

Grundisburgh & Culpho Parish Council
Minutes of the Annual Meeting of the Council held on Monday 9th May, 2016
in the Parish Rooms, Grundisburgh.

NOTICES had been posted according with regulations.

Present: - Messrs.G.Caryer, S.Barnett, C.Doyle, J.Dunnett, D.Higgins, P.Kendall, J.Lapsley, N.Wilcock, R.Youngman, Miss.V.Barker, Mrs.J.Bignell, Mrs.S.Grahn, Mrs.A.Willetts and 6 members of the public.

1. Apologies for absence. Mr & Mrs.Coomber, District Councillor A.Fryatt

2. To receive member's declarations of interest No interests were declared.

3. Election of Chairman Mr.Dunnett proposed seconded by Mrs.Willetts, to unanimous approval, that a vote of thanks should be recorded regretting Mr.Caryer's decision not to stand as Chairman and to thank him for his work for the Council, Playing Field, Village Hall and Millennium Meadow during "trying times".

Mrs.Willetts proposed seconded by Mr.Lapsley that Mr.S.Barnett be elected Chairman and, without further nomination, he was duly elected. Mr.Barnett signed the Declaration of Acceptance of Office

4. Election of Vice Chairman Mr.Barnett proposed seconded by Mr.Kendall 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 14th March, 2016 had been circulated and were therefore taken as read. It was proposed by Mrs.Willetts seconded by Mr.Kendall, that these minutes be signed by the Chairman as a true record. 11 members voted for the motion 2 members abstained including Mr.Higgins who asked for his objection to the words "good faith" in Item 11 to be recorded in these minutes.

The minutes of an Extraordinary Meeting of the Council held on the 21st April 2016 had been circulated and were therefore taken as read. It was proposed by Mrs.Willetts seconded by Mr.Kendall, to unanimous approval that these minutes be signed by the Chairman as a true record.

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

- Top Field Building work on Top Field is contravening planning conditions which require all off loading of vehicles to be carried out on the site. Vehicles are being off loaded on the roadside causing obstruction which was creating danger for other road users. Mrs. Willetts had consulted District Councillor Fryatt who had impressed on the planning department the importance of compliance.
- Footpaths The resurfacing of footpaths on the main road through Grundisburgh will take place later in the year.
- Naming of new road The Parish Council has been asked to recommend a name. Members of the public can also submit their suggestions.
- Scouts Duck Race Will be held on the 25th June.
- Sale of the old Village Hall. A transparent method of sale e.g. auction was advocated.

7. Police Matters The Clerk had no additional news from that reported at the Annual Parish Meeting.

8. County Councillor's Report No report.

9. District Councillor's Report In giving his apologies for absence Mr.Fryatt reported that he had not prepared a briefing because he had little to add to that given at the Annual Parish Meeting.

10. Mr. Higgins proposed, seconded by Mr.Dunnnett, that the Parish Council should desist from any 'sponsorship' of any Planning Application in the future, however deserving the cause since it creates a potential conflict of interest and undermines the Council's ability to deal with this and future applications with the required impartiality).

Mr.Higgins said that due process was not followed in the application, subsequently withdrawn, for the demolition of the old village hall and a residential development in the name of the Parish Council. It created a situation which undercut the planning committee's role, cast doubts on the Council's impartiality, and could lead to accusations of deception, not being even handed, favouritism and miss representation. All applications should be treated as equal.

It was pointed out that due process was not followed but the application was immediately stopped and apologies made. The application was made in the name of the Parish Council for the very best intentions.

This situation was not likely to occur very often in the future but some councillors felt that the option should not be closed for the Parish Council to assist village organisations in being charged a reduced planning application fee. A good example being the building of the new children's play area on the playing field.

The motion was defeated 3 members voting for 6 against. 4 members abstained.

11 Review of Annual Parish Meeting 26th April, 2016 The organisers were congratulated on a very successful meeting. The following points were made:

- Not having a guest speaker meant the meeting was not overlong and should be repeated in 2017.
- Mr.Kendall's excellent presentations should be billed as the main event in 2017.
- Village Project Reports were realistic.
- Concerns/Questions could be put in a box by parishioners when they arrive
- Refreshments were excellent. Thanks were expressed to Mr & Mrs.Youngman and Mrs.Bignell.

12. Financial Matters

12.1. 2015/2016 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.Kendall 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, 2016 that:

- 1) We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.
- 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 this smaller authority 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 this smaller authority and, where appropriate have included them in the accounting statements.

Approval of the Accounts Mr.Lapsley proposed seconded by Mr.Caryer that the 2015/2016 audited accounts be approved.

12.2 Letter of thanks Received from the Scouts and the Lunch Club

Financial Matters cont...

12.3 Payments received since the last meeting

HM Revenue & Customs	£455.59	VAT repayment
Suffolk Coastal District Council	£8,500.00	Precept - first instalment
	£250.52	Council Tax Support Grant first instalment

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

SALC	£12.00	Clerk's information & networking day
Mr.R.Fletcher	£320.00	Village Green Grass Cutting November/December 2015
Anglian Water	£10.96	Allotment water charges
Suffolk Coastal Norse Ltd	£61.44	Dog bags
Suffolk Coastal Norse Ltd	£52.80	Emptying by request St.Mary's wheeled bin
Ipswich Borough Council	£400.00	Replaces lost Cheque No: 102487 14th September, 2015
Voller & Dunnett	£248.71	Renovation of Ablitts Meadow Seat
Mr.J.Ager	£443.00	Clerk's Salary February/March 2016
	£50.78	Clerk's Expenses February/March 2016
	£577.00	Office Allowance 2015/2016
1st Grundisburgh Scouts	£300.00	Bus Shelter & Phone Box Cleaning 2015/2016
Vertus Group Ltd	£241.32	Playing Field Grass Cutting Qtr 4 Jan-March 2016 Pay 01/04/2016
SALC	£25.20	Payroll Service - Pay 01/04/2016
HM Revenue & Customs	£246.40	Income Tax Pay 01/04/2016
Voller & Dunnett	£278.00	Renovation of Olde Forge Stores Notice Board

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

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

Mr.G.Hartfall	£37.10	St.Botolph's Church - St.George Flag
	£28.00	St.Botolph's Church - Swift Boxes
Suffolk Coastal Norse Ltd	£52.80	St.Mary's Church - Emptying 2 wheeled bins
	£54.91	St.Mary's Church Collection Service 01/04/16-31/03/17
Mr.J.Dunnett	£11.66	Millennium Meadow - fuel chainsaw/trimmer/mower
	£85.34	Millennium Meadow - bird boxes - Mr.B.Hammond

12.6 Other payments requiring approval

Mr.J.Ager	£515.20	Clerk's Salary April/May 2016
	£101.19	Clerk's Expenses April/May 2016
	£26.96	A4 paper & C5 envelopes
Age UK	£25.00	Donation
Citizens Advice Bureau	£25.00	Donation
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
Village Hall Management Committee	£20.00	Annual Parish Meeting
SALC	£132.00	Councillor Training - Mr.D.Wilcock
Mr.R.Fletcher	£240.00	Village Green Grass Cutting March/April 2016
Mr.B.Quinton	£47.40	Duck Food
Mr.R.Fletcher	£160.00	Village Green Grass Cutting April 2016
Grange Farm Shop	£246.54	2016 Annual Parish Meeting catering
Anglia Water	£24.44	Allotment water charges 26/01/2106-30/04/2016

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

Financial Matters cont...

12.7 Account Balances as at 9th May, 2016

Business Tracker Account	£62.30
Current Account	£11,522.63
Post Office Investment account	£20,679.42
VAT to claim	<u>£134.02</u>
TOTAL	£32,398.37

12.8 Budget Report attached

12.9 Community Action Suffolk (CAS). The Council has rejoined. This year there is no membership fee but CAS would welcome a voluntary donation. It was proposed by Mrs.Willetts seconded by Mr.Caryer, to unanimous approval, that £30 budgeted for this year's membership fee should be paid as a donation.

12.10 To make budget provision of £2,000 for the purchase and installation of a public access defibrillator in the centre of Grundisburgh After discussion Mrs.Willetts proposed seconded by Mr.Higgins that £2,000 should be set aside in the budget for the purchase and installing a defibrillator on the parish rooms front wall. Approved 11 members voting for the motion and 2 voting against. An application for a grant of £1,000 from District Councillors Locality budget will be made.

13. Highway Matters

13.1 Meeting Lane Verge The Clerk reported that the Highways Authority agree that kerbing is a more appropriate solution than bollards but recent costings are significantly higher than original estimates and work cannot proceed unless additional funding is found. The late County Councillor Peter Bellfield had agreed to make a contribution from his Locality budget and an application will be made to his successor.

13.2 Pot holes A repair gang had been working in Grundisburgh today but many pot holes, some adjacent to those which had been repaired, had been left. It is suspected that the workers were strictly following the criteria for repair set by the County Council which it was felt were far too stringent and, while suitable for urban areas, did not take into account rural situations. A survey of all the potholes which need repair will be made - photographs taken, and resubmitted to the County Council

14. Footpaths & Conservation Report

14.1 Community Orchard The Clerk had consulted the owner of land adjacent to Little Squeech who will not agree to the land being used for a community orchard.

Mrs.Grahn reported:

14.2 Public Footpaths A tree obstructing Footpath 18 on Top Field, Ipswich Road had been removed.

14.3 Sunday Walk Last Sundays walk had been to a visit to the woodland created by Mr & Mrs.Burch at Brook Farm. It was a very interesting tour crowned by tea and cakes.

14.4 Public Footpaths Sign. The damaged sign at the entrance to the Driftway on Lower Road has been reported to the Rights of Way Department.

14.5 Millennium Walk Signs These need replacing

14.6 Millennium Meadow Mr.Dunnett and his team of volunteers were congratulated on the appearance of the Meadow.

15. Planning Report Mrs.Willetts reported:

15.1 New applications

DC/16/1389/OUT Demolition of Existing Village Hall and Erection of Residential Development

At an Extraordinary Meeting of the Council held on the 21st April 2016 the Parish Council agreed to support this application but concerns were expressed by Parish Councillors and members of the public about the access to the two semidetached properties being close to the access with Post Mill Gardens and that the design of the dwellings should be in keeping with the bungalows and dormer bungalows adjacent to the site to avoid overlooking.

DC/16/1549/FUL New Garage. 13 Orchard End, Grundisburgh The Parish Council objects to the position of the garage so close to the front of this site. Orchard End is a long straight road. The proposed black cladded building with black tiled roof would be very prominent in the street scene, very poor design.

The Parish Council would have no objection if the proposed garage was turned threew 90degrees and built adjacent the dwelling.

15.2 Core Strategy of the Local Plan As reported at the Annual Parish Meeting the Core Strategy of the Local Plan was approved and adopted in September 2013 by the District Council. It provides the policies for the district to 2027. The Site Allocations and Area Specific Policies Proposed Submission Document has been published after going through two stages of consultation when the Parish Council was able and did object to some of the proposed changes to the Village envelope. Our objections have been understood by the District Council and the new document shows Grundisburgh's Physical Limits Boundary as it was in 2001 except for the inclusion of Ablitts Meadow and Top Field. . The Site Allocations and Area Specific Policies Proposed Submission Document is open for consultation till May 31st but Mrs.Willetts could see no reason for the Parish to make any further representation to the District Council.

16. To suggest a name for the new road on the Top Field/New Village Hall development

A list of names suggested by villagers had been previously circulated to members. Mr.Dunnett proposed seconded by Mr.Higgins that the Parish Council should suggest FELGATE WAY a name recommended by Mr.Keith Burch, after Nellie Felgate who taught infants at Grundisburgh School starting as a pupil teacher in the early 1890's till her retirement in the 1950's. Mr.Dunnett said that she was an archetypal village school teacher. He was in her class in 1942/3. The motion was approved 11 members voting for and 2 against.

17. To receive reports from Council representatives to village organisations

17.1 Playing Field The Annual General Meeting had been held on the 12th April

17.2 Village Hall Plans are being drawn up towards a detailed planning application and should be on display at a Public Meeting to be held on the 21st May. **AWAITING NOTES FROM DH**

18. Election of members to Committees It was proposed by Mr.Barnett, seconded by Mrs.Willetts, to unanimous approval that members should serve on the following committees

Planning	Messrs.G.Caryer, C.Doyle, D.Higgins, J.Lapsley, Mrs.Willetts
Finance	Messrs.S.Barnett, .D.Higgins, R.Youngman, Miss.V.Barker, Mrs.J.Bignell
Footpaths and the Environment	Messrs.J.Dunnett, G.Caryer, Mrs.Grahn
Roads & Transport	Messrs. P.Kendall, N,Wilcock, Mrs.J.Bignell

19. Appointment of representatives to Village Organisations It was proposed by Mr.Barnett seconded by Mrs.Willetts, to unanimous approval, that these posts should be filled as follows

Village Hall	Mr.G.Caryer,
Playing Field	Mr.G.Caryer, Mrs.Willetts
Grundisburgh Charities	Mrs.Bignell
SALC	Mr.S.Barnett
SAVID	Mr.P.Kendall

20. Parish Council appointments It was proposed by Mr.Barnett, seconded by Mrs.Willetts, to unanimous approval, that these appointments should be filled as follows

Internal Auditor	Mr.C.Grimwood
Councillor Internal Auditor	Mr.G.Caryer
Tree Warden	Vacancy Mr.Dunnett asked for it to be recorded that he resigned as Tree Warden in protest at the felling of trees bordering the Top Field building site. He was thanked for the many years devoted work he had dedicated to this role.
Millennium Meadow Warden	Mr.J.Dunnett

21. 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 raised:

- Naming of the new road on Top Field Many villagers had the wrong impression that the selection of a name was a voting procedure. Top Field was high on the list of suggested names but it was not the historic name of the field.
- Replacement Trees £30,000 had been allocated for tree planting on the new Village Hall site.

22. Any other business There was no other business to discuss.

23. Items for next meeting

- Provision of a Christmas Tree on the Village Green
- 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, July 11, September 12, November 14.