67.50	Catering for potential CEP rest centre volunteers
11	Ashin Pro Ltd	19.99	Reimbursed to Cllr Bartholomew for wind up torches for CEP reset centre
12	Memorial Village Hall	67.50	Hall hire CEP ERC training & September PC meeting
13	Old Town Trust	250.00	Annual rent for lease of Play Area
14	Parish Council Employee	666.14	Salary
15	Unity Trust Current Account Bank Charges	18.00	Direct Debit Payment
#	<b>Payments IN &amp; Other Payments/Transfers</b>	<b>Amount</b>	<b>Description</b>
1	MID SUFFOLK PAYMENTS	12,499.00	2 <sup>nd</sup> Precept Payment for 2024/25

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