

Grundisburgh & Culpho Parish Council
Minutes of the Annual Meeting of the Council held on Monday 12th May, 2014
in the Parish Rooms, Grundisburgh.

NOTICES had been posted according with regulations.

Present:- Messrs. G.Caryer, D.Crowe (in the chair), C.Doyle, J.Dunnett, G.Hartfall, M.Sanders, R.Youngman, Mrs.J.Bignell, Mrs.J.Crowe, Mrs.A.Willetts, Mrs.A.Woods and 2 members of the public.

- 1. Apologies for absence** Mrs.S.Grahn, Mrs.P.Ross, County Councillor P.Bellfield, District Councillor T.Fryatt, PC S. Mortimer
- 2. To receive member's declarations of interest** No interests were declared
- 3. Election of Chairman** Mrs.Willetts proposed seconded by Mr.Sanders that Mr.Crowe be elected Chairman and, without further nomination, he was duly elected. Mr.Crowe signed the Declaration of Acceptance of Office
- 4. Election of Vice Chairman** Mr.Sanders proposed seconded by Mrs.Crowe that Mrs.Willetts be elected Vice Chairman and, without further nomination, she was duly elected
- 5. Minutes** The minutes of a Meeting of the Council held on the 10th March, 2014 had been circulated and were therefore taken as read. It was proposed by Mr.Dunnett seconded by Mrs.Willetts, to unanimous approval, that these minutes be signed by the Chairman as a true record.

Matters Arising

5.1 Emergency Planning A meeting has been arranged for Tuesday 13th May for representatives of St.Mary's Church, Baptist Chapel, Lyttleton Club, Lunch Club and Gurdon Trust to discuss the formation of an Emergency Committee. Some preparatory work has been carried out including a list of those who could be vulnerable and may need help in times of emergency.

5.2. Weir Pond Green Fido Bin The bin has been removed as dog waste bags were being removed and thrown at nearby houses. There have been no reports of further problems since the bin was removed but some dog owners are leaving bags of dog waste at the site. The District Council may have funds available towards the cost of installing a lockable bin. A spare bin will then be available to install at another location. Alternately, the lockable bin near the School on Meeting Lane could be moved to Weir Pond Green.

5.3. Neighbourhood Plans The Planning Committee will meet to discuss whether a plan would be appropriate for Grundisburgh & Culpho..

6. Police Matters In the absence of a representative of the police the Clerk reported that in March three crimes were recorded in Grundisburgh - a vehicle was stolen from a driveway, house to house enquiries were made but there are no further lines of enquiry to pursue at the moment. A Catalytic Converter was stolen from a vehicle parked outside a residential property and a secure property was entered and items taken. In April only one crime was reported. A residential property had eggs thrown at it. Four crimes were reported in the same month last year. Culpho remains crime free.

7. County Councillor's Report No report

8. District Councillor's Report No report

9. Grundisburgh & Culpho Village Matters

9.1 Village Sign Post The Chairman will arrange for the post and sign to be removed and a new post installed.

9.2 Village Green Willow Tree Mr.Dunnett will examine the tree to see whether it needs pruning

9.3 Village Green Crossroads The deteriorating condition of the road surface will be reported by the Clerk to Customer Services Direct.

Grundisburgh & Culpho Village Matters

9.4 Coach House Wall The owner is considering the best way to repair the wall and, at the same time, install warning signs to protect it.

10. Review of Annual Parish Meeting 8th April, 2014 The draft minutes were approved. Attendance was approx 60 - about 20-30 down on previous years. Many villagers who usually attend didn't. It was thought that holding the meeting in the school holidays stopped many people from attending and that next year the holidays should be avoided. It was suggested that next year a well know key note speaker should be invited. It was agreed that villagers should be encouraged to attend and participate particularly the young and the meeting should continue to aim to be an interesting and entertaining event.

Although attendance was disappointing most villages would be highly delighted with 60 attending - most are very poorly attended and often grafted on to a scheduled parish council.

11. Financial Matters

11.1 2013/2014 Accounts & Audit The Clerk reported that the Accounts had been prepared on a Receipts & Payments basis with Balance Sheet, Earmarked Reserves, Supporting Statement and Asset Register. These had all been circulated to councillors, with copies of the Annual Return and Annual Governance Statement prior to the meeting. The accounts are in the process of being audited by Internal Auditor Mr.Colin Grimwood. The Clerk will write to him expressing the Council's appreciation.

Statement of Assurance Mrs.Crowe proposed seconded by Mr.Youngman, to unanimous approval, that councillors as members of the Grundisburgh & Culpho Parish Council acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March, 2014 that:

- 1) we approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
- 2) we maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3) we took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- 4) we provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts & Audit Regulations.
- 5) we carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6) we maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems
- 7) we took appropriate action on all matters raised in reports from the internal and external auditor.
- 8) we considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

Approval of the Accounts Subject to a satisfactory audit report Mrs.Crowe proposed seconded by Mrs.Bignell, to unanimous approval, that the 2013/2014 accounts be approved.

11.2 Letter of thanks Received from 1st Grundisburgh Scouts

11.3 Payments received since the last meeting

HM Revenue & Customs	£1,761.48	VAT repayment
Suffolk Coastal District Council	£8,050.00	Precept
	£694.53	Council Tax Support Grant

Financial Matters cont...

11.4 Ratification of payments made since the last meeting and approved at the time

Mr.B.R.Quinton	£55.30	Duck Food
Anglia Water	£15.63	Allotment Water Charges
Mr.J.Ager	£439.80	Clerk's Salary February/March 2014
	£48.53	Clerk's Expenses December February/March 2014
	£577.00	Clerk's Office Allowance 2013/2014
1st Grundisburgh Scouts	£300.00	Bus Shelter & Phone Box Cleaning 2013/2014

It was proposed by Mr.Doyle seconded by Mr.Sanders, to unanimous approval, that these payments be ratified.

11.5 Emergency payments made prior to the meeting under Section 5.7 of Financial Standing Orders

Mr.Tom Havard	£86.50	Repairs Half Moon Green Notice Board
Mr.R.Fletcher	£160.00	Village Green grass cutting March
Parish Rooms	£64.00	Hire of Parish Rooms 2013/2014
SALC	£25.20	Payroll Service
	£18.00	Clerk's Networking Day 6 March 2014
Grundisburgh Village Hall	£20.00	Hall Hire Annual Parish Meeting
S.C.Pearce & Sons Ltd	£98.00	Repair to Meeting Lane seat
HM Revenue & Customs	£266.40	Income Tax
Grange Farm Shop	£250.40	Annual Parish Meeting Catering

Other payments requiring approval

Suffolk Coastal District Council	£82.80	Annual Parish Meeting - printing
SALC	£485.00	Subscriptions 2014/2015
Mr.J.Ager	£515.20	Clerk's Salary April/May2014
	£88.31	Clerk's Expenses December April/May 2014
	£24.45	Stationery
	£61.98	HP Colour Laser 2550 Cyan cartridge
Community Action Suffolk	£30.00	Annual Subscription 2014/2015
Suffolk Coastal Services Ltd	£62.40	Trade Refuse Collection Service - St.Mary's churchyard
Suffolk Coastal Services Ltd	£76.80	Dog Waste bags
Suffolk Coastal District Council	£82.80	Printing - Annual Parish Meeting
GADS	£5.00	Annual Parish Meeting - Glass Hire
Anglian Water	£28.55	Allotment Water Charge 20/01/14 - 30/04/14
St.Botolph's PCC	£195.00	Grant towards cost of maintaining church yard
St.Mary's PCC	£640.00	Grant towards cost of maintaining church yard
Citizens Advice Bureau	£25.00	Donation
Disability Advice Service	£50.00	Donation
East Anglian Air Ambulance	£100.00	Donation
Headway	£25.00	Donation
Marie Curie Cancer Support	£100.00	Donation
Red Cross	£25.00	Donation
Suffolk Accident Rescue Service	£100.00	Donation
Little Bealings Parish Council	£100.00	St.Botolph's Benefice Magazine
Starlight	£25.00	Donation
Suffolk Family Carers	£25.00	Donation
Suffolk Wildlife Trust	£60.00	Donation
Youth Club	£600.00	Grant
Mr.J.Dunnett	£25.00	Pressure washing of allotment wall

It was proposed by Mrs.Willetts seconded by Mr.Sanders, to unanimous approval, that these payments be made.

11.6 St.Mary's Church Clock An estimate is awaited for restoration of the church clock face.

11.7 Lyttleton Club Mrs, Bean asked for a grant in her Annual Parish Meeting Report. Mrs.Crowe proposed seconded by Mrs.Willetts, to unanimous approval that a grant of £100 should be made for a specific purpose.

Financial Matters cont...

11.8 Account Balances as at 12th May, 2014.

Business Tracker Account	£62.22
Current Account	£12,648.47
Post Office Investment account	£20,372.68
VAT to claim	<u>£48.93</u>
TOTAL	£33,132.30

11.9 Budget Report The Clerk presented the report for the financial year to date – copy attached.

12. Highway Matters Damage was caused to the Village Green path by a District Council's Brown Bin Recycling lorry on the 16th April. A bollard has been placed over damage and the repair will be carried out by the District Council.

The Roads & Transport Committee will meet shortly to review the various highway issues that have arisen this year.

13. Planning Report Mrs. Willetts reported:

13.1 Application refused by Suffolk Coastal District Council

DC/14/0387/FUL Farrows End, 15 Playford Corner, Culpho The removal of an existing pre-fabricated garage, replaced with a double storey garage/workshop, with self contained granny annex above.

The Parish Council objected to this application. The proposed granny annex is not well related to the main extended semi detached dwelling. It could not be incorporated into the existing dwelling when no longer required. It could easily become a separate dwelling contrary to policy DM6 of SCDC Local Plan 2013.

13.2 Applications approved by Suffolk Coastal District Council

DC/14/0299/FUL 26 Stoney Road. Erection of a single-storey side extension to dwelling.

DC/13/2609/FUL Land to the rear of Highbank and off Alice Driver Road, Grundisburgh. Erection of two detached dwellings and associated garages.

DC/13/2619/OUT amendment to the New Village Hall application to include 8 affordable homes, 4 two-bed bungalows for shared ownership and 4 one-bed apartments in a 2 storey block for affordable rent car parking shared to the north between dwellings. 4- 5bed 7-4bed 5-3bed and 8 affordable. Total still 24 units.

13.3 New applications

DC/14/0917/FUL Maple Lodge, Woodbridge Road, Grundisburgh. Proposed erection of part one and a half storey and part single storey extension to form granny annexe (revised scheme to DC/14/0012/FUL)

DC/14/0513/FUL Grundisburgh House, Woodbridge Road. Replacement on an exact like for like basis of the 4 first floor sash windows to the front of house excluding central window. No distinguishing features Advised by Ventrolla that sash window frames are rotten and beyond repair and also replacement of rotten sills on same windows as advised by Ventrolla . No comments were sent to the District Council.

13.4 Appeals

C13/1130 Land and part gardens of 3 Saddlers Meadow and Saddlers Cottage, Woodbridge Road, Grundisburgh. No decision on the appeal against refusal of planning permission has been received

13.5 Enforcement

Many complaints have been received from neighbours about contractors vehicles parking and destroying the verges during the building of two houses at Orchard Side, Meeting Lane C11/2261 and the general disruption caused by this development. It is clear that conditions concerning the management of this site have not been adhered to and is another example of the District Council's lack of enforcement. It was agreed that District Councillor Tony Fryatt should be asked to investigate this and to see whether the District Council enforcement procedures could be toughened up.

14. Election of members to Committees

It was proposed by Mrs.Crowe. seconded by Mrs.Bignell, to unanimous approval that members should serve on the following committees

Planning	Messrs.G.Caryer, D.Crowe, C.Doyle, Mrs.Willetts, Mrs.Woods
Finance	Messrs.D.Crowe, Hartfall, M.Sanders, Youngman, Mrs..Bignell
Footpaths and the Environment	Messrs. Dunnett, G.Caryer, Mrs.Bignell, Mrs.Grahn, Mrs.Woods
Roads & Transport	Messrs. D.Crowe, Hartfall, Mrs.Bignell.

15. Appointment of representatives to Village Organisations

It was proposed by Mrs.Willetts seconded by Mr.Caryer, to unanimous approval, that these posts should be filled as follows

Village Hall:	Mrs.J.Crowe, Mrs.S.Grahn
Playing Field	Mr.G.Caryer, Mrs.Willetts, Mrs.J.Crowe,
Grundisburgh Charities:	Mrs.Bignell
SALC:	Mr.D.Crowe
SORR:	Mrs.Willetts

16. Parish Council appointments

It was proposed by Mrs.Crowe, seconded by Mr.Doyle, to unanimous approval, that these appointments should be filled as follows

Internal Auditor	Mr.C.Grimwood
Councillor Internal Auditor	Mr.D.Crowe
Tree Wardens	Mr.J.Dunnett, Mrs.A.Woods
Millennium Meadow Warden	Mr.J.Dunnett

17. Public Open Forum Mr.Youngman proposed seconded by Mr.Sanders, to unanimous approval, that the formal meeting be temporarily suspended and members of the public invited to address the meeting. The following issues were raised.

- The financial viability of a new village hall was questioned. . The questioner was assured that the finances of the new hall were sound.
- Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The Parish Council uses this power to make grants to village organisations and local charities.
- Building work on Meeting Lane near the Primary School had created a danger for parents and children attending the school.

18. Footpaths & Conservation Report Mr.Dunnett said he was pleased to report that he now had two regular helpers on the Millennium Meadow. More would be welcomed.

The Brownies had recently visited the Meadow and a new interpretation board had been installed which he invited members to inspect.

A Summer Walk to the Meadow will take place on Tuesday evening 22nd July – the 14th Anniversary of it's opening.

The allotment wall on The Street has been pressure washed. It was agreed that Mr.Dunnett should give the operator £25.00

19. Any other business (information exchange/agenda items for next meeting)

- Mr.Dunnett was thanked for organising the replacement notice board on Half Moon Green.
- The Scout Annual General Meeting will be held on Friday 20th June 7pm at Scout Hut to which Parish Council members are invited to attend. The Duck Race will be on Saturday 19th July
- 2014 Council Meeting Dates 14 July, 8 September, 10 November. All meetings to be held in Grundisburgh Parish Rooms starting at 7.30pm except for the July meeting which will be held on St.Botolph's Church, Culpho.

20. Co-option of new member for Grundisburgh (closed session)

The Chairman proposed seconded by Mr.Dunnett, to unanimous approval, that Mr.David Higgins be co-opted to the Council to serve as a member for Grundisburgh

Action Summary

- 5.1** Clerk
- 5.2** Clerk
- 5.3** Chairman
- 9.1** Chairman
- 9.2** Mr.Dunnett
- 9.3** Clerk
- 9.4** Mrs.Willetts
- 11.7** Clerk
- 12** Clerk & Chairman
- 13.5** Mrs.Willetts
- 20** Chairman & Clerk