

**Grundisburgh & Culpho Parish Council**  
**Minutes of a Meeting of the Council held on Monday 11th January, 2016**  
**in the Parish Rooms, Grundisburgh.**

NOTICES had been posted according with regulations.

Present: - Messrs.S.Barnett, G.Caryer (in the chair), C.Doyle, J.Dunnett, D.Higgins, P.Kendall, J.Lapsley, R.Youngman, Miss.V.Barker, Mrs.J.Bignell, Mrs.S.Grahn, Mrs.A.Willetts, and 3 members of the public.

**1. Apologies for absence** District Councillor A.Fryatt

**2. Declarations of Interest** No interests were declared.

**3. Minutes.** The minutes of a Meeting of the Council held on the 9th November, 2015 had been circulated and were therefore taken as read. It was proposed by Mr.Kendall seconded by Mrs.Grahn, to unanimous approval, that these minutes be signed by the Chairman as a true record.

**4. To deal with any urgent matters arising from the minutes, not covered by this agenda.**

Bus services The Clerk reported that the late arriving of a bus Service 70 on Tuesday 24<sup>th</sup> November was delayed by over 40 minutes due in part because of the diversionary route being too tight near to Bredfield for the bus to turn. The bus eventually was re directed by officials via another more suitable route. This was the first day of the road closure on the C310 Woodbridge Road as per the attached temporary traffic order. The County Council are also aware that there has been other timekeeping issues with this service. This has been addressed and they have agreed with First some minor adjustments to the timetable to take affect from the beginning of January 2016. This is subject to regulatory agreement from the Office of the Traffic Commissioner.

Miss Barker said that bus time tables had been changed to later times and she would check that the time tables in the village bus shelters had been changed. Buses were still very unpunctual - her bus was 20 minutes late today. The Clerk stressed how important it was to report every incident to the County Council.

**5. Reports from Police and the District & County Councillor on issues pertinent to Grundisburgh & Culpho.**

See Appendix "A" for District Councillors Report and Appendix "B" for Police Report. No County Councillor report received.

**6. Proposal to appoint a working party to review the council's standing orders and to report their findings to the next council meeting to be held on the 14th March, 2016.**

Mr.Barnett proposed seconded by Mr.Higgins, to unanimous approval, that a working party be formed. The Chairman, and Messrs.Barnett and Higgins were appointed. The Clerk will provide all councillors with a copy of the latest Model Standing Orders and suggested that a brief Mission Statement should be drawn up by the working party.

**7. To receive a report from Councillor Higgins on Defibrillators and to discuss the installation of the equipment in the parishes.**

Mr.Higgins presented his report which had been previously circulated to councillors. Mr.Doyle said that two parishioners were willing to raise funds and that grants were available. He offered to install the equipment free of charge. Evidence was hard to find of the equipment being used and Mr.Higgins would consult the British Heart Foundation to see whether any evidence existed. Mrs.Willetts proposed seconded by Mr.Doyle that the council, in principle, should install a defibrillator in Grundisburgh but more information was needed.

**8. To receive a progress report on the results from the Village Resource Date Base consultation**

A very limited response had been received so far but this was to be expected as village organisations had only been recently informed.

**9. To receive a Financial Report and approve payments.**

See appendix "C" for Report

**10. To receive a Planning Report**

See appendix "D" for Report

**11. To receive a report from the Council's Roads & Transport Committee**

See appendix "E" for Report

**12. To receive a report from the Chair of the Council's Footpaths & Environment Committee**

See appendix "F" for Report

**13. To receive reports from Council representatives to village organisations. Village Hall & Playing Field**

See appendix "G" for Village Hall Report. No meetings of the Playing Field Management Committee had been held since the last Council Meeting.

In response to the Village Hall report Mr.Higgins asked how much had been spent on architect's fees so far. This information was not at hand. He was reminded that the Village Hall Management Committee has sole responsibility for managing the existing hall including the disposal of the site and the building of a new hall. These questions should be raised at the Annual General Meeting of the Village Hall Management Committee. Mr.Higgins then requested it be recorded that he considered the new village hall steering group to be excessively secretive and commented that he was requesting inclusion as details of some discussions had been omitted from the previous meeting's minutes. He was reminded that minutes were primarily for recording decisions and that this was not an appropriate time to raise the minutes of the last meeting which had been unanimously agreed as an accurate record earlier in the meeting.

**14 Local Council Award Scheme** The Clerk had submitted an application and had received a request for more information. Due to the amount of work required and as there seemed to be very little benefit to the Council the Clerk proposed, and it was agreed, that any further submissions should be deferred.

**15. To consider how to celebrate Her Majesty the Queen's 90<sup>th</sup> birthday - 11 & 12th June, 2016.**

Mrs.Willetts presented the following draft programme.

Flower Festival

St Mary's Church would be willing to stage a flower festival around the celebrations - a financial contribution from the Parish Council of £100 would be welcomed.

Saturday June 11<sup>th</sup>

School Playground. A Street Party style tea for Lunch Club and Primary School aged children and below, with games and races for the children.

Entertainment could be provided by

- Primary School choir
- Upbeat
- Elliot's Remedy

If FOGS wanted to continue afterwards with e.g. Bar B Q and further musical entertainments for their own funds that could be an added attraction.

Sunday June 12<sup>th</sup>

St Mary's is planning a Songs of Praise style service at 11 00 clock with hymns to be chosen by people representing each decade of the Queens life.

Mrs.Willetts has spoken to the owners of The Dog asking if they would like to join in the celebrations by having some "specials" on the day and they showed interest.

Other possibilities:

- GADS play in Village Hall or in Church
- Fireworks and Bar B Q late on Sunday evening on the Village Green. If weather wet Fireworks could be held over to June 25<sup>th</sup> Scouts Duck Race.

**16. 2016 Annual Parish Meeting 26th April** It was agreed that the date of the meeting should be brought forward one week to the 19th April and that the meeting should conclude with a presentation on the new village hall.

**17. Public Open Forum** Mrs.Willetts proposed seconded by Mr.Lapsley, 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.

- Grundisburgh Scouts will respond to the Village Resource consultation and be involved in the Queen's 90th birthday celebrations.
- Bus shelters have been cleaned.
- Playingfield Textile Bin has been emptied.
- The loss of public access Police Stations was deplored
- Steps on the Half Moon Lane public footpath needed repair.
- The 2006 Parish Plan showed support for the need of a new village hall but a resident doubted whether the enabling development would have been supported.

**18. Any other business**

- Mrs.Bignell was thanked for arranging the erection of the Christmas Tree on the Village Green. It was erected later than usual as this was the only date available. Additional lights and a better quality tree were suggested for next Christmas.
- The level of grant from our County Councillors Locality Grant was awaited before further progress can be made on the renovation of the verge in Meeting Lane.
- A letter had been sent to Hopkins and Moore concerning the hedge bordering Elm Tree Farm Lane which needed cutting back and the weeds on the field. It was pointed out that they are only one of three owners of the field.
- Could the Parish Council take over and pay for from the District Council the maintenance of the hedge on the Woodbridge Road side of Lyttleton Meadow. The danger to operators cutting hedges alongside main roads was pointed out.
- The Clerk had written to the owner of land between Little Squeech and Top Field on Elm Tree Farm Lane to see whether they would consider either leasing or selling part of this land to the Parish Council for the establishment of a Community Orchard.

**19. Agenda items for next meeting**

2016 Council Meeting dates. All meetings to be held in the Parish Rooms except for the July meeting which will be held in St.Botolphs Church, Culpho., March 14, May 9, July 11, September 12, November 14

**20. Cooption of new member for Grundisburgh (closed session)** Mrs.Willetts proposed seconded by Miss.Barker, to unanimous approval that Mr.Norman Wilcock be co-opted as members for Grundisburgh.

**Action Summary**

6.	Messrs.Caryer, Barnett and Higgins	7.	Mr.Higgins
9.1	Finance Committee	10.2	Mrs.Willetts
10.4	Mrs.Willetts	15.	Mrs.Willetts
17.	Mrs.Grahn	18.	Clerk
20	Chairman & Clerk.		

## Reports for a meeting of the Parish Council 11th January, 2016

### Appendix "A" - District Councillor's Report

Financial Overview – 2015/16 and beyond Most of the District Council's our time over the Christmas period was taken up with analysing its financial situation and trying to put together a budget for next financial year. The Chancellor announced the Autumn Statement and Spending Review 2015 to Parliament in November and the Provisional Financial Settlement was received shortly before Christmas.

However, at this stage, it looks likely that the Council will have to increase its portion of the Council Tax – for the first time since 2010. Funding from central Government has already been cut by 40 per cent in the last five years. In the same period Suffolk Coastal also froze its portion of the Council Tax, leading to a reduction in our net budget of £3.7 million.

Now Government has announced it is planning to remove the Revenue Support Grant (RSG) over the next four years – which will mean a significant cut in core funding of over £2million by the end of the Parliament. Also, there will be a reduction in the New Homes bonus which represents an essential part of the council's core income. These could result in a reduction from these sources from over £3.6m in 2015/16 to around £500,000 in 2019/20.

Consequently, it is possible that, like most councils, the District will be forced to increase its portion of Council Tax by up to 2% in the next financial year.

While Suffolk Coastal remains committed to continuing to find innovative ways of making savings through increased partnership working and improved efficiency, it needs to make sure that it is in a position to protect frontline services, help provide more affordable homes and support economic development in the District.

### Waste Collection – Brown Bins

Despite the financial constraints, Suffolk Coastal has decided not to charge for collecting organic waste (brown bins). This is an important issue for Suffolk Coastal which has an excellent track record on recycling. In 2013/14 the Council were in the top 10% of local authorities in the country (coming 19<sup>th</sup> out of 352 authorities) with a recycling rate of 57.44%. It does not wish to jeopardise the good work that is being done.

**Appendix "B" Police** The Clerk reported that Kesgrave SNT Office is due to be closed by the 1<sup>st</sup> April 2016 due to the cost saving cuts. The Parish Council has not been informed where Grundisburgh and Culpho will be covered from, either Ipswich East SNT or Woodbridge SNT.

PCSO Staff will all be reapplying to keep their jobs with a view to 68 being made redundant.

PC's are also up for review as to where they will be posted in April 16, and should be informed in March 16.

Kesgrave SNT meets on the 12th January when it is hoped that more information about the reorganisation will be announced.

### Appendix "C" Finance

**9.1 Applications for grants** Received from Startlight, Disability Advice Service, Age Concern, Bowls Club, Playing Field Management Committee, St.Botolphs PCC, Horticultural Society, Grundisburgh Football Club. It was agreed that the Finance Committee should consider these at its next meeting to be held on the 19th January 2016.

**9.2 Letter of thanks** Received from Mrs.I.McIvor (Royal British Legion) for Remembrance Wreaths. The village had collected £2,084.

### **9.3 Payment received since the last meeting**

Vickki Compton £12.00 Allotment Rent

**9.4 Precept 2016/2017** The Finance Committee recommends that the precept for 2016/2017, which will be the last year that the Council Tax Support Grant (CTSG) will be received, should be increased to maintain the same level of income as the current financial year.

The CTSG for 2016/2017 will be reduced from £882 to £501 so to keep the Council's income from the District Council at the same level as the current year the Council will need to increase the precept by £400 from £16,600 to £17,000 plus the £501 CTSG will give a total of £17,501 - current year £17,482. The effect on the Parish Council Charge will be that a Band D Council Tax payer will pay an additional 7 pence per annum. It was proposed by Mr.Dunnett seconded by Mr.Kendall, to unanimous approval, that the Finance Committee's recommendation be accepted.

**Appendix "C" Finance cont..**

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

Suffolk Coastal District Council	£150.00	Election expenses May 2015
St.Botolphs Church Culpho	£40.00	Church Hire for July & September Council Meetings
SALC	£12.00	Summer planning briefing
Mr.R.Fletcher	£240.00	Village Green Grass Cutting August/September 2015
HM Revenue & Customs	£193.20	Income Tax
Business Services at CAS Ltd	£271.97	Insurance 2015/2016
Lyttleton Club	£200.00	Grant - Felixstowe outing with Lunch Club
Vertus Group Ltd	£241.32	Playing Field grass cutting 2nd quarter
Mr.P.Finch	£150.00	Seat & sign and public footpath maintenance
Mr.R.Fletcher	£240.00	Village Green Grass Cutting October 2015
Deben Frames Ltd	£100.00	Women's Roll of Honour framing
Mr.B.R.Quinton	£55.30	Duck Food
SALC	£25.20	Payroll Service - 6 months to 30 September 2015
Mr.J.Ager	£515.20	Clerk's Salary October/November 2015
	£47.70	Clerk's Expenses September/November 2015
Anglian Water	£29.20	Allotment Water charges July-October 2015
Royal British Legion	£53.00	Donation - Remembrance Wreaths
Hags SMP	£365.90	Playing Field Play Area maintenance
Mr.J.Dunnett	£22.14	Millennium Meadow posters and fuel

It was proposed by Mr.Youngman seconded by Miss.Barker, to unanimous approval, that these payments be ratified.

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

Mrs.S.Grahn	£29.52	Christmas Walk Refreshments
Suffolk Coastal Norse Ltd	£52.80	Emptying St.Mary's Church trade waste bin
NALC	£30.00	Local Council Award Scheme Registration fee
Mrs.J.Bignell	£35.00	Village Green Christmas Tree

**9.7 Other payments requiring approval**

SLCC	£88.00	Annual Subscription
Mr.J.Ager	£515.20	Clerk's Salary December 2015/January 2016
	£56.40	Clerk's Expenses December 2015/January 2016
	£24.46	A4 Paper/C5 envelopes
	£96.00	Laser Printer toner cartridges - 12 cartridges £6.66 each (Dell cartridges cost £50 each) + £10 Tesco voucher to be spent on refreshments for Christmas Walk
HM Revenue & Customs	£257.60	Income Tax
Vertas Group Ltd	£241.32	Playing Field Grass Cutting Qtr 3 Oct - Dec 2015
Mr.B.R.Quinton	£55.30	Duck Food

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

**9.8 Account Balances as at 11 January, 2016.**

Business Tracker Account	£62.26
Current Account	£8,978.67
Post Office Investment account	£20,525.48
VAT to claim	£448.55
TOTAL	£30,014.96

**9.9 Budget Report attached**

## **Appendix "D" Planning**

Mrs. Willetts reported:

### **10.1 Applications approved by Suffolk Coastal District Council since last Council meeting**

DC/15/3707/FUL & DC/15/3708/LBC Grundisburgh Hall, Ipswich Road

Ground floor single storey infill extension and new openings to Kitchen external walls; internal demolition to walls. First Floor: internal demolition of walls to facilitate rearrangement of bathrooms and utility room.

DC/15/3789/FUL 3 Laurel Cottages Erection of 2 bay cartlodge with storage above (existing garage to be demolished) and associated improvements to driveway access directly associated with the proposed and also alterations to access to the southernmost boundary.

DC/15/4094/FUL 2 Apple Tree Cottages, Otley Road. Proposed alterations & extensions.

DC/15/3961/LBC, DC/15/3960/FUL Finndale House, Woodbridge Road. Removal of existing conservatory and replacement timber and double glazed garden room.

**10.2 Non-designated Heritage Assets** Mrs Willetts will arrange a meeting of the Planning Committee to go through the properties suggested by Steve Sim in his booklet produced by the Grundisburgh Local History Society in 2013 entitled Grundisburgh's Historic Houses and in 'The History of a Suffolk Village' by Peter Bishop where there is a map dated 1850 naming many of the properties that still exist in the village.

**10.3 Grade 11 Listing** The following have been added to the List of Buildings of Special Architectural or Historic Interest by the Secretary of State for Culture, Media and Sport and are now listed Grade 11.

Bonds Manor, Bonds Corner, Stoney Road, Grundisburgh and the War Memorial, The Green, Grundisburgh

**10.4 DC/14/3218/FUL Fenn Close Lower Road Grundisburgh** Mr. Dunnett asked whether the extensive works being carried out on the property conformed with the permission granted by Suffolk Coastal District Council. Mrs. Willetts said that the Parish Council had objected to this application.

## **Appendix "E" Roads & Transport**

The Clerk reported that the resurfacing of Grundisburgh footpaths along the 323 is being deferred until May 2016. It was originally scheduled for the period 4 January -5 February 2016.

Traffic would be prohibited from

C323 The Street, Grundisburgh

C323 Rose Hill, Grundisburgh – From Alice Driver Road to The Street

C323 The Green, Grundisburgh – From The Street to Meeting Lane

U3330 Meeting Lane, Grundisburgh - From The Green to Greenways

All these roads would be closed during the working day (possibly 0900-1500) with traffic lights operating at other times.

Alternative route:

B1079, C324 Road from B1079 to Hall Farm Road, Hall Farm Road, Boot Street, Playford Mount, Playford Road, Ipswich Road, Grundisburgh Road, Ipswich Road and vice versa.

If this went ahead as planned it is unreasonable to expect drivers to use the official alternate route. They are bound to use Park Road / Lower Road and Elm Tree Farm Road/Gull Lane instead as "unofficial" alternative routes. These lanes are very narrow, single track in many sections with no built in passing places and a very severe single track "Z" bend in Lower Road. Higher usage will surely increase the danger for all who use them including cyclists and walkers - lots of dog walkers use these roads. Lorries will also be tempted to use these lanes as well. Vehicles meeting and having to reverse considerable distances or trying to squeeze past each other would be chaotic and could lead to very serious accidents.

The Clerk had suggested proposed that just half the road alongside the footway being repaired be closed and traffic lights installed? This would enable the road to be kept open and would give the contractors a safe working environment.

This work is being delayed until May 2016 when it is hoped a more satisfactory traffic management system will be employed.

## **Appendix "F" Footpaths & Environment**

Mrs.Grahn reported:

**12.1 Seats** A letter has been received from the relatives of the late Mrs.Deacon offering to present a seat in her memory on the Village Green. In view of this offer the installing of the seat, which was replaced by the new Hannah Reynolds memorial seat on the Green, to a position under the willow tree has been delayed. The old seat could be used to replace a seat on Ablitts Meadow which is in a ruinous state. Mr Kendall proposed seconded by Mrs.Grahn, to unanimous approval that this very kind offer should be accepted.

Voller & Dunnett are removing the other seat on Ablitts Meadow they made to commemorate the visit of the Princes Royal to dry out in their workshop prior to its restoration.

**12.2 Christmas Walk** This annual event took place on the 16th December when 24 villagers walked to Hilary and Trevor Hills home near Hasketon.

## **Appendix "G" Village Hall**

The Chairman reported that a meeting of the Village Hall Management Committee was held on 26<sup>th</sup> November, 2015. There were no major issues with the old village hall reported. A progress report was received on the new village hall. A design, based on the specification provided to the architect has been produced and costed. Alternative designs were also being investigated. The next meeting will take place on 26<sup>th</sup> January, 2016 which will be the Management Committee's Annual General Meeting.