

**GRUNDISBURGH & CULPHO PARISH COUNCIL**  
**Minutes of a meeting of the Council held on Monday 8<sup>th</sup> January 2018**  
**In the Parish Rooms Grundisburgh.**

Present:

Councillors

Messrs S Barnett (Chair), C Burch, G Caryer, J Dunnett, D Higgins, J Lapsley, P Kendall, R Youngman  
Mrs A Willetts (Vice Chair), Mrs M Bean, Mrs J Bignell, Mrs S Grahn

Members of the Public

P Coomber, C Dennis, D Cole, A Hill, M Cripps, P Garwood, P Ross, B Ross, K Smith

In Attendance

District Cllr Fryatt [Items 1-6]

NOTICES had been posted according with regulations

The Chairman announced that the meeting would be recorded, in accordance with Standing Orders, by Cllr Kendall and in the absence of the Clerk Mr Green would take the minutes.

**1. Apologies for absence**

County Councillor R Vickery, Miss V Barker, Mr J Ager - all due to illness

**2. Declarations of interest**

There were no declarations of interest.

**3. To Agree and Approve the Minutes of a Meeting of the Council held on the 13<sup>th</sup> November 2017 and matters arising.**

Minutes

The minutes of a Meeting of the Council held on the 13<sup>th</sup> November 2017 had been circulated and were therefore taken as read. It was proposed by Cllr Willetts seconded by Cllr Caryer to unanimous approval, that these minutes be signed by the Chairman as a true record.

Matters Arising

Page 6 Item 12.2 The Village Hall

It was noted that no further progress had been made but that it was hoped that progress would be made by the date of the next meeting of the Parish Council

**4. Public Open Forum**

Proposed by Cllr Barnett seconded by Cllr 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:

4.1 Parking Outside Olde Forge Store

Concern was expressed regarding the state of the parking area at the front of the store especially the potential danger to pedestrians due to the potholes. The responsibility for resolving the problem and the extent to which the Parish Council can help is unclear. Further consideration is required.

Proposed by Cllr Barnett seconded by Cllr Willetts to unanimous approval, that standing orders be reinstated.

**5. County Councillor's Report**

Due to the illness of the county councillor there was no report.

Concern was expressed by councillors at the lack of a report and the Clerk was requested to seek clarification from SCC about future reporting in the absence of the CCllr and also whether there was a contact at SCC that the Parish Council could seek an update from.

## 6. District Councillor's Report

District Councillor Tony Fryatt reported.

### 6.1 Car Parking

In preparation for us taking on the responsibility for enforcement of car parking restrictions, we have taken the opportunity to review current charges. These have not been reviewed since 2010. The public consultation has been concluded and the responses analysed. As a result, it has been decided to introduce a small increase to help cover the costs of the enforcement service. As an example, the proposal for Hamblin Road car parks in Woodbridge:

	<b>Up 30 Minutes</b>	<b>Up to 1 Hour</b>	<b>Up to 2 Hours</b>
Current	50p	£1.00	£1.50
Proposed	50p	£1.20	£1.80

These small increases will help offset the cost of the service as the police are no longer enforcing the parking restrictions. Parking is particularly problematic outside schools.

The current cost of providing the parking service is £250k which is provided for Norse.

CCllr will obtain the enforcement cost for the next meeting as the £250k cost is for the whole service.

### 6.2 Green Waste Collection

After struggling for a couple of years to provide a free service, we have had to accept that the increasing costs of the service means that we will have to introduce a charge for the green waste disposal. We were very reluctant to take this step. In Suffolk, only Ipswich will now provide a free service.

It is intended to make an annual charge of £43.00 p.a. on the Council Tax. The service will continue to accept food waste for re-cycling. Residents may opt out of the service if they so wish. Also, the offer will be made for those taking the service to upgrade the size the waste bin at no extra charge.

Concerns expressed were:

- Green waste being put in other bins
- Need to publicise and encourage home composting
- The refuse collectors will have manual or electronic ledgers to identify who has paid the charge, but it was suggested that use of a label similar to the current second green waste bin would be more effective

### 6.3 Broadband

It is estimated that between 2% and 3% of premises in our District will not be provided with adequate broadband service within the current proposals. SCDC has £250k earmarked for schemes that will provide infrastructure to ensure superfast broadband for these spots.

It was noted that parts of Grundisburgh and Culpho fall into this band.

It was suggested that SCDC should investigate new technologies especially with BT at Martlesham.

If Cllrs have any proposals, then they are encouraged to contact SCDC direct.

### 6.4 Horse Riding for the Disabled

The Princess Royal has opened the new facility at Clopton and SCDC are pleased to support this very worthwhile facility.

### 6.5 Adastral Park

The planning application for the major development in the 2013 Local Plan proposals (the provision of 2,000 new homes and associated facilities at Adastral Park in Martlesham) has been submitted. It will come before a specially convened meeting of the Planning Committee on 15<sup>th</sup> January 2018.

### 6.6 Woods Lane Development

Concern was expressed regarding the closure of Woods Land from 8/1/18 to 13/4/18. The meeting was advised that the road closure was a matter for the Highways Department and that the Planning Department was responsible for Land Usage

## **7. 2018 Annual Parish Meeting**

All **Parish** and Town Councils throughout England are required by law to hold an **Annual Parish Meeting**, which must take place between 1st March and the 1st June (inclusive).

The purpose of the Annual Meeting of the parish is for the members of the electorate to meet annually and is an opportunity to discuss parish affairs and for village organisations to inform them and answer questions.

It is NOT the Parish Council's Annual General Meeting.

Resolutions may be discussed and voted upon, but the council is not bound by them except

- (a) a resolution by a well-attended meeting requiring the Council to provide allotments, places an obligation on it to do so.
- (b) Sometimes a trust instrument requires a resolution of the Parish Meeting for some act of the Council as trustee.

The date of the 2018 Annual Parish Meeting was agreed as Tuesday 24<sup>th</sup> April 2018.

Suggestions for the meeting included:

- Slide Show of village events
- Headteacher to give a talk and presentation
- Village Hall Update
- Scouts update and presentation
- Cllr Youngman to provide refreshments

The Chair and Clerk to discuss and set the agenda, as there was no interest shown in forming a sub- committee to organise the APM

## **8. Lyttleton Meadow future maintenance**

Appendix "A" Discussion Paper previously circulated was received and noted. Chairman suggested that interested residents be invited to a meeting to be convened by the clerk for those with experience and knowledge together with the landowner ~~and~~ SCDC to determine the way forward.

## **9. Annual Asset Inspection**

The copy sent to councillors 21 December 2017 was received and noted and will be actioned as appropriate.

## **10. To consider the placing of seats in Grundisburgh's Bus Shelters**

Discussion Paper previously circulated was received and noted.

Given the cost of providing seats and the limited bus service which takes 4.5 hours for a round trip to Woodbridge it was decided that this was not a justifiable expense at this point in time.

It was proposed by Cllr Barnett seconded by Cllr Kendall, to unanimous approval, that seats will not be provided for the bus shelters.

## **11. Financial Matters**

### 11.1 Grant applications

These will all be considered by the Finance Committee on 15th January 2018.

#### *Greenways*

Cllr Dunnett has provided Greenways budgets for 2017/2018 & 2018/2019 in support of Greenways application for an increase in their annual grant from £400 - £500 stating "It is important that this goes up. We need Greenways with its equipment and volunteers to manage the Millennium & Lyttleton Meadows"

#### *Olde Forge Stores*

An application from the owners has been received for a grant to repair the Stores forecourt.

Proposed by Cllr Barnett seconded by Cllr Willetts to unanimous approval, that the formal meeting be temporarily suspended to enable members of the public to address the meeting.

The following comments were made:

- Land is not owned by the Olde Forge Stores. It is in the ownership of Willow Cottage adjacent to the stores
- Issues extend to the driveway to Dog Public House
- Access to house at rear is also a consideration
- Store is a facility use by the village
- Highways are responsible for the edge of the road where it interacts with the parking area and access to pub/house
- Grant request is for £2,950 but there is no overall costing
- Drainage issues
- Legal status of who is responsible and whether Parish Council can support such an issue is unknown
- Use of council funds would increase value of property – is this proper use of council funds

Proposed by Cllr Barnett seconded by Cllr Willetts to unanimous approval, that standing orders be reinstated.

Proposed by Cllr Kendall and seconded by Cllr Higgins that Cllr Burch investigate further the legal situation for the owner, the Old Forge Store and the Council together with the practicalities of what is possible including the extent of the area to be repaired and report back to council.

Carried by a majority.

*Bowls Club* The Club has applied for a grant to carry out major treatment of the bowling green to restore overall smoothness and quality of the playing surface.

*Guides & Brownies* Application for grant for some essential equipment and the replacement of old worn out equipment.

A Letter of thanks from the Royal British Legion noting that Grundisburgh raised a total of £2,144.86 was received and noted.

#### 11.2 Payments received since the previous meeting

Mrs.N.Gibson-Jones                      £12.00 Allotment Rent

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

Mr.J.F.Pynn	£60.00	Removal & disposal of green waste from War Memorial
Lyttleton Club	£200.00	Grant joint outing with Lunch Club to Felixstowe 27 Sept
Ipswich Borough Council	£400.00	Grant to Greenways
Mr.B.R.Quinton	£47.40	Duck Food
Business Services at CAS Ltd	£287.33	Insurance
Mr.R.Fletcher	£240.00	Village Green grass cutting
	£72.00	Village Green Willow Tree – clearing fallen branches
Mr.J.Dunnett	£13.05	Millennium Meadow – Petrol for mower, strimmer & hedge cutter
Mr.J.R.Pynn	£100.00	Village Green Willow – Emergency work to broken branches
Suffolk Coastal Norse Ltd	£64.00	Dog Bags
Vertas Group Ltd	£193.00	Playing Field grass cutting
Mr.R.Fletcher	£240.00	Village Green Grass Cutting October
	£17.00	War Memorial – Algae cleaner
Mr.J.Ager	£515.20	Clerk's Salary October/November 2017
	£53.72	Clerks Expenses

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

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

Mr.R.Fletcher	£83.49	Materials for repair & paint Village Green post
Mr.R.Fletcher	£160.00	Village Green grass cutting
Anglia Water Business Ltd	£42.37	Allotment water charges
M.P.Stephenson & Sons	£100.00	Christmas Tree
Mrs.S.Grahn	£31.91	Christmas Walk refreshments

Other payments requiring approval

SALC	£27.00	Payroll Service
Mr.J.Ager	£515.20	Clerk's Salary December 2017/January 2018
	£48.34	Clerks Expenses
Society of Local Council Clerks	£84.00	2018 membership
Mr.R.Fletcher	£80.00	Village Greens Grass Cutting

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

11.4 Account Balances as at 8<sup>th</sup> January 2018

Business Tracker Account	£62.33
Current Account	£12,031.25
Post Office Investment account	£20,803.67
VAT to claim	<u>£310.98</u>
TOTAL	£33,208.23

Budget Report was received and noted.

**12. Planning Report**

Cllr Willetts gave the following planning report:

**12.1 Application approved by SCDC since last Parish Council meeting**

DC/17/3700/DRC Rookery Farm Otley Road Grundisburgh Discharge of Conditions No 3 of DC/17/2052/VOC

DC/17/3948/FUL and LBC Rookery Farm Otley Road Grundisburgh Suffolk IP13 6RX

Conversion and extension of the existing barn at Rookery Farm to form 2 new residential dwellings.

DC/17/4148/DRC Rookery Farm, Details as required by conditions 6, 8, 12 and 15 of Planning Consent DC/17/2051/VOC

DC/17/4699/FUL Little Rosehill, Rose Hill Extension to rear to replace a small conservatory.

DC/17/4596/FUL Greenacres Bonds Corner Alterations and extensions to single storey dwelling

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

DC/17/5002/VOC Rookery Farm, Otley Road, Grundisburgh. Variation of Condition 2 of DC/16/0846/LBC – Removal of single storey 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 holiday let unit.

DC/17/5460/PN3 Rookery Farm, Otley Road Conversion of existing agricultural barn to a new dwelling

Refused previously 13.6.17 DC/17/2199/PN3

DC/17/4950/DRC St Mary's Church Discharge of condition on approval DC/16/3971/FUL Toilet extension.

– Cllr Willetts agreed to email councillors with details of what this covered.

DC/17/5150/TPO Village Green, Grundisburgh. Willow on Village Green – up to 30% crown reduction and balance following recent storm damage.

DC/17/5459/FUL Land adjacent 5 Post Mill Crescent. Proposed bungalow with garaging

The planning subcommittee recommend the following comments be sent to SCDC  
The Parish Council objects to the proposal to divide the garden of 5 Post Mill Crescent  
To create a plot in the garden of 5 would mean a shared access with that property with the driveway going in very close proximity to the corner of the existing bungalow contrary to policy DM7 of the Local Plan. Which states

*Proposals for the sub-division of plots to provide additional dwellings will be permitted provided that:-  
it would not result in a cramped form of development out of character with the area or street scene:  
it would not result either in tandem or similar unsatisfactory types of backland development that would significantly reduce residential amenity, mainly as a result of increased noise and loss of privacy, or result in the erosion of the particular character of the surroundings:*

This proposal is a cramped form of development

It would significantly reduce residential amenity for both number 3, 5 and 7, by way of increased noise and loss of privacy through shared or adjacent driveways.

The majority of properties in the Post Mill area have been extended, 5 Post Mill Crescent has not, though by nature of external corner plots it stands in a larger than average garden. The PC would have no objection to a single storey extension to this property as it would not affect the amenity of the neighbouring bungalows.

Proposed by Cllr Willetts seconded by Cllr Lapsley that the comments be sent to SCDC, agreed unanimously.

### 13. Roads & Transport Report

#### 13.1 Felgate Way

Highways responded to the clerk's request for road markings

Thank you for your recent report. We can now provide you with the following update

This road is private, so Suffolk Highways would not carry out maintenance on this road. We would suggest contacting the developer about this issue and with regards to resolving this.

14/11/2017 Email from Peter Kendall to Ben Whiting (Hopkins Homes)

At our Parish Council meeting last night, concerns were raised about the lack of road markings where Felgate Way joins Ipswich Road, with cyclists particularly exiting from the development without pausing to check on the passing traffic. It was felt that appropriate road marking would help reduce the possibility of a fatal accident.

I gather that Hopkins has the responsibility for maintenance of Felgate Way because of its status as a private road; could you follow this up please and let me know what is proposed to mark this particular junction e.g. double dotted lines?

No further response to date.

#### 13.2 03/12/2017 Report 00186700 The Driftway (off Lower Road), Grundisburgh

Pot hole better description would be a "crater". It is several feet across and wide and quite deep.

04/12/2017 Reply from Highways Department. ***The issue you have raised is not on a highway maintained by us and we are therefore unable to take any action.***

Forwarded to Roads & Transport Committee & Steve Barnett with this message

*John Dunnett reported to me this very large "crater" at the entrance to the Driftway. I reported it to County Council Highways and below is their response. (see above)*

*Does the responsibility for keeping the road in good order belong to the owners of the properties along the Driftway or is the Grundisburgh Estate liable? Has the Parish Council any responsibility as it leases the Millennium Meadow from the Estate?*

*I have looked at the lease and it just mentions the Parish Council's rights of access using the Driftway but nothing about its maintenance.*

Clerk to identify who is legally responsible and report back.

#### 13.3 Other items raised that require investigation:

- Lack of road identification signs on streets including Gull Lane and Woods Farm Road. Cllr Caryer pointed out there were many such streets in Grundisburgh.
- Parking at the Parish Rooms. A Range Rover and Audi are parking on private land at the Parish Rooms blocking the bridge. The Parish Room trustees are aware.

#### **14. Footpaths & Environment Report**

Christmas Walk 18<sup>th</sup> December 2017 - It was reported that 17 people attended the walk with the normal attendance each month being 12.

Some signage for walks are either missing or damaged.

3 volunteers maintain the millennium meadow on the 2<sup>nd</sup> Saturday of each month and Councillors were encouraged to visit on one of those days to express thanks.

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

- Playing Field – nothing to report
- Village Hall – it was reported that the business plan for the new hall is almost complete and when approved by the Management Committee will be presented to the council. Finance for the development is being investigated including Public Works Loan Board loan and Bridging Finance based on future sale of existing village hall. The Village Hall has provisionally been booked for Friday 19<sup>th</sup> January 2018 for a possible meeting to share the plans. Estimated value of the Old Hall site with permission for 2 properties is £200K The VHMC has received £280k of which £30k is ring fenced for landscaping leaving £250k of which £20k has been spend to date on architects' fees.
- SALC – nothing to report

#### **16. Items for next meeting**

There were no items identified.

#### **17. Public Open Forum**

There being no further comments from the public it was not necessary to suspend standing orders.

#### **18. Any other business**

##### 18.1 Dates for 2018 Council Meetings

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.

##### 18.2 Email from Stuart Ross – Group Scout Leader – 1<sup>st</sup> Grundisburgh

Funding has become available that would enable the group to buy and own some land and develop on it. Ideally, they are looking for 1.5 acres or more which has room for a building, car park and outside areas for activities.

This would mean the group would be free from long lease with the playing field and not using the Cranworth Estate from vehicle access.

They are asking council if they know of any potential land that could be available.

Cllr Dunnett distributed a leaflet supporting the use of the existing village hall for his purpose.

There being no further business the meeting closed at 2145.

#### **Action Summary:**

- 5 Clerk
- 7 Clerk/Cllr Barnett
- 8 Clerk
- 11 Old Forge Store – Cllr Burch
- 12.2 Clerk
- 13.2 Clerk
- 14 All