

Grundisburgh & Culpho Parish Council
Minutes of a Meeting of the Council held on Monday 13th March, 2017
in the Parish Rooms, Grundisburgh

NOTICES had been posted according with regulations.

Present: - Messrs.S. Barnett (in the Chair), G. Caryer, J. Dunnett, P. Kendall, J. Lapsley, R. Youngman, Miss.V. Barker, Mrs.M. Bean, Mrs.J. Bignell, Mrs.S. Grahn, District Councillor A. Fryatt, County Councillor R. Vickery and 4 members of the public.

1. Apologies for absence Mrs.A.Willetts (holiday), Mr Higgins

2. Declarations of interest No interests were declared.

3. Minutes The minutes of a Meeting of the Council held on the 9th January, 2017 had been circulated and were therefore taken as read. It was proposed by Mr. Caryer seconded by Mr. Kendall to unanimous approval, that these minutes be signed by the Chairman as a true record There were no matters arising.

4. Public Open Forum

Mrs.Bignell proposed seconded by Mr. Caryer, to unanimous approval, that the formal meeting be temporarily suspended and members of the public invited to address the meeting. The following issue were raised:

- No decision has been made by the District Council in respect of a planning application for the Old Forge Stores alterations and erection of first floor extension to provide one bedroom flat over the shop.

5. Relocation of Grundisburgh Post Office It has been suggested that the ownership of the Village Green telephone kiosk could be transferred to the Parish Council and used as an information centre as has been done in other villages. The loss of advertising space on the Post Office window will be however mitigated by the provision of an information centre in Williams Stores. It was agreed that this should be welcomed and encouraged.

It was agreed that a letter should be sent to the new owners of the Olde Forge Stores congratulating them on the improvements they have made to the Stores and the accommodation of the Post Office.

The Roads & Transport Sub Committee will investigate the condition of the Olde Forge Store forecourt and whether the council could assist in its maintenance.

6. East Anglia ONE project traffic management plan Mr.Lapsley reported.

Playford, Little and Great Bealings and Grundisburgh & Culpho Parish Councils had formed an alliance and were talking to the County Council's Head of Infrastructure to monitor the plan's progress which had now been published. The pipeline corridor does not pass through Grundisburgh or Culpho. However, the works traffic to the temporary equipment storage site on Playford Mount will be routed through Grundisburgh and Culpho. A traffic management plan is being prepared and indicate that the maximum number of works vehicles traveling the route will be 58 in one day and a maximum of 4 per hour in the morning and 7 per hour in the afternoon. There will be gaps in the works traffic flow to take account of local school bus timetables. Routing through Grundisburgh will be subject to 'slot' times to manage the flow of traffic.

A Temporary Traffic Order was issued for passing place improvements and installation of signage for works on the C323 and C324. These were scheduled to take place between the 28th February and 6th April.. These works will now not go ahead as planned because of the need to complete the County Council road works near the entrance to Grundisburgh Hall which is scheduled for 22nd March and will take 3 days.

The next stage of the East Anglia ONE project will be to carry out archaeology surveys on targeted areas. In some cases, temporary access tracks will be built to allow access. After the surveys have been completed, the work will start on the trenches along the corridor and the temporary storage areas.

7. Ipswich Northern Bypass No new information had been forthcoming since the previous meeting.

8. County Councillor's Report County Councillor Robin Vickery reported:

- Finance The County Council has approved its 2017/2018 budget. There had been no change for several years in its proportion of Council Tax but an increase of 3% will produce £8m to enable the National Living Wage to be paid to carers.
- Roads £10m increase to be spent on road surfacing work (in answer to a question he said that road markings are only replaced on roads that are being resurfaced)
- Fire Services Cuts to some of the Fire Service are going ahead. That means changes to some services in Suffolk. A large % of hoax calls is worrying. The accommodating of fire, police and ambulance services under one roof has been successful.
- Education Steady improvement is being made – going the right way.
- Broad Band The 1st Phase target of 90% coverage has been achieved with a higher than average 35% take up. The second phase aims at 96%, up from 95% following the higher than expected take-up and so increased funds. The remaining 4% comprises small and remote communities.
- Locality Budget All available funds for the current financial year had been allocated.
- Meeting Lane Verge A site meeting will be held with a Highways Officer and members of the Roads & Transport Committee.

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

- Sizewell C Stage 2 Consultation The Consultation period has ended and the District Council has submitted its response.
- Local Plan Review 2019 Mr.Fryatt will be seeking volunteers from Parish Councils' in April or May to scrutinise the review.
- Building Houses White Paper The governments white paper proposes many changes to reduce the housing shortage e.g. new building methods, local schemes, and to discourage land banks.
- Council Tax The Council Tax for 2017/2018 has been agreed with an increase of 3.25%
- Deben Leisure Centre The Leisure Centre is now scheduled to close for redevelopment in September this year and should be completed by the Summer of 2018 – approximately 10 months' work.
- Community Enabling Grants The grants for 2016/2017 have now been made. £1,100 was awarded to the Parish Council to purchase a defibrillator and £1,000 to the Early Learning Centre Playgroup to renew and replace outdated toys and educational equipment.

10. Defibrillator update Mrs.Grahn reported:

20 villagers had attended training sessions and 16 had passed a certified course. The Defibrillator is now to be registered with the Ambulance Service and Contact Details placed within the box. The Gurdon Trust has awarded a grant up to £200 towards the cost of training.

11. Financial Matters

11.1 Budget 2017/2018 The minutes of a Meeting of the Finance Sub Committee held on the 17th January, 2017 containing the Committee's recommendations and a proposed 2017/2018 budget had been circulated to all Councillors prior to the meeting. It was proposed by Miss.Barker seconded by Mrs.Bignell to unanimous approval of those present at that meeting, that the minutes be signed by the Chairman as a true record. The Committees proposed that the Clerk's Salary and expenses, annual grants to Churches, Chapel and Youth Club, Charities etc. should remain unchanged from the previous financial year.

Mr. Barnett proposed seconded by Mrs.Bignell, to unanimous approval, that the Finance Committee's budget recommendations for the 2017/2018 financial year be approved - attached.

11.2 Payments received since the previous meeting

Suffolk County Council	£443.00	Locality Grant - Defibrillator
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Financial Matters cont...

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

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
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 Mr.Barnett seconded by Mr.Youngman, to unanimous approval, that these payments be ratified.

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

M Cavanagh	£65.00	Music Stands Grundisburgh Symphony Orchestra
Vertas Group Ltd	£255.80	Playingfield Grass Cutting 10/16 - 12/16
Mr.J.Ager	£344.66	Deacon Memorial Bench
	£18.22	Allotment Water Charges
Mrs.P.Finch	£180.74	Refurbish Benches
Mr.A.Billings	£120.00	Deacon Memorial Bench – wood treatment & carving Inscription
Mrs.S.Grahn	£36.00	Millennium Walk Markers

11.5 Other payments requiring approval

Mr.J.Ager	£443.00	Clerk's Salary February/March 2017
	£64.84	Clerk's Expenses February/March 2017
	£577.00	Office Allowance 2016/2017
	£13.98	Stationery
HM Revenue & Customs	£375.20	Income Tax (pay 1 st April)
1st Grundisburgh Scouts	£300.00	Bus Shelter & Phone Box Cleaning 2016/2017
Vertas Group Limited	£255.80	Playing Field Grass Cutting 01/17 – 03/17
Suffolk Coastal Norse Ltd	£63.98	Dog waste bags
Mrs.C.P.Hall	£268.00	Defibrillator Training

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

11.6 Account Balances

Business Tracker Account	£62.30
Current Account	£6,959.71
Post Office Investment account	£20,803.67
VAT to claim	<u>£1,081.20</u>
TOTAL	£28,906.88

11.7 Budget Report attached

12. Planning Report Mrs. Willetts supplied the following report before she departed for her holiday in New Zealand.

12.1 Applications Approved by Suffolk Coastal District Council since the last Parish Council Meeting

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

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

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

DC/16/4759/FUL 25 Stoney Road Grundisburgh Single and two storey, rear & side extensions to dwelling

DC/16/5125/VOC The Old House, Half Moon Lane, Grundisburgh.

Variation of condition 2 and Removal of condition 3 of Planning Consent DC/15/2912/FUL

The 3rd condition of the approval states that *The hereby approved new dwelling shall not be occupied until the Old House is fit for human habitation. In order to be considered fit for human habitation, the dwelling will need to be water and weather tight in accordance with the details approved under DC/16/5205/DRC, be connected to utility services (water supply, electricity and foul drainage as a minimum), and have a central heating system installed. Reason: To ensure the Non-Designated Heritage Asset (the Old House) is safeguarded for the future. The Local Planning Authority would not grant consent for the new dwelling, except as a mechanism to ensure the retention and safeguarding of the Old House.*

12.2 Applications received since last Parish Council Meeting

DC/17/0242/FUL 41 Stoney Road Construction of a two-storey rear extension. No comments sent

DC/17/0227/LBC Stanaway Farmhouse Charity Lane Grundisburgh Suffolk

Listed Building Consent - Internal re-ordering scheme and repair works. Including the conversion of the existing outbuilding to a single-storey structure with new residential accommodation, a new glazed link to the outbuilding and demolition of an existing garage, which is to be replaced with a 2-bay cart lodge. No comments sent as this was a very detailed restoration of the listed building.

DC/17/0209/PN3 The Barn, Rookery Farm Otley Road. Conversion of existing agricultural barn to a new dwelling.

DC/17/0460/LBC & DC/0459/FUL The Granary, Rookery Farm Otley Road Grundisburgh Conversion and Extension of existing Granary Building to form 1 new dwelling. (*this building formed part of a previously approved application 16/0845/FUL Removal of single story side and rear extensions to be replaced with single and two storey extensions and alterations to Rookery Farmhouse. Conversion of Rookery Farm Barn into two dwellings. Conversion of Granary building into a holiday let unit*)

DC/17/0562/FUL 10 Thompson Close, Grundisburgh. Garage conversion – not linked to house.

12.3 Still no decision on the following applications

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 to the above application. Mrs. Willetts spoke with the officer dealing with this application on Monday 20th Feb. He told her that he would be getting in touch with the agent, to tell him that the application as it stands would be rejected. This would give the agent an opportunity to withdraw the application and redesign the extension to be acceptable within the conservation area. The applicant has used the argument that to be viable the shop needs living accommodation. The officer seems to agree. I pointed out that was the argument in 2007 when permission was granted no development took place, we still have the shop, now very much improved.

Planning Report Applications received since last Parish Council Meeting cont...

DC/16/1389/OUT Grundisburgh Village Hall, Ipswich Road, Grundisburgh. Demolition of Existing Village Hall and erection of 2 chalet style bungalows.

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 application.

13. Roads & Transport Report

13.1 Gull Farm Culvert, Gull Lane, Grundisburgh A recent inspection undertaken by Suffolk Highways identified that it requires major repairs. These are programmed to begin on the 24th April 2017 and last 3-4 weeks. The road will be closed to vehicles and pedestrians at the culvert for the duration of the works.

13.2 Half Moon Lane, Grundisburgh Complaints have been received from Half Moon Lane residents, concerning posts erected in the verge by the owners of Laneside.

The East Area Highways Manager was informed and reported that unusually historic maps show the boundary of this plot of land to be coincident with the edge of the carriageway alongside Half Moon Lane. There are no other records within the Suffolk Highways archive showing the existence of a highway verge at this location. Having looked at this on Google Streetview it appears a low hedge had existed in 2013 prior to the development of the plot and the face of the hedge at that time was very close to the carriageway edge.

Is it possible that at some time in the past there had been no boundary feature between the land and the lane and that a grass margin had been used by pedestrians.

Without any further evidence, it will be difficult to assert that these posts have been erected within the public highway. Otherwise the cooperation from the landowner would be needed in removing the posts on the basis that there is a risk of damage to vehicles using the lane. However, the owner of Laneside has resisted past attempts by neighbours to remove or re-site the posts.

13.3 Stoney Road The Clerk asked for photographic evidence that can be used in reporting the poor condition of the road surface and areas which are constantly flooding.

14. Footpaths & Environment Report Mrs.Grahn reported:

- Appointment of Village Handyman This position will be advertised. A job description is needed
- Millennium Walk Markers New markers have been purchased.
- Village Spring Clean On Sunday 12th March the organised walk was combined with a little pick. 16 villagers took part. Mrs.Grahn asked, and it was agreed, that a £20 donation from the District Council should be spent on litter pickers
- Lyttleton Meadow – Management Plan Compiled by Mr.Dunnnett and submitted to the District Council on the 30th January, 2017
 - * The hedge along Woodbridge Road (B1079) needs to be trimmed each year in December/January.
 - * The other boundaries need to be trimmed back at least every third year in December January.
 - * The growth around the pond needs coppicing every 5th year in the winter.
 - * The pond needs de-silting at least every 8 years. It is currently choked with weed growth and should be de-silted in 2017
- Village Green A very large tree near the bus shelter fell across the bridge on the 12th February causing severe damage to the rails and blocking the footpath. It appears that the owner of the Coach House made arrangements for the tree to be removed the following day. Cuttings from the tree need to be removed. Mr. Martin has replaced the rails.
- Millennium Meadow Mr. Dunnnett reported that the Meadow was celebrating its 20th year. He thanked Messrs.Caryer and Franklin for their continuing help. More help would be most welcome. He encouraged councillors to visit the Meadow.

15. Village Benches - report from working group The Group had no further news to report.

16. Reports from Council representatives to other Organisations

16.1 Village Hall Mr.Caryer reported:

The Village Hall Management Committee AGM was held on 21st February. 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 an increase in hire charges. Management Committee Officers were re-elected.

New Hall Project A progress report was circulated.

A drop-in day has been arranged for 25th March, 10.00am – 4.00pm to update villagers on progress towards the new village hall.

Update on new village hall: report to the Management Committee for the AGM 21st February 2017

Current situation

The basic hall design was granted planning permission last year i.e. floor plan and site plan.

The architect has now nearly completed the task of turning these plans into technical drawings which will be used for tender documents.

Engineering service providers have been appointed:

- structural engineer to design the foundations,
- M & E engineering to design building services installations,
- civil engineer to design foul and surface water drainage including hard landscaping e.g. car park and footpaths,
- building control surveyor to vet plans, consult with Fire Officer, issue approval notice, and on completion
- issue completion certificate,
- acoustic specialist to assess and advise.

There are now three construction systems to choose from:

- Traditional brick/block
- Traditional timber frame
- Timber building constructed off-site.

Timber Works Europe, a specialist in timber frame buildings, has prepared a quotation as the single main contractor. The building would be designed and constructed off-site, delivered in sections, and erected in an estimated 15 working days as a weather proof building.

Their construction methods result in very high insulation levels, low heat loss and much lower than average running costs. Air source heat pump installation and underfloor heating are included in their quote.

The Steering Group will meet soon and provide their recommendations on construction system to the Management Committee.

Our quantity surveyor is now completing an estimate of costs for the rest of the project e.g. groundwork, hard landscaping etc.

Mr. Kendall will then have the requisite information (with additional items from the VHMC and others) to complete the business plan.

The Management Committee will ensure that weeds will be kept under control on the site during the period before the construction of the new hall begins.

Reports from Council representatives to other Organisations cont...

16.2 Playing Field Report Mr. Caryer reported:

A meeting of the Playing Field Management Committee was held on 16th January. As a result of a regular (five year) electrical safety check 43 items were identified of which 24 required remedial action at a cost of approximately £750 plus vat.

Future Meetings

Committee Meeting 20th March.

AGM 11th April at 7.30 in the Pavilion.

17. 2017 Annual Parish Meeting The Clerk reported:

- Invitation, Annual Report. Agenda & Summary of Accounts are nearly complete.
- Mailing/Distribution - most will be delivered by council members - Culpho residents and some residents living in locations considered too dangerous to be delivered by hand will be posted.
- Reports: St. Mary's Church, St.Botolphs Church, Chapel, Scouts, Lunch Club, Football Club, New Village Hall
- Grundisburgh News Slide Show of 2016/2017 photos - Peter Kendall
- Buffet Supper arrangements - Grange Farm Shop will provide food and drink, GADS glasses. Helpers on the night will be needed. .

18. Items for next meeting

Condition of Village Green It was commented that the grass is in poor condition which could be caused by the increased duck population and excessive weed control.

19. Any other business

Dates for 2017 Council Meetings 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. Annual Parish Meeting 2nd May

20. Public Open Forum

Mr.Kendall 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:

- Annual Parish Meeting Mrs P.Ross gave her apologies
- Village Green Bus Shelter Could a seat be provided ?
- Lower Road The present sign warning drivers that the road was unsuitable for heavy vehicles was ineffective in deterring HGV drivers. Could a sign banning such vehicles be erected ?

21. Co-option of new member for Grundisburgh

Mr.Barnett proposed by seconded by Mr.Lapsley to unanimous approval, that the meeting should proceed in closed session and that members of the public be excluded.

Mr. Dunnett proposed seconded by Mr. Kendall, to unanimous approval that Mr. Charles Burch should be co-opted to the Parish Council as member for Grundisburgh.

Appointment of Tree Warden It was agreed that the Clerk should ask the District Council to provide a job description.

Action Summary

5. Roads & Transport Committee/Chairman
9. Planning Committee - Local Plan Review
- 13.3 All
14. Clerk
17. Clerk
18. Clerk
20. Clerk
21. Chairman/Clerk