

**Grundisburgh & Culpho Parish Council**  
**Minutes of a meeting of the Council held on Monday 11<sup>th</sup> September, 2017**  
**in the Parish Rooms, Grundisburgh**

NOTICES had been posted according with regulations.

Present: - Messrs.G.Caryer, S.Barnett, C.Burch, 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 7 members of the public.

**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 10<sup>th</sup> July, 2017 had been circulated and were therefore taken as read. It was proposed by Mrs.Willetts seconded by Mr.Caryer, to unanimous approval, that these minutes be signed by the Chairman as a true record

*Matters arising*

**3.1 Dangerous Dogs** The Clerk reported that he had been informed that the dog responsible for the attack on Mr.Bridges, reported at the previous meeting, had been removed from the village.

**3.2 Conflict of interest** Mr.Dunnett asked whether any further information had been received concerning the apparent conflict of interest in the District Council's sale of the Melton Hill site being dependent on the Council's approval of the plans for the its development. No information had been received. A newspaper cutting supplied by Mr.Dunnett is appended to these minutes – Appendix "A"

**4. Public Open Forum** Mr. Barnett 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 issues were raised:

- **Road Safety** Several accidents and near misses were reported at the Village Green crossroads and Basket Makers Corner. The Roads & Transport Committee will examine these at its next meetings to investigate whether any additional safety measures can be installed at these locations.
- **Playing Field** Several instances were reported of dogs being let loose in the children's play area and on the field. The Playing Field Management Committee have been informed. More prominent warning signs were advocated.
- **Olde Forge Stores forecourt** The deteriorating condition of the forecourt will be monitored.

**5. County Councillor's Report** County Councillor Robin Vickery reported:

**Highways** Changes have been made in the Highways Department. Redundancies and retirements have reduced overall staff numbers. The department will be managed from three locations. Grundisburgh and Culpho will be managed from the Ipswich centre. Saxmundham depot has been closed.

He was reminded of ongoing highway problems in the area

- Safety concerns at Basketmakers Corner and Village Green crossroads.
- Overgrown hedges obscuring road signs and narrowing the highway causing considerable danger to cyclists.
- Potential problems caused by the Wind Farm HGV trenching traffic travelling through the villages.
- Meeting Lane – no progress has been made in restoring the damaged verge.

**CEO** Deborah Cadman has left to take up an appointment with the West Midlands Combined Authority. The process for finding her successor has commenced.

**6. District Councillor's Report** District Councillor Tony Fryatt reported:

Local Plan Review – Issues and Options Consultation

Mr.Fryatt said that this was the opportunity for communities to submit their views on issues such as

Are Physical Limits needed ? Should there be more flexibility in building outside Physical limits ?

Across the country, there is a serious shortage of decent, affordable housing and the average cost of housing is rising all the time. It is important that delivery of housing across this district matches the need of communities by building more homes that people want to live in, in places people want to live.

The Issues and Options consultation document:

- considers the need for further growth in the area and where it should take place
- poses questions on a variety of topics such as Community Facilities, Heritage, Tourism and Landscape
- includes a large number of sites which have been put forward to the Council as “potential land for development” including housing, employment and other uses
  - These sites have been submitted by landowners, developers and other interested stakeholders
  - At this early stage all the sites received have been published as part of this consultation, regardless of known constraints, for transparency and openness
  - Far more sites have been put forward than are needed
  - These sites currently have no formal planning status
  - All sites will be thoroughly assessed and the numbers reduced as the Local Plan progresses through future rounds of public consultation.

Public consultation and engagement is an important part of the Local Plan process and throughout the consultation period a series of drop in sessions have been arranged. These sessions are open to anybody who wishes to find out more about the consultation.

Mrs.Willetts hoped that councillors have looked at the plan of Grundisburgh showing the sites put forward by landowners or agents as potential housing development sites. Some have been included in previous consultations and rejected by the District Council after comments submitted by various agencies and consultees including the Parish Council. Some sites are completely new. The total number of properties that the District Council estimate could be built on those sites, if approved is 409.

Mrs.Willetts said that her personal opinion is that the Parish Council should first state that it is imperative for many reasons that key villages like Grundisburgh should have clearly defined and defended boundaries. This would mean that development would be planned where it was needed and possible for environmental reasons and not just at the whim or opportunism (financial greed) of land owners.

Smaller villages like Burgh and Culpho could benefit from a defined boundary which would then allow very small-scale infill 1 or 2 properties on clearly defined sites if local populations agrees.

The Parish Council must ensure that it submits its comments to the District Council by the 30<sup>th</sup> October.

There has always been a lot of interest in the village on planning matters Mrs.Willetts suggested the Council should, in the first instance, use the What's on in Grundisburgh News Group and other media routes to publicise the links to the Local Plan review document and should consider holding a public meeting asking our District Councillors for advice on this.

Mr.Lapsley asked that Culpho residents should be consulted regarding any proposals for development in the village.

Mr.Dunnett said that more houses built in Grundisburgh would bring benefits to the community in helping to sustain numbers of pupils at the Primary School, provide more customers for village shops, pub and services. He also asked whether the village boundaries could be changed to include present built up areas e.g. Top Field development.

Public Consultation It was agreed that as this review could have far reaching consequences for the villages residents should be informed of the review and given every opportunity to express their views. A public meeting should be held.

## **7. Village Green**

**7.1 To consider the condition of the Village Green and the Stream Banks** The Clerk reported that two proposals to deal with the erosion of the banks had been made. Both addressed the basic problem of the slope from the Green to the top of the retaining wall being too steep. This can be clearly seen at the extreme south-east section where the slope is moderate and there is no problem and a few paces to the west where there is considerable land slip where the slope is severe.

Option 1. Build up the wall and infill to a height where the slope is moderate enough to prevent further slippage.

Option 2. Fill in the gaps where the land has slipped using mesh to stabilise the bank and re-seed.

Option 3 Do nothing

After discussion, it was agreed that Option 2 was the preferred course of action and the Clerk would seek a quotation for the work from Mr.R.Fletcher.

**7.2 To consider the condition of the Willow Tree** St.Mary's Church churchyard trees had a biennial inspection. The Clerk will investigate whether the contractor could inspect the willow at the same time.

**7.3 To consider ceasing feeding the Village Green ducks** Recent overfeeding of bread where villagers were seen dumping large quantities of bread in the stream had resulted in rotting bread being jammed against the Coach House dam. A message was published on the What's on in Grundisburgh News Group requesting that this practice should cease. Many responses were received all pointing out that feeding bread to ducks could be harmful to them and that more suitable duck food is for sale in Williams Store. This information will be posted to News Group members and subscribers to Grundisburgh Facebook page.

**8. To consider the future maintenance of the Village War Memorial** The Clerk reported that Mr.Robert Fletcher had cut the yew hedges and the holly tree and treated the surrounds. He already maintains the churchyard and Village Greens and is willing to take over the maintenance of the War Memorial. Thanks was expressed to Mr.Dunnett who had voluntarily maintained the memorial for the last 40 years. He estimated that over that period he had saved the council £2,500. There is £908 in Earmarked Reserves for maintaining the Memorial in addition to the £100 budgeted for the current financial year.

**9. To consider whether seating should be provided in Grundisburgh's Bus Shelters** It was agreed "perch" style seats were preferable. The Clerk will investigate the availability and price and report his findings to councillors.

## **10. Financial Matters**

**10.1 Audit Accounts year ended 31 March 2017** The audit is now complete. The Notice of Conclusion of Audit has been posted on the parish notice board. The following issues resulted in the annual return being qualified.

- Risk Assessment - not minuted during the year. This was minuted after the end of the financial year at the Council Meeting held on the 8th May, 2017.
- Payments were made to one or more of the following; a local social, sports, youth club which could have been made under S19 of the Local Government (Miscellaneous Provisions) Act 1976 power to provide recreational facilities within and outside of the area.
- Donations were made to one of more of the following; a local gala, band or choir which could have been authorised under S145 of the Local Government Act 1972, provision of entertainment and support of the arts.

The council must ensure in future years that it reviews the list of statutory powers available to establish if a power exists before relying on S137 to authorise payment. The statutory power being used to authorise expenditure should be recorded alongside the item to demonstrate that the council has properly followed its standing orders and financial regulations. These issues to be discussed at the November meeting of the Finance Sub Committee.

***Financial Matters Audit Accounts year ended 31 March 2017 cont...***

It was proposed by Mr.Barnett seconded by Mr.Kendall, to unanimous approval, that the Annual Return and the Audit Opinion be approved and accepted by the Council.

**10.2 Grant application** An application had been received from Greenways, which had been forwarded to councillors prior to this meeting, requesting that its annual grant should be increased from £400 to £500.

It was agreed that this should be considered by the Finance Sub Committee at its January 2018 meeting when it would prepare a draft budget for the 2018/2019 financial year.

**10.3 Letters of thanks** Received from Grundisburgh Scouts

**10.4 Payments received since the last meeting**

*Allotment Rents*

Mr & Mrs.Wells	£12.00
Mr.P.Turner & J.Kersey	£24.00
Mr.J.Crombie	£12.00
Mrs.S.Goode (Jackson)	£12.00
Mrs.M.E.Higgins	£12.00
Mr.J.Dunnett	£12.00
Mrs.J.R.Ager	£12.00
Mr & Mrs.Herbert	£24.00
Mr.D.Cole	£12.00
Mr.R.Herries	£12.00

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

Mrs.C.P.Hall	£164.00	Defibrillator training
Mr.J.Dunnett	£72.47	Millennium Meadow - Fuel for mower & wood Preservative
Mr.R.Fletcher	£160.00	Village Green Grass Cutting - May
Fynn-Lark News	£100.00	St.Botolph's Benefice Magazine
Anglian Water Business Ltd (National)	£26.00	Allotment water charges
Mr.J.Ager	£13.98	A4 paper & C5 envelopes
	£14.34	4 Litter pickers
	£515.20	Clerk's Salary June/July 2017
	£72.68	Clerks Expenses
CPRE	£36.00	Annual Subscription
HM Revenue & Customs	£128.80	Income Tax
1 <sup>st</sup> Grundisburgh Scouts	£325.00	Village Green Stream Cleaning
Vertas Group Ltd	£193.00	Playing Field Grass Cutting April-June 2017
Mr.R.Fletcher	£160.00	Village Green Grass Cutting June

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

***Financial Matters cont...***

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

Mr.J.Dunnett	£19.99	Sadolin for benches & information board – Millennium Meadow
	£12.58	Petrol for mower/hedge cutter & strimmer- Millennium Meadow
Suffolk Coastal District Council	£95.50	2017 Annual Parish Meeting – printing
Mr.R.Fletcher	£180.00	Village Green Grass Cutting July
	£60.00	War Memorial hedge cutting
Suffolk Coastal Norse Ltd	£64.00	Dog bags
Anglia Water Business Ltd (National)	£35.03	Allotment water charges
Vertas Group Ltd	£193.00	Playing Field grass cutting July - September

**10.6 Other payments requiring approval**

Mr.J.Ager	£15.97	A4 paper & C5 envelopes
	£515.20	Clerk's Salary August/September 2017
	£64.72	Clerks Expenses
HM Revenue & Customs	£257.60	Income Tax
Royal British Legion	£80.00	Donation - Remembrance Wreaths
Grundisburgh, Burgh & Culpho Hort Soc	£119.90	Grant to purchase 10 Dustbins Horticulture Society
Mr.R.Fletcher	£320.00	Village Green grass cutting
Mr.R.Fletcher	£297.00	War Memorial–Hedge cutting & cleaning surround
BDO LLP	£162.00	Audit fee

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

**10.7 Account Balances as at 11<sup>th</sup> September, 2017**

Business Tracker Account	£62.33
Current Account	£6,902.89
Post Office Investment account	£20,803.67
VAT to claim	<u>£242.66</u>
TOTAL	£28,011.55

**10.8 Budget Report attached**

**10.9 Finance Sub Committee Meetings** The Clerk will contact members of the Committee to arrange dates for meetings in November and January. Precious meetings.dates 9<sup>th</sup> November 2016 and 17<sup>th</sup> January2017

**11. Cycling Tour of Great Britain 8<sup>th</sup> September** It was agreed that this event was a tremendous success and a very enjoyable occasion for residents, including many children, who lined the road side.

**12. Planning Report** Mrs.Willetts reported:

All the Rookery Farm applications are submitted under the name of Dominic Withey, Woodbridge International Dev Ltd. They built the grain store at top of Stoney Road.

**12.1 Applications refused by Suffolk Coastal District Council**

DC/17/2199/PN3 The Barn, Rookery Farm, Otley Road. Conversion of existing barn to new dwelling. The proposed development is contrary to Condition Q.1. part (i), which stipulates that the permitted development right only applies when the conversion would involve only building operations to the extent reasonably necessary for the building to function as a dwelling house. The prior notification should thus be refused. The building may not be fully capable of conversion without structural strengthening works and the proposed building works are not considered reasonably necessary to facilitate the conversion.

**12.2 Applications Approved by Suffolk Coastal District Council since the last Parish Council meeting**

DC/17/1755/FUL The Granary Rookery Farm Otley Road Grundisburgh IP13 6RX Also listed building consent. Conversion of Existing Granary Building at Rookery Farm, Grundisburgh to form New Dwelling DC/17/2051/VOC Rookery Farm, Otley Road, Grundisburgh. Variation of condition 2 of DC/16/0845/FUL DC/17/2728/FUL Hill Cottage, Meeting Lane/Chapel Lane, Rear extension, alterations and rear decking area.

**12.3 Applications received since last the Parish Council meeting**

DC/17/3700/DRC Rookery Farm Otley Road Grundisburgh Discharge of Conditions No 3 of DC/17/2052/VOC - Variation of Condition 2 of DC/16/0846/LBC - Removal of single storey 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 holiday let unit. - proposed alterations relating to the approved scheme for the works to the Farmhouse. Changes include internal layout changes and window/door changes.

Approved drawing numbers 289.116 Rev A to be replaced with new drawings PW829-PL303revB; PW829-PL305 and PW829-Existing Window and Door Photographic Survey - Details of materials on house.

**12.4 Lane Side Meeting Lane Wood store/workshop, roof to accommodate photo-voltaic array retrospective**

Mrs.Willetts apologised to the Council as she reported at the last Council Meeting that

*The enforcement inspectorate is running about 10 weeks behind so it will be several months before the District Council will be given a start date for the appeal. When they do the Parish Council will be informed and it can have input to the system and so can individuals.*

That information was given to her by a member of District Council's enforcement team, but when she checked on line ready for this meeting she found that the letter informing of the start date for the enforcement appeal had been sent to District Council dated 7<sup>th</sup> July, the Friday before our last Parish Council meeting. The Parish Council should have been informed but the Clerk has received nothing. So the Council, and more importantly the people living around the site who are being grossly inconvenienced, can have no further input as the deadline for interested parties to submit information was 18<sup>th</sup> August. The objections that were made to the original retrospective planning application will probably be used by the Local Authority as their reasons for refusal that application. The local Authority and the appellant must submit any final comments they have on each other's statement and on any comments from interested people or organisations, by 8<sup>th</sup> September. No new evidence is allowed at this stage.

The appellant submission is ...

(a) that, in respect of any breach of planning control which may be constituted by the matters stated in the notice, planning permission ought to be granted or, as the case may be, the condition or limitation concerned ought to be discharged;

(f) that the steps required by the notice to be taken, or the activities required by the notice to cease, exceed what is necessary to remedy any breach of planning control which may be constituted by those matters or, as the case may be, to remedy any injury to amenity which has been caused by any such breach;

(g) that any period specified in the notice in accordance with section 173(9) falls short of what should reasonably be allowed.

The Inspector is visiting the site on September 25<sup>th</sup>. Only the appellant's agent and the Local Authority representative can attend that meeting.

**13. Roads & Transport Report** A message was received on the 26<sup>th</sup> July from Mr.Rupert Herries who was concerned about the speed at which vehicles are being driven through the villages at all times of day and night, especially coming up or down Rose Hill.

It was agreed that, in view of comments about road safety made in the Public Open Forum, that the Roads & Transport Sub Committee should meet as soon as possible to investigate these complaints. The Clerk will contact members to arrange a convenient date.

A council representative to SAVID needed to be appointed as soon as possible. This person need not be a councillor and the council were pleased that Mr.Robert Crouch had indicated his willingness to serve and accepted his offer to be its representative.

SAVID should soon own a SID (Speed Indicator Device). This equipment will have the capability to record and analyse the information collected.

**14. Footpaths & Environment Report** Mrs.Grahn reported:

Seven villagers took part in the walk to Woodbridge on the 10<sup>th</sup> September. The next walk on the 8<sup>th</sup> October will be a litter picking walk.

She thanked those who helped in the cleaning of road signs before the Cycle Tour of Great Britain visit. The Christmas Walk to Hasketon will be held in December.

**15. To receive reports from Council representatives to other Organisations**

- Village Hall The Business Plan was nearing completion. Applications for grants could then be made. Mr.Dunnett described the process as “a fantasy”, the application for grants was contrary to the assurance by the Clerk that the contribution from the housing development on Top Field made grants unnecessary.
- SALC Nothing new to report
- Playing Field Nothing new to report

**16. Items for next meeting**

- To consider whether the Parish Council should embark on a Neighbourhood Plan

**17. Public Open Forum**

Mr. Caryer 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:

- Local Plan Review – Issues and Options Consultation In previous consultations plans were displayed in the villages. The Parish Notice Boards and “A” Frame will be used.
- Scouts The Council were thanked for the cheque for cleaning the Village Green stream. Considerably more silt than in previous years had to be removed. A 1982 painting of the Post Mill had been discovered in the Scout Hut during a “clean up” which will be restored and presented to the Parish Council for display in the Parish Rooms. They were thanked for their kind offer which was accepted. A fireworks display will be held on the 4<sup>th</sup> November on the Playing Field.
- **The following addition to the Scouts comments was made under Item 3 at the following Council Meeting on the 13<sup>th</sup> November, 2017**

*“The Scouts reported a larger than usual amount of silt removed from the Village Green Stream this year and Councillor Burch reported that he had been in discussion with the developer to reduce the amount of top soil going in to the stream from the Top Field development site*

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**18 Any other business**

- Meetings Mr.Dunnett suggested that the number of scheduled meetings should be increased.
- Village Green Telephone Kiosk The Kiosk, still owned by BT, needed painting. It is Grade11 listed.
- Date for 2017 Council Meetings November 13. Parish Rooms
- Dates for 2018 Council Meetings January 8, March 12, May 14, July 9, September 10, November 12. All meetings to be held in the Parish Rooms except for the July meeting which will be held in St.Botolph's Church, Culpho.

**Action Summary**

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|-------------------|-----------------------------------|---|
| <b>4.</b> Clerk   | <b>7.1</b> Clerk                  | <b>9.</b> Clerk                         |
| <b>10.9</b> Clerk | <b>12.</b> Mrs.Willetts           | <b>13.</b> Clerk/Roads & Transport Comm |
| <b>16.</b> Clerk  | <b>17.</b> Planning Sub Committee | <b>18.</b> Clerk                        |

## A conflict of interest on council offices?



Suffolk Coastal's headquarters at Melton Hill, Woodbridge.

**Sir, - During discussions regarding the ghastly development plans for the old council offices site, it was suggested that the contract to purchase this site was conditional on Suffolk Coastal District Council granting planning permission for the development and failing the granting of planning the purchase would either not go ahead or any money paid for the site would be refunded.**

**I would stress at this stage that this suggestion still requires to be validated and I am writing to the chairman of SCDC asking for clarification on the terms of the sale of the site. It may be that some of your readers will have more information on this suggestion. I feel this is a very important issue, since if the suggestion of the sale falling through if planning is not granted is**

**correct, then the council have a conflict of interest and should surely refer the question of planning to the Secretary of State. It was suggested to me that the terms and conditions of the sale could be available under the Freedom of Information Act and I look forward to the response from the council.**

**G GOODEN,  
Woodbridge.**