

Grundisburgh & Culpho Parish Council
Minutes of a Meeting of the Council held on Monday 11th May, 2015
in the Parish Rooms, Grundisburgh.

NOTICES had been posted according with regulations.

Present: - Messrs.G.Caryer, J.Dunnett, D.Higgins, M.Taylor, Miss.V.Barker, Mrs.J.Bignell, Mrs.S.Grahn, Mrs.A.Willetts and 1 member of the public.'

- 1. Apologies for absence** No apologies were received
- 2. To receive member's declarations of interest** No interests were declared.
- 3. Election of Chairman** Mrs.Willetts proposed seconded by Mr.Taylor that Mr.G.Caryer be elected Chairman and, without further nomination, he was duly elected. Mr.Caryer signed the Declaration of Acceptance of Office
- 4. Election of Vice Chairman** Mr.Higgins proposed seconded by Mrs.Grahn 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 12th January, 2015 had been circulated and were therefore taken as read. The following amendments were made:
Item 11.3 DC/15/0469/OUT delete "builder" insert "electrical contractor"
Item 12 Public Open Forum delete "HGV" insert "long vehicles".
It was proposed by Mr.Higgins seconded by Mrs.Willetts to unanimous approval, that these minutes, after amendment, be signed by the Chairman as a true record.
The Clerk requested, that in future, he should be notified of any errors in the minutes before the meeting so that, these can be circulated.

Matters arising

- Mrs.Willetts reported that signs will be placed on St.Mary's churchyard waste bins stating that they are churchyard waste only
 - Mr.Dunnett complained that 2 or 3 allotment plots had not been cultivated.
- 6. Police Matters** No representative of the police attended. The March and April Parish Council Reports sent to councillors showed a very low level of crime in Grundisburgh and Culpho.
 - 7. County Councillor's Report** No report
 - 8. District Councillor's Report** No report
 - 9. Grundisburgh & Culpho Village Matters** The Clerk reported:
 - 9.1 Adopt a Phone Kiosk** BT is offering to sell Phone Kiosks to Parish Councils for community use.
 - 9.2 Hannah Reynolds (Burch) 1965-2015** The family and many friends of Hannah have purchased a seat that they would like placed on the Village Green in her memory. Mrs.Willetts proposed seconded by Mr.Caryer, to unanimous approval, that this seat should replace the current seat which can be moved to a position under the willow tree.
 - 9.3 Councillor Briefings SALC Office Wednesday 17th June** Mr.Caryer will attend and asked if any other councillors would like to join him.

Grundisburgh & Culpho Village Matters cont...

9.4 Village of the Year Competition Grundisburgh is eligible for this year's competition. The Clerk and Mrs.Willetts have prepared a bid.

9.5 Local Council Award Scheme This Scheme, which replaced the Quality Award Scheme, was launched on the 6th January this year. There are three levels, Foundation, Quality and Quality Gold. As a Quality Council the Parish Council has been awarded the Foundation Award which expires in January 2016. The Council can apply for a higher award. These awards provide a very useful check list to ensure that the council is operating efficiently and legally.

9.6 Elm Tree Farm Lane Mr.Dunnett reported that hedges were encroaching on to the road.

10. Review of Annual Parish Meeting 28th April, 2015 It was generally agreed that the meeting was too long and that consideration should be given to not having a guest speaker at the 2016 meeting.

11. Financial Matters

11.1 2014/2015 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.

Statement of Assurance Mrs.Willetts proposed seconded by Mr.Caryer, 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, 2015 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.Bignell proposed seconded by Mrs.Willetts, to unanimous approval, that the 2014/2015 accounts be approved.

11.2 The Sunrise Appeal A letter from Ward Sisters asking for the Parish Council to "adopt" the Grundisburgh Ward at Heath Row Hospital and to "sometimes inspiring your community to fundraise for us". This will be passed on to the Grundisburgh & District News.

Financial Matters cont...

11.3 St.Mary's Churchyard Waste Bins There are 3 x 360litre bins emptied by the District Council on the usual fortnightly domestic service. Apparently the Parish Council has been undercharged for some time and the District Council now quotes £700 plus VAT per annum for this service.

By reverting to the previous system whereby the Council is charged an annual rent and for each collection considerable savings can be made especially if a composting bin is placed alongside the waste bins and people are encouraged to place their green waste in it. This should considerably reduce the number of collections. New cost for the hiring of two 360 litre bins will be £46.00 + VAT per annum and each collection £22.00 + VAT. Budget needs to be amended. Recommend 10 collections + rental = £266. Current budget £50.

11.4 Letter of thanks Received from 1st Grundisburgh Scouts

11.5 Payments received since last meeting

Mr.J.Dunnett	£12.00	Allotment Rent 2015
Suffolk Coastal District Council	£8,302.01	Precept - first instalment
Suffolk Coastal District Council	£442.00	Council Tax Support Grant

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

Community Action Suffolk	£30.00	Annual Subscription
SALC	£18.00	Clerk's Information & Networking Day
Tom Havard	£30.00	Work on damaged tree - Weir Pond Green
Mr.P.Finch	£200.00	Labour & Materials. 01/07/2014 - 31/03/2015

Cut & clean path Post Mill Orchard/Playing Field. Remove & dispose builders rubbish from Meeting Lane ditch. Cutting branches obscuring driver's vision, removing rubbish and cleaning signs from village to Grundisburgh Corner, Great Bealings Road, Hall Farm Road, Park Road, Meeting Lane. Cleaning signs from village to A12. Unblock draining on Meeting Lane, remove foliage and all roots.

Mr.R.Fletcher	£160.00	Village Green Grass Cutting March 2015
---------------	---------	--

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

Eastern Facilities Management Solutions	£858.48	Playing Field Grass Cutting 2014
Anglia Water	£13.27	Allotment water charges
Mr.G.Caryer	£51.14	A Frame maintenance
Suffolk Coastal Norse Ltd	£64.08	Dog Waste Bags
SALC	£6.00	Local Council Award Scheme briefing - Clerk
SALC	£50.40	Payroll Service
Clopton Parish Council	£25.00	Speedwatch contribution
Mr.J.Ager	£439.80	Clerk's Salary February/March 2015
	£577.00	Office Allowance 2014/2015
	£59.27	Expenses February/March 2015
	£63.00	Dell Printer Cyan Cartridge
1st Grundisburgh Scouts	£300.00	Bus Shelter & Phone Box Cleaning 2014/2015
Mr.J.Dunnett	£12.83	Millennium Meadow - fuel for hedge cutter & chain saw
HM Revenue & Customs	£266.40	Income Tax (payable 5 April 2015)

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

Financial Matters cont...

11.8 Other payments requiring approval

Mr.J.Ager	£24.90 Laminating envelopes & A4 paper
	£50.40 Laser printer cartridges
	£23.26 Envelopes, folders & name labels
	£35.00 Annual Parish Meeting - speakers fee
	£515.20 Clerk's Salary April/May 2015
	£126.29 Clerk's Expenses April/May 2015
Grange Farm Shop	£240.67 Annual Parish Meeting refreshments
Mr.B.Quinton	£47.40 Duck Food
Grundisburgh Parish Rooms	£48.00 Room Hire - Parish Council Meetings
Suffolk Coastal District Council	£84.00 Annual Parish Meeting - printing
Grundisburgh Village Hall	£20.00 Annual Parish Meeting - hall hire
Suffolk Association of Local Councils	£496.00 Subscriptions 2015/2016
Anglia Water	£26.70 Allotment Water Charges 23/01/15-30/04/15
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
Disability Advice Bureau	£50.00 Donation
East Anglian Air Ambulance	£100.00 Donation
Home Start	£25.00 Donation
Headway	£25.00 Donation
Marie Curie Cancer Support	£100.00 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
Suffolk Coastal Norse Ltd	£55.20 St.Mary's Church Refuse Collection Service

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

11.9 Account Balances as at the 11th May, 2015.

Business Tracker Account	£62.26
Current Account	£10,323.63
Post Office Investment account	£20,525.48
VAT to claim	<u>£117.76</u>
TOTAL	£31,029.13

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

12. Highway Matters No report

13. Footpaths & Conservation Report Mrs. Grahn reported that a visit to Grundisburgh's very impressive Jubilee Wood was held on Sunday 3rd March where Richard Burch has planted 4,000 trees.

14. Planning Report Mrs.Willetts reported:

14.1 Applications refused by Suffolk Coastal District Council since the last Council meeting

DC/15/0469/OUT Outbuildings at 3 Pine Grove, Lower Road, Grundisburgh, Demolition of existing outbuildings and erection of detached dwelling.

Reason for Refusal: The dwelling is proposed in an unsustainable location, within the countryside, outside the physical limits boundary of Grundisburgh. The site would also fail to meet the definition of a cluster, as specified in policy DM4 of the Suffolk Coastal District Local Plan - Core Strategy and Development Management Policies Development Plan Document

DC/15/0562/FUL The Old House, Half Moon Lane, Grundisburgh. Demolition of existing dwelling and erection of one and a half storey dwelling with associated garaging.

Reason for Refusal: The demolition of the Old House and the erection of a dwelling with attached garaging would result in the loss of a non-designated heritage asset. It would also neither preserve or enhance Grundisburgh Conservation Area, which is a Designated Heritage Asset, due to the loss of the historic structure and the fact that the new building would fail to contribute to the historic interest of this designated area. The applicant was strongly advised to take steps to protect the structure from the elements to prevent any further damage or deterioration of the structure. Paragraph 130 of the NPPF states "Where there is evidence of deliberate neglect of or damage to a heritage asset the deteriorated state of the heritage asset should not be taken into account any decision." Therefore any damage that has occurred to the building through the failure of the applicants and/or previous owner to provide adequate protection from the elements cannot be considered in the determination of the application, and any such damage cannot be used to justify the demolition of the structure. Therefore it is not in the owner/applicants interest to allow the structure to deteriorate further.

14.2 Application approved by Suffolk Coastal District Council since the last Council meeting

DC/14/3218/FUL Fenn Close Lower Road Grundisburgh 2 storey side and front extension, construction of single bay detached cart lodge, block up existing vehicle access and form new vehicle access with power operated 5 bar type sliding gate remote controlled.

Conditions include that the access shall be completed in all respects in accordance with Drawing No. DC10A and be available for use before the occupation of the property. Thereafter it shall be retained in its approved form. At this time all other means of access within the frontage of the application site shall be permanently and effectively 'stopped up' in a manner which previously shall have been approved in writing by the Local Planning Authority.

The fence, wall or other means of frontage enclosure along the highway frontage of the site shall be reduced to 0.9metres above the level of the adjacent carriageway before any development commences.

Reason: In the interests of highway safety in order to maintain intervisibility between highway users.

14.3 Saddlers Cottage, Woodbridge Road, Grundisburgh. Mrs. Willetts said she had received an Email from 11 adjacent households concerned at the state of Saddlers Cottage. It has not been lived in for a few years and they were concerned that the Grade 2 listed building is falling into disrepair and therefore wished to voice these concerns to the Parish Council to see what could be done. Mrs.Willetts will pass on their concerns to the District Council.

14.4 DC/14/3862/FUL Severance of part west side garden and erection of dwelling and garage. Round House Post Mill Gardens Grundisburgh Suffolk

Mrs.Willetts said she had received complaints that the beech tree, recognised in the outline permission as of great value, had been heavily pruned. Heavy machinery had been used for site clearance without first providing a protective barrier around the tree which was stipulated in the planning approval to be provided before building work commenced.

Mrs.Willetts phoned the District Council and was told that although the tree needed to be protected this only had to be in position when the building works began. If the tree had been covered by a Tree Preservation Order. as the Parish Council had suggested, then that protection would have been in place before any site works began e.g. site clearance.

Mr.Dunnett, Tree Warden, complained that he had not been consulted and had been treated discourteously.

14.5 New applications received.

DC/15/1609/FUL Little Pip Ipswich Road. Removal of existing conservatory and construction of new rear extension with addition of new front entrance porch.

15. Election of members to Committees

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

Planning	Messrs.G.Caryer, C.Doyle, D.Higgins, M.Taylor, Mrs.Willetts,
Finance	Mr.D.Higgins, Miss.V.Barker, Mrs..Bignell.
Footpaths and the Environment	Messrs. Dunnett, G.Caryer, Mrs.Grahn,
Roads & Transport	Messrs. D.Higgins, M.Taylor, Mrs.Bignell.

16. Appointment of representatives to Village Organisations

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

Village Hall:	No representatives were appointed.
Playing Field	Mr.G.Caryer, Mrs.Willetts,
Grundisburgh Charities:	Mrs.Bignell
SALC:	Mr.G.Caryer

17. Parish Council appointments

It was proposed by Mrs.Willetts, seconded by Mrs.Grahn, to unanimous approval, that these appointments should be filled as follows

Internal Auditor	Mr.C.Grimwood
Councillor Internal Auditor	Mr.D.Higgins
Tree Warden	Mr.J.Dunnett
Millennium Meadow Warden	Mr.J.Dunnett

18. Public Open Forum Mrs.Willetts proposed seconded by Mrs.Grahn, to unanimous approval, that the formal meeting be temporarily suspended and members of the public invited to address the meeting. The following comments were made.

- The Scout Group had a very successful weekend 9th/10th May at the Scouts National Archery Finals in Hertfordshire. A team of 20 gained a total of 40 Medals - 19 Gold, 11 Silver & 10 Bronze. They also won 16 Cups/Shields.
- The Scout AGM will be held on the 5th June 6.30pm at the Scout Hut to which councillors are invited
- More volunteers had been recruited for the New Scout HQ Steering Group.

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

2015 Council Meeting Dates 13 July, 14 September, 9 November.

Council 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. Cooption of new members (closed session)

Members discussed residents who had offered themselves for co-option.

Action Summary

5	Mrs.Willetts/Clerk
9.2	Mrs.Willetts
9.3	All members
9.4	Mrs.Willetts/Clerk
9.6	Clerk