

Grundisburgh & Culpho Parish Council
Minutes of a Meeting of the Council held on Monday 9th January, 2017
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, Miss.V.Barker, Mrs.M.Bean, Mrs.J.Bignell, Mrs.S.Grahn, Mrs.A.Willetts. District Councillor A.Fryatt, County Councillor R.Vickery and 10 members of the public.

The Chairman welcomed Mrs.Bean to her first council meeting.

1. Apologies for absence All councillors attended.

2. Declarations of interest No interests were declared.

3. Minutes The minutes of a Meeting of the Council held on the 14th November, 2016 had been circulated and were therefore taken as read. Mr.Higgins requested that the following amendment be made to the minutes.

Item 6 County Councillors Report Mr. Vickery reported that £1,500 allocated by his predecessor, the late Peter Bellfield, towards the cost of repairing the Meeting Lane Verge was still available.

It was proposed by Mrs.Willetts seconded by Mr.Dunnett, to unanimous approval, that after amendment, these minutes be signed by the Chairman as a true record.

Matters arising

3.1 Lyttleton Meadow The hedge alongside Woodbridge Road had not been cut. The Clerk will investigate.

3.2 Tree Warden A Tree Warden needs to be appointed who does not necessarily have to be a Parish Councillor

3.3 Street Signs Mr.Dunnett asked for the decision not to provide street signs for Elm Tree Farm Lane, Wood Farm Lane and Gull Lane to be reconsidered.

4. Defibrillator Mrs.Willetts said that after the defibrillator had been installed she was approached by several people asking when training sessions will be held. An A & E Sister Lisa Barr, had spoken to several nurses and a paramedic who live in Grundisburgh who all thought that training was very important and would be willing to be involved.

Mrs.Willetts has been in touch with the suppliers of the defibrillator who are willing to loan a dummy for training purposes for a limited period.

The Parish Rooms had offered the use of the Rooms for training sessions free of charge.

Cavin Doyle carried out the electrical work free of charge. The Clerk will write a letter of thanks to him.

The entire cost of £1,443.00 has been met by grants from Locality Budgets. District Councillor Tony Fryatt has allocated £1,000 and County Councillor Robin Vickery £443.

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

Defibrillator The importance of training was stressed and the willingness of local health professionals to be involved. The equipment must be regularly checked, spare parts held, and the ambulance service and Grundisburgh Surgery informed that it has been installed. The public needed to be informed through Social Media, What's on in Grundisburgh News Group and the Grundisburgh & District News.

Mrs.Grahn agreed to act as coordinator.

6. Relocation of Grundisburgh Post Office Mrs.Willetts reported that she had received an Email from the owners of the Dog Inn who were very concerned about parking problems when the Post Office is relocated. They asked that the Parish Council arrange a meeting of all the people living and working close to the Stores to see if any measures can be taken to ease the situation. Bishop John Waine has agreed to chair the meeting.

7. County Councillor's Report Mr.Vickery said he was pleased to allocate £1,000 towards the cost of replacing the Parish Rooms Bridge and £443 towards the cost of the defibrillator from his locality budget. £1,500 is being reserved for the restoration of the Meeting Lane verge. A site meeting will be arranged with a Highways Officer. He is also allocating £500 for the cost of installing a bench in memory of the late Peter Bellfield. The repairing of pot holes and the cutting of hedges is a continuing problem

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

- East Suffolk House The Council has moved into its new home and held its first Cabinet meeting in the new building. This was the meeting in which the proposed changes to the charges for beach huts were discussed. As a result, the inaugural meeting was attended by over 160 members of the public!
- Budget Setting Much time has been spent setting the budget for 2017/2018. There are some important and challenging changes in funding for local councils which have to be taken into consideration.
- Sizewell C Following on from the round of public meetings for the Stage 2 proposals put forward by EDF Energy, the Council has been considering the feedback generated and are preparing its response. Wickham Market seemed to be the favoured location for a Park & Ride. The District Council are still pressing for a four village by-pass.
- The Community Infrastructure Levy (CIF) A percentage of the levy will be paid to Parish Councils.

9. Financial Matters

9.1 Applications for grants Received from Starlight, Freshstart, Horticultural Society. Trustees of the Parish Rooms. These will be considered by the Finance Sub Committee at their Budget Meeting on the 17th January.

9.2 Parish Rooms Bridge The bridge needs complete replacement as it was found not economical to repair. Estimated cost £3,300 plus VAT. District Councillor Tony Fryatt and County Councillor Robin Vickery have allocated £1,000 each from their Locality Budgets.

Doubts were expressed at the necessity of such an expensive repair and whether the bridge needed to carry vehicles; also were the owners of the Coach House liable for meeting part of the costs.

It was pointed out that the bridge was inspected to see whether a non slip surface could be applied when it was discovered that the wooden sleepers were rotten and unsafe. The inspection also revealed that the foundations were unsafe and had to be re-built. The bridge was immediately closed and has remained closed.

Several quotations for the work were received and a local contractor was chosen. One of the quotations received exceeded £8,000.

The road by the Parish Rooms is very busy and is likely to get even busier when the Post Office is relocated to the Olde Forge Stores. To restrict the bridge to pedestrians only would mean that vehicles parked on the Parish Rooms car park would have to reverse into busy fast moving traffic.

9.3 Letters of thanks Received from Greenways, Grundisburgh Baptist Church, Mrs.I.McIvor - Royal British Legion

9.4 Payments received since the previous meeting

Miss.V.Compton £12.00 Allotment Rent

Financial Matters cont...

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

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
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.Barnett seconded by Mrs.Bignell, 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

Grundisburgh Bowls Club	£275.93	Grant for the purchase of pavilion doors
Mrs.Sally Grahn	£62.40	Christmas Walk 19 December refreshments
Society of Local Council Clerks	£68.00	2017 Annual Subscription
Association of Local Council Clerks	£10.00	2017 Annual Subscription
Mrs.J.Bignell	£79.00	Christmas Tree
Mr.R.Fletcher	£169.00	Village Green Grass Cutting November/December

9.7 Other payments requiring approval

St.Botolphs PCC	£40.00	Hire of Church - 2 hiring's
Mr.J.Ager	£19.16	Allotment Water Charges
	£20.57	A4 paper & C5 envelopes
	£515.20	Clerk's Salary December 2016/January 2017
	£55.14	Clerk's Expenses 14/11/16-09/01/17
SALC	£26.40	Suffolk Cloud Website training - Clerk
R.J.Isbell & Sons (East Anglia) Ltd	£400.00	Allotment rent 2014,2015,2016 & 2017
HM Revenue & Customs	£128.80	Income Tax

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

Financial Matters cont...

9.8 Precept

Tax Base

1997/1998	539.93 band D equivalent	Precept £10,240 ÷ 539.93 = £18.96		
1998/1999	549.42 band D equivalents	Precept £10,240 ÷ 549.42 = £18.63		
1999/2000	559.90 band D equivalents	Precept £12,000 ÷ 559.90 = £21.43		
2000/2001	587.73 band D equivalents	Precept £12,000 ÷ 587.73 = £20.42		
2001/2002	606.20 band D equivalents	Precept £13,350 ÷ 606.20 = £22.02		
2002/2003	604.72 band D equivalents	Precept £14,000 ÷ 604.72 = £23.15		
2003/2004	615.74 band D equivalents	Precept £15,200 ÷ 615.74 = £24.68		
2004/2005	617.29 band D equivalents	Precept £15,200 ÷ 617.29 = £24.62		
2005/2006	617.16 band D equivalents	Precept £15,200 ÷ 617.16 = £24.63		
2006/2007	627.16 band D equivalents	Precept £15,650 ÷ 627.16 = £24.95		
2007/2008	635.15 band D equivalents	Precept £16,200 ÷ 635.15 = £25.50		
2008/2009	634.71 band D equivalents	Precept £16,600 ÷ 634.71 = £26.15		
2009/2010	638.43 band D equivalents	Precept £16,600 ÷ 638.43 = £26.00		
2010/2011	637.53 band D equivalents	Precept £16,600 ÷ 637.53 = £26.04		
2011/2012	631.77 band D equivalents	Precept £17,100 ÷ 631.77 = £27.06		
2012/2013	634.19 band D equivalents	Precept £17,100 ÷ 634.19 = £26.96	CTSG	Total
2013/2014	565.76 band D equivalents	Precept £15,553 ÷ 565.76 = £27.49	£1,847	£17,400
2014/2015	569.68 band D equivalents	Precept £16,100 ÷ 569.68 = £28.26	£1,389	£17,489
2015/2016	582.68 band D equivalents	Precept £16,600 ÷ 582.68 = £28.49	£882	£17,482
2016/2017	595.17 band D equivalents	Precept £17,000 ÷ 595.17 = £28.56	£501	£17,501
2017/2018	604.35 band D equivalents	Precept £17,500 ÷ 604.35 = £28.95	recommended	

The charge for each other bands is calculated by multiplying the Band D charge by the appropriate scaling factor i.e. Band A - 6/9 B 7/9 C 8/9 E 11/9 F 13/9 G 15/9 H 18/9

To maintain the same level of income as in 2016/2017 the 2017/2018 Precept would have to be increased by £500 to £17,500. This would increase a Band D annual charge by 39p, Before CTSG it had been the Parish Council's policy that it would be wise to annually increase the precept by small amounts to maintain the council's finances and to avoid the necessity of a large increase sometime in the future.

It was proposed by Mr.Kendall seconded by Mr.Dunnett, to unanimous approval, that the Parish Council should apply for a Precept of £17,500 for the 2017/2018 financial year. .

9.9 Account Balances as at 9th January, 2017

Business Tracker Account	£62.30
Current Account	£9,370.49
Post Office Investment account	£20,679.42
VAT to claim	<u>£897.34</u>
TOTAL	£31,009.55

9.10 Budget Report Attached.

9.11 The late Paul Finch The Finance Sub Committee will consider making an ex gratia payment to Mr.Finch's widow for the work he carried out on benches in Grundisburgh before his death.

10. Planning Report Mrs.Willetts reported:

10.1 Applications Approved by Suffolk Coastal District Council since the previous Parish Council Meeting
DC/16/4759/FUL 25 Stoney Road, Grundisburgh. Single and two storey, rear & side extensions to dwelling.
No comments sent

10.2 Applications received since the previous Parish Council Meeting
DC/16/4617/FUL Olde Forge Stores, The Green, Grundisburgh. Proposed alterations and erection of first floor extension to provide one bedroom flat over shop. Resubmission of previously approved application C07/1476/FUL DC/16/4617/FUL Forge Stores, The Green Grundisburgh.
Proposed Alterations and Erection of first floor extension to provide one bedroom flat over shop.

The Parish Council objected. In response to consultation on DC/16/3127/FUL, which was withdrawn by the applicant the County Council, as Highway Authority, recommended 'that the current application should be refused for the following reasons:

Following a site investigation, the visibility splays from the driveway is substandard in both directions and there is no evidence to suggest that safe and suitable access can be achieved by all (National Planning Policy Framework para.32). highway safety concern is heightened by the lack of turning facilities for parked vehicles.'

The current application has not addressed any of the above concerns - they have been ignored. No vehicle parking details are submitted for this application.

DC/16/4611/FUL Farrows End, 15 Playford Road Corner, Culpho. The removal of an existing pre fabricated garage, to be replaced with a single height garage/workshop. Also a single height extension on the main body of the dwelling to north and east.

The Parish Council objected to this application and when told on the 3rd January that an Officer had mind to approve and did the Parish Council want to have the application referred to the committee chair Mrs.Willetts agreed and the Clerk sent off the following comments:

In The Suffolk Coastal District Local Plan 2016 DM21 - Design: Aesthetics states that- Proposals that comprise poor visual design, or otherwise seriously detract from the character of their surroundings will not be permitted. Proposals should relate well to the scale and character of their surroundings, particularly in terms of their siting, height, massing and form.

The Parish Council objects to the proposed flat roofed extension to this semidetached property which has already been extensively extended. This property is in the countryside and the proposal should be refused on the grounds of poor design totally out of keeping with its setting.

DC/16/4854/FUL Land South of 24 Pound Cottages, Ipswich Road, Grundisburgh. Erection of a single detached dwelling and a double carport.

The Parish Council objected to this proposal as the site is outside the physical limits boundary of Grundisburgh. The ribbon development along Park Road was included as an extension to the physical limits boundary in Site Allocations and Area Specific Policies Development Plan Consultation Document October 2015. The parish council objected to the inclusion on the grounds of

Grundisburgh has a nil housing allocation 2010 – 2027. 21 properties have already been built or have been granted planning permission since 2010 with another 24 awaiting a legal agreement S106. This suggests that Grundisburgh has already exceeded the number of new properties/people that can be assimilated into the village. This would consolidate the ribbon development along this narrow road. It is the open aspect and number of trees in this area that makes such a gentle buffer between the countryside and the built up area of the village.

The Parish Council therefore, considers it unreasonable to extend the existing physical limits boundary of the village.

In the final Site Allocations and Area Specific Policies 2016 this area was excluded from the physical limits boundary for Grundisburgh giving the impression that the parish council reasoning had been sound.

To have any residential development on this site would immediately put valuable trees at risk. The mature English oak tree on the front corner of the site is a village land mark. It was agreed to ask the local authority to place a Tree Preservation Order on this very valuable village asset/landmark

DC/16/1389/OUT Grundisburgh Village Hall. Ipswich Road, Grundisburgh. Demolition of Existing Village Hall and erection of 2 chalet style bungalows. No comments sent

DC/16/4930/FUL 38 Post Mill Gardens. Proposed single storey extension to front and rear. Demolition of existing rear conservatory and veranda. No comments sent

Planning Report cont...

DC/16/4825/FUL Fern Cottage, Lower Road, Grundisburgh. Two storey extension to existing dwelling and internal alterations.

DC/16/5125/VOC Variation of condition 2 and Removal of condition 3 of Planning Consent

DC/15/2912/FUL

The Old House, Half Moon Lane, Grundisburgh.

The application site lies partially within and partially outside the physical limits boundary of Grundisburgh. The Old House is within the physical limits boundary the proposed dwelling outside in open countryside.

It is important to the Parish Council that the restoration should be completed before work starts on any new property.

The Parish Council objects to the design of the proposed dwelling. It has the character of a light industrial unit that is wholly out of keeping with the immediate setting. The choice of materials for its construction significantly contributes to the forming of this opinion. The northern elevation facing Half Moon Lane and the rear of Brunings Cottage including the roof materials is proposed to be grey corrugated fibre cement boarding and quartz zinc cladding. The southern elevation facing open countryside is proposed to be black corrugated zinc and quartz zinc cladding. It is the industrial appearance of the proposed dwelling which would be out of character with this rural edge of settlement location. In The Suffolk Coastal District Local Plan 2016 DM21 - Design: Aesthetics states that - Proposals that comprise poor visual design, or otherwise seriously detract from the character of their surroundings will not be permitted. Proposals should relate well to the scale and character of their surroundings, particularly in terms of their siting, height, massing and form.

The Parish Council considers that the industrial nature of the proposed dwelling is totally out of character with the group of historic buildings in the adjacent conservation area.

10.3 East Anglian ONE Offshore Wind Farm Mr.Lapsley reported that work will start very soon on the Bawdsey - Bramford trenching route which will cause major disruption as public roads will be used to deliver equipment. He will obtain a copy of the Traffic Management Plan. It is expected that significant numbers of heavy lorries will travel through Grundisburgh.

11. Roads & Transport Report No report

12. Footpaths & Environment Report Mrs.Grahn reported that 22 villagers took part in the Christmas Walk to Hasketon the 19th December. A litter pick will take place during the March Walk.

The Clerk will investigate the designing and production of markers for the Millennium Walk. He will also contact the District Council regarding Mr.Dunnett's proposal for a Management Plan for Lyttleton Meadow. .

13. Village Green Christmas Tree Mrs.Bignell was thanked for arranging the erection of a Christmas Tree on the Village Green. She thanked Richard Garnham, Iain Langdon, Clive Willetts and Cavin Doyle who all gave considerable help in installing the tree.

14. Village Benches - report from working group Mr.Kendall reported that a meeting of the working group, appointed at the previous meeting, had been held on the 8th December attended by himself John Dunnett and Ann Willetts.

First item was a discussion on the inscription the "Deacon bench" followed by considering a memorial bench to the late Peter Bellfield and wondering whether this should be the only new bench on the Green. The group felt that any inscriptions on all new benches should be simply: "In loving memory of...", together with dates.

The costs of maintenance has until now been rather overlooked. Whenever a new bench is considered there will also be need for a plinth and a path to avoid unnecessary wear and tear on turf. The material used in the construction of a bench is made in terms of its likely repair costs over a period of time should be considered. A bench made of a composite material had been installed on the Green but it was felt that this was not aesthetically attractive. This bench has now been moved to Ablitts Meadow.

Village Benches - report from working group cont...

The Green is quite modest by Suffolk village standards, and there is a danger of cluttering if too many additional benches are placed on it. The new village hall field might be a suitable place for new benches. If they were placed around the perimeter of the field there would be room for at least six benches; these would need a path and some hard standing which might be paid for by money allocated for landscaping on the project. The landscaping money could also be perhaps used for maintenance; picnic benches might also provide additional seating for village use.

The group agreed that the proposal for a bench commemorating Phemie Shotton could be answered by suggesting either that the family could wait for a while until the new village hall project is completed, or take up a site which may be negotiated with Richard Burch (Maltings Lane).

It was agreed that the most appropriate timber for new benches would be oak which could with good maintenance these last 20-25 years. The bench on Chapel Green was erected in 1938.

The group made the following recommendations which were accepted:

- People who make proposals for new benches should be asked to wait for the completion of the new village hall.
- They could be asked to contribute a relatively small amount (for example 20% of the proposed cost) to be set aside for maintenance. Voller and Dunnett to be asked to estimate a suitable maintenance programme which might be turned into a long-term contract;
- No more benches should be placed on the Village Green for the reasons discussed above, but that the new village hall site should be considered;
- The Maltings Lane site (subject to Mr.Burch's approval) for the Shotton bench, and Lyttleton Meadow for the Bellfield bench.
- All new bench inscriptions should be limited to: "In loving memory of"... together with dates.

Mr.Dunnett agreed to survey existing benches in the village, noting their current condition and their likely future cost of maintenance so that these figures might be included in future estimates of costs for the Parish Council.

15. To receive reports from Council representatives to other Organisations

15.1 Village Hall Mr.Caryer reported that the architects full spec for the new hall is going out to tender. A Business Plan is being prepared. There have been several expressions of interest in purchasing the old village hall site. On Saturday 14th January a demonstration of modular staging will be held in the Village Hall.

15.2 Sizewell "C" The Chairman and Mr.Lapsley had attending a meeting but there few issues that affected Grundisburgh and Culpho other than traffic concerns.

15.3 SALC The Chairman had attended a poorly attended Suffolk Coastal Area. Meeting

16. 2017 Annual Parish Meeting

A provisional date of Tuesday 2nd May was agreed. Councillors were asked to submit ideas for the meeting's agenda which included the following.

An exhibition of Christmas Cards original art work by Carrie Herries for East Anglia's Children's Hospices and art work for Christmas Cards produced by Grundisburgh Primary School for the Gurdon Trust's distribution of Christmas Gifts. Mr.Kendall's "Year in Pictures" presentation should be "top of the bill

17. Items for next meeting

Defibrillator update, Annual Parish Meeting, Appointment of a Tree Warden, Finance Standing Orders

18 Any other business

- Village Hall The Annual General Meeting will be held on the 21st February
- Bus Service Complaints were made about the unreliable service. It was stressed that formal complaints giving full details should be sent to the Clerk who will forward them to the County Council.
- New Village Hall Hedges had been removed and changes had been made to the landscaping plan. It was pointed out that the District Council had no obligation to inform Parish Council of minor changes.
- B1079 Road Works No roadside notification had been made of the current closure of sections of the B1079
- Dates for 2017 Council Meetings 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.

19. 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 issues were raised:

- Playing Field There has been a recent spate of vandalism on the playingfield with barrier locks broken and vehicles being driven on the field.
- Sizewell "C" Wickham Market seemed to be the favoured location for a park & ride.
- East Anglian Wind Farm trenching Work was expected to start in March with up to 40 lorries a day travelling on local roads. It was suggested that verges should be photographed which could be used as evidence if they are later damaged.

20. Cooption of new member for Grundisburgh - closed session No applications had been received.

Action Summary

3. Roads & Transport Committee
- 3.1 Clerk
- 3.2 Clerk
- 3.3 Roads & Transport Committee
4. Mrs.Grahn
5. Mrs.Grahn
6. Mrs.Willetts
- 9.1 Finance Sub Committee
- 9.2 Finance Sub Committee
- 9.11 Finance Sub Committee
- 10.3 Mr.Lapsley
- 12 Clerk
- 14 Benches Working Group, Clerk
- 16 All councillors
17. Clerk