

Grundisburgh & Culpho Parish Council
Minutes of a Meeting of the Council held on Monday 14th November, 2016
in the Parish Rooms, Grundisburgh

NOTICES had been posted according with regulations.

Present: - Messrs.S.Barnett (in the Chair), G.Caryer, J.Dunnett, D.Higgins, P.Kendall, J.Lapsley, R.Youngman, Mrs.J.Bignell, Mrs.S.Grahn, Mrs.A.Willetts District Councillor A.Fryatt, County Councillor R.Vickery and 5 members of the public.

1. Apologies for absence Miss.V.Barker (illness)

2. Declarations of interest Mrs.Willetts declared an interest in St.Mary's Church

3. Minutes The minutes of a Meeting of the Council held on the 12th September, 2016 had been circulated and were therefore taken as read. It was proposed by Mrs.Willetts seconded by Mr.Higgins, to unanimous approval, that these minutes be signed by the Chairman as a true record.

4. Relocation of Grundisburgh Post Office Mrs.Willetts reported that there is no need to have any planning permission to move the Post Office to The Olde Forge Stores.

She completed the online Post Office questionnaire and in it asked for the Post Office to hold a public meeting in Grundisburgh.

She received a telephone call from Laura Tarling - Public Affairs Manager Post Office. She told her that the Post Office could not hold a meeting as they only had one bidder for the Post Office. That application will be approved or rejected by them.

Mrs.Willetts also included in her response to the Post Office the Highways comments on the extension that had been part of a planning application to provide first floor residential accommodation at the Olde Forge Stores.

She understood that the Post Office has now changed the basis on which Post Offices are now paid. They no longer receive a salary but are paid a commission on sales which means that most Post Offices now have to be in a retail outlet in order to get sufficient footfall to be viable.

Justin Denny is at the moment acting post master and his contract can be terminated at any time with only very short notice

5. Public Open Forum Mr.Barnett proposed seconded by Mrs.Bignell, 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:

- East Anglian Wind Farm Concern was expressed at the traffic implications for Grundisburgh and Culpho when trenching work commences. Very little information had recently been given. Mr.Lapsley said that local parishes were working together to minimise these issues and a transport plan should be published soon. He will investigate and report back to the council. Footpaths will only be closed for short periods when necessary.
- Post Office Residents are reluctant to make too much fuss in case this leads to the loss of the Post Office.
- Pot Holes A pothole on Pipes Corner will be reported.
- Parish Rooms Ford Bridge Footpath The footpath is in very poor condition and will be reported.
- Keir Group It is rumoured that its contract with Suffolk County Council is likely to be renewed
- Overgrown Hedges & Trees A poster asking residents to cut back overgrown hedges and trees had been posted in the parish notice boards but had little effect.
- Lyttleton Meadow The overgrown hedge on the Woodbridge Road had been reported.

6. County Councillor's Report County Councillor Robin Vickery reported that the Council will be voting on the Government's Devolution Proposals on the 23rd November. It was highly likely that Norfolk would vote against.

He has agreed to allocated funds from his Locality Budget to SAVID to purchase a SID.

There was no news to report of the restoration of the Meeting Lane Verge. Kerbing and re-seeding was the Parish Council's preferred option.

He was reminded of the lack of an effective hedge cutting programme.

7. District Councillor's Report District Councillor Tony Fryatt reported.

Move to new premises Suffolk Coastal will move to its new headquarters during November/early December. The building is located opposite Melton railway station and will be named "East Suffolk House".

Local Plan The final touches have now been made to the 2013 version of the District Council's Local Plan. It is hoped that the Inspector will endorse the Site Specific and Felixstowe Action plans by the end of the month. The process will start all over again with a target to publish a new version in 2019. The first step in this process is the "Call for Sites". The council needs to gather information on available land that would be large enough for five or more houses which owners would be willing to make available for development. It does not follow that planning consent will automatically be granted but it does give information about the availability of possible sites. The consultation has now been completed and the response has been encouraging.

Devolution There will be vote on the 21st November at Council and later at Cabinet as to whether the District is to support the devolution proposals for Norfolk and Suffolk.

Adastral Park Preliminary discussions have been held with CEG the developers of the main part of the site. The District Council have stressed the vital importance of meaningful consultation with the local communities and this has already started. The first planning application is expected early in the New Year.

Sizewell C The decision has been reached to develop the two new reactors at Sizewell. Stage 2 of the consultation will run between 23 November and 3 February 2017. A notice should have been received from EDF Energy advising of this and dates for public meetings.

New Housing Mr.Fryatt said that large developments were needed to justify expenditure on infrastructure. The target was now to build 9,000 houses over 20 years. Building Control work is open to private businesses.

Composting Bins Mr.Dunnett complained over the charges made for collecting trade waste from St.Mary's churchyard.

8. Defibrillator Has been purchased (see Item 9.5) and will be installed within the next two weeks. The system is fully automatic. This will be well publicised in the village. Thanks was expressed to District Councillor Tony Fryatt and County Councillor Robin Vickery for contributions from their Locality Budgets and the parish councillors who carried our research on this project.

9. Financial Matters

9.1 Application for grant Received from Citizens Advice, Red Cross, Disability Advice Service. These will be considered by the Finance Sub Committee at their Budget Meeting on the 17th January, 2017.

9.2 Letters of thanks Received from Lunch Club and, Lyttleton Club

9.3 Payments received since last meeting

Suffolk Coastal District Council	£8,500.00	Precept - second instalment
	£250.52	Council Tax Support Grant second instalment
Mr & Mrs.Kersey	£24.00	Allotment Rent
Mr.G.A.Bickers	£12.00	Allotment Rent
Mr.R.Herries	£12.00	Allotment Rent

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

Mrs.S.Cavanagh	£60.00	Grundisburgh Symphony Orchestra Score
Suffolk Coastal Norse Ltd	£53.35	Emptying St.Mary's wheeled bins
Mr.J.Dunnett	£12.96	Millennium Meadow - petrol for mower/hedge trimmer
Mr.R.Fletcher	£320.00	Village Green Grass Cutting July
Mr.B.R.Quinton	£47.50	Duck Food
Grundisburgh Village Hall	£20.00	Hall Hire - Extraordinary Meeting 4 August 2016
BDO	£120.00	Audit 2015/2016 fee
Mr.J.Ager	£515.20	Clerk's Salary August/September 2016
	£64.06	Clerk's Expenses August/September
	£25.42	Allotment water charges - 27/04/2016 - 04/08/2016
	£28.56	Envelopes & A4 paper
Royal British Legion	£80.00	Donation - Remembrance Wreaths

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

Signs Express	£129.60	Grundisburgh Ward Sign
Grundisburgh Baptist Church	£195.00	Grant for churchyard maintenance
HM Revenue & Customs	£193.20	Income Tax Pay 05/10/2016

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

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

Business Services at CAS Ltd	£282.23	Insurance 2016/2017
Mr.R.Fletcher	£400.00	Village Green Grass Cutting August/September
Lyttleton Club	£200.00	Grant - Annual Felixstowe Outing with Lunch Club
Mr.B.R.Quinton	£55.40	Duck Food
Imperative Training Limited	£1,731.60	Defibrillator
Voller & Dunnett	£158.00	Repairing, painting & making new door village hall notice board

9.6 Other payments requiring approval

Vertas	£255.80	Playing Field Grass Cutting 07/16 09/16
Ipswich Borough Council (Greenways)	£400.00	Donation cutting & removing grass from Millennium & Lyttleton Meadows 2015
Mr.J.Ager	£100.74	Dell Laser Printer Toner Cartridges
	£114.00	Christmas Tree Lights
	£515.20	Clerk's Salary October/November 2016
	£54.26	Clerk's Expenses October/November 2016
SALC	£27.00	Payroll Service
Suffolk Coastal Norse Ltd	£53.59	St.Mary's Churchyard - emptying 2 wheeled bins
Mr.R.Fletcher	£160.00	Village Green Grass Cutting October
Premier Sports & Turf Contractors	£420.00	Weed & feed playing field football pitch

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

A request from Mr.Dunnett that the annual payment to Greenways be increased to £500 for 2017 will be considered by Finance Sub Committee at its Budget Meeting on the 7th January ,2017.

9.7 Account Balances as at 14th November 2016

Business Tracker Account	£62.30
Current Account	£11,292.29
Post Office Investment account	£20,679.42
VAT to claim	£829.67
TOTAL	£32,863.68

9.8 Budget Report Attached.

10. Planning Report Mrs.Willetts reported:

10.1 Applications Refused by Suffolk Coastal District Council since the last Council meeting

DC/16/3282/FUL Laneside, Meeting Lane, Grundisburgh - Retrospective application Wood store/workshop, roof to accommodate photo-voltaic array.

10.2 Application withdrawn

DC/16/3127/FUL Forge Stores, The Green Grundisburgh.

Proposed Alterations and erection of first floor extension to provide one bedroom flat.

10.3 Applications approved by Suffolk Coastal District Council since the last Council Meeting

DC/14/3465/FUL Site: Land to The Rear Of Highbank and off, Alice Driver Road, Grundisburgh Erection of three detached dwellings and associated garages land rear of Highbank Grundisburgh. (revised scheme to DC/13/2609/FUL)

Condition 11 of the above PA was:- a detailed method of construction statement. This statement shall set out hours of construction/activity on site, the location of parking areas for construction vehicles and delivery hours for materials and equipment to the site before and during construction. Thereafter the approved construction statement shall be adhered to throughout the construction of the development. Reason: To reduce the potential impacts of noise pollution and additional vehicular movements in this area of Alice Driver Way during the construction phase of the development.

This has been complied with to the local planning authority's satisfaction.

DC/16/3155/CPL Old Bakery, The Green, Existing poor quality glazed lean-to extension to be demolished and replaced with a pitched roof extension of white painted brick and bi-fold doors opening into the garden..... All the proposed changes are to the rear of the property and are, improvements. Replacing a tatty (good planning speak) flat roofed lean-to with a brick built living space.

DC/16/3529/FUL Park House, Ipswich Road. Erection of children's play equipment in back garden. Play tower, slide, cargo net and 2 swings 3.36metres high.

DC/16/3438/FUL Hillview Woodbridge Road Replacement of existing flat roof with new monopitch roof. The drawings also confirm proposals to carry out other alteration works and conversion of the two dwellings into one dwelling (these works do not need planning permission)

DC/16/3731/DRC 4 Rose Hill Cottages, Rose Hill, Grundisburgh. The application of external wall insulation to the side and rear elevations of the property.

Discharge of condition 3 of application 15/2528/FUL detailing materials.

10.4 Applications received since last Council Meeting

DC/16/3971/FUL St Mary's Church, The Green, Single storey extension to St Mary's Church to provide toilets. Comments sent in support of the application.

DC/16/4181/FUL Green Bank North, Proposed Small Detached Summer House.

11. Roads & Transport Report. The Roads & Transport Committee had met on the 30th August. Minutes had been circulated to members and posted on the parish council's web site. Other issues raised...

- Parking Rose Hill and Williams Store Ford approach. The latter was to prevent vehicles for driving through the ford
- Grundisburgh Sign The missing "n" on the Grundisburgh Sign on Pipes Corner had been reported several times.
- Gull Lane Passing places have been requested.
- Meeting Lane/Lower Road Crossroads Vision is obscured and needs to be cleared
- Elm Tree Farm Lane & Wood Farm Lane & Gull Lane Road Signs Mr. Dunnett had made a request for street name signs for these lanes to be installed and that the Parish Council should pay for these if the District Council cannot. The request was considered by the Roads & Transport Committee who felt that as there are many other roads in Grundisburgh who do not have name plates this expense could not be justified. Culpho has no street name plates. The District Council web site quotes the cost of providing a set of two name plates as £405.
- Meeting Lane Verge Mr.Higgins pointed out that £1,500 had been allocated by the late County Councillor Peter Bellfield for installing kerbing on the stretch of worn verge.

12. Footpaths & Environment Report

12.1 Paul Finch 1944 - 2016 Paul unexpectedly died on the 25th October. For many years he was the village handyman and had a tremendous impact on the appearance on the village especially the benches in which he took a particular pride. It was agreed that a plaque be placed on the Pound Corner seat - the last seat he worked on - and that his widow should be paid for the uncharged work he had carried out for the Council before his death. .

Footpaths & Environment Report cont...

12.2 Verge Grass Cutting in Grundisburgh The Clerk wrote to the County Council on the 31st August asking if the parish council could take over the cutting of the grass employing a local contractor. This would make sure the grass would be cut when needed and would vastly improve the appearance of the village. The present interval between cuts is far too long. Would the County Council be willing to pay the Parish Council a grant to enable them to carry out this work ?

A reply was received on the 8th November stating that the County Council are currently working on a scheme to allow self help by communities. The scheme will be made available shortly but no definite timescale available at the moment, but it should be in place before grass cutting is normally carried out next year. It's not intended to offer any grant - it would be for the communities to undertake this work on an amenity basis.

12.3 Walks The Walk on Sunday 13th November was to Woodbridge. The Christmas Walk will take place from the Village Green 6.15pm to Hasketon on the 19th December.

13. Village Green Christmas Tree Mrs.Bignell reported that arrangements were well in hand. The tree will be erected on the 8th December. New lights had been purchased.

14. Proposed Memorial Seat for the late County Councillor Peter Bellfield

County Councillor Robin Vickery has offered to provide a memorial seat from his locality budget to be placed on the Village Green in Peter's memory. Alternate location New Village Hall.

The Chairman proposed seconded by Mr.Youngman that a Working Group comprising Messrs.Kendall & Dunnett and Mrs,Willetts should be formed to establish how the Parish Council should proceed with the two offers of seats offered to the Council in memory of Joanna Deacon and Peter Bellfield, particularly the inscriptions, and how the Parish Councils should deal with future requests. Approved 8 members voting for 2 members abstained.

15. To receive reports from Council representatives to other Organisations

15.1 Village Hall Mr.Caryer reported:

A meeting of the Village Hall management committee was held on 25th October. The main issues identified were as follows:

Old Hall

- Budget – finances remain more or less in balance but increasing maintenance costs and the increase in the national minimum wage will require a review of hire charges.
- Maintenance – basic hall maintenance will continue (currently scheduled are floor repairs, roof repairs and boiler service)
- Carpet Bowls – the storage of the carpet bowls system (purchased by the bowls club) may become a problem for some users.

New Hall Project

- The Architect is producing the technical design and has requested guidance from the management committee on a number of issues including kitchen design, stage area and landscaping.
- This design will be used to seek estimates on cost of construction
- Business Plan – the business plan is in preparation
- The list of possible Grant Providers has been updated
- A competition will be held to design a weather vane for the new hall.
- The Village Hall charitable trust could be updated to a “Charitable Incorporated Organisation”.

Future Meetings

- Committee Meeting 29th November.
- AGM 21st February 2017.

15.2 Playing Field Mr.Dunnett asked for the Pavilion roof and external woodwork to be examined as he feared both needed attention.

15.3 SALC The Chairman had attended a recent meeting of the Suffolk Coastal Area Meeting where several parish councils said that their complaints about developers breaching planning conditions had not been addressed. He gained the impression that the District Council preferred a small number of large sites to fulfil their housing target/

To receive reports from Council representatives to other Organisations cont...

15.4 Police The Chairman attended a public meeting attended by the Chief Constable and the Police & Crime Commissioner. The Chief Constable will try to make sure that a representative of the Police attend one Parish Council meeting every year. Regrettably this cannot be guaranteed to be the Annual Parish Meeting for all Councils as all fall within a short period of time.

16. Items for next meeting It was agreed that donated benches should be included in the agenda for the January meeting.

17 Any other business

- **Roads & Transport Committee** Another member is needed. Mr.Dunnnett volunteered.
- **Standing Orders** No substantive alterations were recommended by SALC
- **Financial Standing Orders** These will be reviewed by a Working Group comprising Messrs. Barnett, Caryer & Higgins.
- **Fireworks** Grundisburgh Scouts were congratulated on organising a spectacular Firework display on the 12th November on the Playing Field.

Dates for 2017 Council Meetings January 9, March 13, May 8, July 10, September 11, November 13. All meetings to be held in the Parish Rooms except for the July meeting which will be held in St.Botolphs Church, Culpho.

18. Public Open Forum Mr.Barnett proposed seconded by Mrs.Willetts, 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:

- **Litter** It was recommended that when new benches are installed it is made sure that there is a litter bin close by.
- **New Development Road Signs** These are paid for by the developer.
- **Remembrance Sunday** The Scouts and Guides did not parade at the service at St.Botolphs Church, Burgh because of road safety issues. An Explorer Scout laid wreaths on the graves of Douglas Rayfield and Eric Nunn in St.Mary's, Grundisburgh churchyard. The Clerk laid a wreath of Frank Lamberts grave in the World War 1 Field of Honour in Ipswich Old Cemetery.

19. Cooption of new members for Grundisburgh - closed session

Mr.Barnett proposed seconded by Mrs.Willetts, to unanimous approval, that Mrs.Mary Bean, be co-opted to the Parish Council as a member for Grundisburgh.