

Grundisburgh & Culpho Parish Council
Minutes of a meeting of the Council held on Monday 9th July, 2018
in St.Botolph's Church, Culpho.

NOTICES had been posted according with regulations.

Present: - Messrs.G.Caryer, S.Barnett, J.Dunnett, D.Higgins, P.Kendall, J.Lapsley, R.Youngman, Mrs.J.Bignell, Mrs.S.Grahn, Mrs.A.Willetts and 10 members of the public.

- 1. Apologies for absence** Mrs.M.Bean, Mr.C.Burch, District Councillor Tony Fryatt
- 2. Declarations of interest** Mrs.Bignell, Mrs.Willetts and Mr.Kendall declared a Local Non-Pecuniary Interest in Village Hall matters.
- 3. Minutes** The minutes of the Annual Meeting of the Council held on the 14th May, 2018 had been circulated and were therefore taken as read. It was proposed by Mr.Kendall seconded by Mr.Barnett, to unanimous approval, that these minutes be signed by the Chairman as a true record. .

The minutes of an Extraordinary Meeting of the Council held on the 22nd May, 2018 had been circulated and were therefore taken as read. It was proposed by Mrs.Willetts seconded by Mr.Barnett, to unanimous approval, that these minutes be signed by the Chairman as a true record.

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Matters arising from the Extraordinary Council Meeting held on the 22nd May, 2018

The Chairman reported that Mr. Alistair McWhirter, Chairman of Hasketon Parish Council and former Chief Constable had agreed to act as a Neutral Returning Officer for a Parish Poll to seek the electors of Grundisburgh & Culpho's opinion of an application by the Village Hall Management Committee to the Parish Council to apply for a Public Works Loan Board Loan of £450,000. Quotations had been received for the printing costs under £300.

Mr.Higgins complained that the Management Committee had given insufficient information for the Council and residents to make an informed judgement and it was unclear exactly how much money was needed. Much more concrete information was needed. Many of the questions he had submitted remain unanswered. The Chairman commented that it was up to the Management Committee to state their case and the Parish Council should remain neutral.

Mr.Kendall informed the Council that the Management Committee are in the process of setting up a User Group to explore all options.

It was unanimously agreed that in view of this latest development the arrangements for a Parish Poll should be deferred until the next Council Meeting in September.

- 4. Public Open Forum** It was proposed by Mr. Barnett seconded by Mrs.Willetts, to unanimous approval, that the formal meeting be suspended, and members of the public invited to address the meeting.

The following issues were raised:

- Co-option The Chairman, in answering a question, said that the District Council had received insufficient requests for a Bye-election to be held upon the resignation of Miss.Barker. The number needed was 10. The Parish Council was then given the power to co-opt. The entire process was well advertised in the Parish Notice Boards and to News Group members.
- Speeding This was still causing considerable concern to many residents. Particular dangers to pedestrians and cyclists were cited, 20mph limits in Grundisburgh and 30mph limit in Culpho were requested. Regular enforcement was advocated rather than warning signs.

Public Open Forum cont...

- **SID (Speed Indicator Device)** The provision of SID's was strongly recommended. County Councillor Robin Vickery has confirmed the provision to SAVID of £3,000 from the next allocation of funding from the Local Highways Budget (available from May 2018). He has advised that the parish should contact the Highways Department and arrange with them suitable sites for the posts and ask them to provide and install them. In the past Suffolk County Council have paid for this work. A SID may also be available from the defunct Kesgrave SNT. A working group comprising members of the Roads & Transport Committee, the Council's SAVID representative plus invited members of the public to focus on the provision of SID's was advocated.
- **Woodbridge Road** Increased traffic and speeding is creating a hazardous environment for pedestrians. A footpath was advocated.
- **Parish Poll** A "no vote" would be binding on the Parish Council a "yes vote" would be dependent on other considerations. The Public Works Loan Board would insist on residents being fully informed.

5. County Councillor's Report The Clerk was asked to write to County Councillor Robin Vickery to complain about the County Council's withdrawal of funding from Greenways. Countryside Project. The Parish Council are very dependent on Greenways volunteers to annually cut the grass on the Millennium and Lyttleton Meadows.

6. District Councillor's Report In District Councillor Tony Fryatt's absence the Clerk read his report

6.1 Deben Leisure Centre Open The refurbished Deben Leisure Centre re-opened in June and has been pulling in the crowds. The centre closed in September 2017 to undergo a £3.5 million refurbishment and is the first project to be completed in Suffolk Coastal's five-year programme to improve leisure facilities and encourage more people to become active.

Now it offers a state-of-the art, modern leisure environment, which has already drawn in around 700 new members, joining the 100 existing members, who retained their membership during the refurbishment.

To put this performance in context, when it closed last year, the 'old' Deben Leisure Centre had about 550 members – so achieving over 800 members already put the centre well on track to hit its targets.

Feedback from customers to the Council's operational partners, Places Leisure, has been very positive about the new facilities. The facilities are getting well used - the opening week was very busy with over 2,000 separate uses of the facilities, including 1,300 uses of the pool.

Memberships and prices information is at: www.placesforpeopleleisure.org/centres/deben-leisure-centre

6.2 Boundary Review Suffolk Coastal put forward suggestions for the new boundary arrangements to be put into place for the creation of East Suffolk District. The Council suggested a one-member ward to be called "Carlford Ward".

The Boundary Commissioner has now reviewed the proposals and has proposed a different arrangement. There would still have a total of 55 members overall but he is proposing that we have a much larger ward, with two members, to be called "Carlford and Fynn Valley". Public consultation on the draft recommendations will run from 3rd July until 27th August. Comments are on: consultation.lgbce.org.uk.

The nineteen Parishes would be included in this ward would be:

Bredfield	Grundisburgh
Dallinghoo	Culpho
Hasketon	Burgh
Boulge	Great Bealings
Debach	Little Bealings
Clopton	Playford
Charsfield	Tuddenham St. Martin
Otley	Westerfield
Swilland	Rushmere St. Andrews
Witnesham	

6.3 Draft Local Plan Review Subject to Cabinet approval, The First Draft of the Suffolk Coastal Local Plan will be open for public consultation 20th July to 14th September 2018. All Town/Parish Councils are encouraged to attend a series of consultation opportunities that have been arranged:

District Councillor's Report cont...

6.4 Briefing Session Wednesday 18th July 2018 (19.00-20.00). This briefing session will be held in the Deben Conference Room at the SCDC Council Offices at East Suffolk House.

6.5 2.Drop in Sessions 16.00 to 19.30 Monday 6th August East Suffolk House, Station Road, Melton, IP12 1RT. at Suffolk Coastal District Council (Deben Room). Others have been arranged for different venues.

6.6 A series of one hour One – to- One Sessions Thirteen dates between 25th July and 30th August.

6.7 Suffolk Waste Partnership Road Litter Campaign Fifteen smart litter bins are about to be installed in trial locations across Suffolk in an effort to reduce littering on the county's trunk roads.

The customised bins are designed for roadside use with a lit sign saying 'litter', a wider than usual aperture to make disposal of rubbish easier, bright orange bodies, reflective white signage and the clear message 'Keep Suffolk Beautiful'.

The illuminated word 'Litter' at the top of the aperture will be powered by a solar panel. The design aims to make the new litter bins more visible to any drivers using the trial laybys during the day and night.

They will also be fitted with new remote monitoring devices to help councils coordinate the emptying of these bins more efficiently and effectively. The devices will be able to monitor bin fill levels and will send an alert once a pre-set level has been reached so that they can be emptied at the most optimum time.

The bins are being funded by a £10,000 award secured by Suffolk Waste Partnership from the Government's Litter Innovation Fund. It is intended to reduce and prevent litter through new methods tried before, which have potential for wider use if they prove effective.

Our successful bid was for this local project aimed at reducing litter and the £300,000 annual bill for clearing it up on Suffolk's major A-roads.

The Suffolk Waste Partnership's project is also asking local businesses to support 'Keep Suffolk Beautiful' by displaying banners and signs on fuel forecourts across the county.

More standard bins are also being installed as part of the campaign at other trial layby locations along the A11, A12 and A14 in Suffolk, to see if the increase in number and the type of litter bin provided results in less litter.

For more information on the Litter Innovation Fund, visit www.wrap.org.uk/content/litter-innovation-fund

6.8 Celebrate the best in building design and conservation Suffolk Coastal is celebrating high quality design in the district. The Quality of Place Awards recognise the effort being made by people across Suffolk Coastal to add to the quality of our environment, by creating high quality designs in both the built and natural environment and helping to conserve our historic buildings.

The Council is now accepting nominations for the Quality of Place Awards 2018 in the following categories: Building Conservation, Design, Nature & Landscape and Community Project. Entry is free and must be submitted by Friday 27 July 2018.

Any type of development can be nominated in the Awards but in order to qualify, the project must be within the Suffolk Coastal District Council area and completed in the last two years.

For more information or to complete a Nomination Form, go to: www.eastsuffolk.gov.uk/planning/design-and-conservation/suffolk-coastal-quality-of-place-awards

7. To consider issues raised in a letter received from Councillor Mr.John Dunnett dated 9th June, 2018

7.1 Village Green Telephone Kiosk Mr.Dunnett proposed seconded by Mrs.Willetts, to unanimous approval, that Mr. Paul Garwood and Ms.Lucy Nightlingale's offer to take over the cleaning of the Kiosk and the Bus Shelters be accepted and for £300 be paid annually to be donated to an Ipswich Hospital Charity of their choice. It was noted that the Kiosk's Grade 11 listing could not be influenced by the Parish Council.

7.2 Street Name Plates Mr.Dunnett requested that he Parish Council requests Suffolk Coastal District Council to install Street Name Plates for Elm Tree Farm Lane, Wood Farm Lane and Gull Lane and, if the District Council is unable for the Parish Council pay for their installation – approximate cost £1,300. It was agreed that the Clerk should investigate whether it is possible for the Parish Council to have these signs made locally

7.3 Allotments Mr.Dunnett complained that some plots were neglected, sheds had been erected and bee hives installed. The Clerk suggested that Parish Councillors should inspect the allotments and to make recommendations for their future management. .

8. Financial Matters

8.1 Police An enquiry had been received from Suffolk Constabulary asking whether the Parish Council would consider working with the Constabulary to fund a Police Community Support Officer (PCSO). It was unanimously agreed to decline the invitation and that the Clerk should inform Suffolk Constabulary.

8.2 Silhouette Statues Mrs.Bignell proposed seconded by Mr.Barnett that the Council contribute £70 towards the cost of purchasing three silhouette statues (total cost £140.18) for use at the Remembrance Day Service in St.Mary's Church. <https://www.therebutnotthere.org.uk/> <https://shop.therebutnotthere.org.uk/collections/all>
Agreed – two members abstained.

8.3 Letters of thanks Received from Citizens Advice Bureau, Disability Advice Service, East Anglian Air Ambulance, Fynn-Lark News, Grundisburgh Baptist Chapel, Lighthouse Women's Aid, Royal British Legion, Suffolk Wildlife Trust, St.Botolphs Church, Accident Rescue Service, Suffolk Family Carers, Youth Club

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

Suffolk Coastal Norse Limited	£45.76	St.Mary's Church - Trade Waste	01/04/2018-31/03/2019
Voller & Dunnett	£750.00	Peter Bellfield Memorial Bench	
Vertas Group Ltd	£269.57	Playing Field Grass Cutting	April – June 2018
Mr.J.Dunnett	£13.69	Millennium Meadow – Petrol for mowing & tree felling	
	£9.50	Millennium Meadow – new wheelbarrow tyre & tube	
Mr.R.Fletcher	£320.00	Village Greens Grass Cutting	May 2018
	£28.00	War Memorial – Algae cleaner	
Anglia Water Business Ltd	£30.26	Allotment Water Charges	
Royal British Legion	£80.00	Donation	
Mr.R.Fletcher	£240.00	Village Greens Grass Cutting	June 2018

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

Mr.J.Dunnett	£15.99	Millennium Meadow – wild primrose clumps & wild flower seeds	
1 st Grundisburgh Scouts	£300.00	Cleaning bus shelters and telephone kiosk	2017/2019
Grundisburgh Playingfield	£16.00	Pavilion Hire – Ex Council Meeting	19 th February, 2018
Ginkgo Tree Surgery Ltd	£350.00	The Green Willow Tree Pruning	
Mr.R.Fletcher	£160.00	Village Greens Grass Cutting	March 2018
Suffolk Cloud	£100.00	Web Site hosting & support	01/04/2018 – 31/03/2019
SALC	£27.00	Payroll Service	6 months to 31/03/2018
A.J.Pryke & Son	£180.00	Snow clearing	28/02/2018
Citizens Advice Bureau	£25.00	Donation	
Disability Advice Service	£50.00	Donation	
St.Botolph's PCC	£195.00	Grant towards cost of maintaining church yard	
St.Mary's PCC	£640.00	Grant towards cost of maintaining church yard	
Grundisburgh Baptist Church	£195.00	Grant towards cost of maintaining church yard	
East Anglian Air Ambulance	£100.00	Donation	
Lighthouse	£25.00	Donation	
Suffolk Accident Rescue Service	£100.00	Donation	
Fynn Lark News	£100.00	St.Botolph's Benefice Magazine	
Suffolk Family Carers	£25.00	Donation	
Suffolk Wildlife Trust	£60.00	Donation	
Youth Club	£600.00	Grant	
SALC	£524.33	Subscription for	2018/2019
Suffolk Coastal District Council	£94.30	Annual Parish Meeting – Printing	
Mrs.J.Bignell	£7.29	Annual Parish Meeting – Banqueting Roll	
Grange Farm Shop	£252.23	Annual Parish Meeting - catering	
Mr.R.Fletcher	£240.00	Village Green Grass Cutting	April 2018
Baileys of Norfolk Ltd	£480.00	Bowls Club Grant – top dressing	
Mr.J.Ager	£515.20	Clerk's Salary	April/May 2018
	£108.72	Clerk's Expenses	April/May 2018
	£25.98	C5 envelopes & name badges	
Ipswich Borough Council	£500.00	Greenways – Millennium & Lyttleton Meadows	Grass Cutting

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

Financial Matters cont...

8.6 Other payments requiring approval

Grundisburgh Village Hall	£50.00	Hire Annual Parish & Extraordinary Meeting
Grundisburgh Football Club	£420.00	Grant – spraying of patch weed & feed Football Pitch
Mr.J.Ager	£515.20	Clerk's Salary June/July 2018
	£60.09	Clerk's Expenses June/July 2018
	£66.50	2 black toner cartridges
	£19.97	A4 Paper, C5 Envelopes

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

8.7 Account Balances as at 9th July, 2018

Business Tracker Account	£62.37
Current Account	£11,118.40
Post Office Investment account	£20,901.70
VAT to claim	<u>£302.82</u>
TOTAL	£32,385.29

8.8 Budget Report attached

9. Planning Report Mrs.Willetts reported..

9.1 Application approved by Suffolk Coastal District Council since last Parish Council meeting

DC/18/1156/FUL Mill Lodge Post Mill Gardens Grundisburgh. Proposed new outbuilding at bottom of garden. No comments sent

DC/18/1371/FUL 17 Stoney Road Clad external rendered walls with hardie plank cement board. Colour light mist. No comments sent

DC/18/1729/FUL, DC/18/1730/LBC Stanaway Farmhouse Charity Lane IP6 9NA. Repair works, re-ordering and extension.

9.2 Applications received since last the Parish Council meeting awaiting a decision

DC/18/2072/LBC, DC/18/1924/VOC The Granary Rookery Farm, Otley Road, Variation of Condition No.2 of DC/17/1755/FUL - Conversion of Existing Granary Building at Rookery Farm, Grundisburgh to form 1no. New Dwelling - Amendments to layout of proposed dwelling. Comments sent

The Parish Council objected to the current proposals. The current proposals would double the size of the ground floor and create several linked structures which would be detrimental to the integrity of the listed building and the wider countryside.

DC/18/2078/LBC Finndale House Woodbridge Road. Proposed Alterations to studio and garden store to create ancillary living space. No comments sent

DC/18/1770/VOC Highbank The Street Variation of condition 2 DC/14/3465/FUL Erection of 3 detached dwellings and associated garages and land rear of Highbank (revised scheme to DC/13/2609/FUL) No comments sent.

DC/18/2286/FUL Builders Yard, Charles Avenue, Grundisburgh Erection of 4 dwellings Subject of extraordinary PC meeting comments sent as agreed. NOTE Highways have objected to the parking provision for the site.

Applications received since last the Parish Council meeting awaiting a decision cont...

DC/18/2386/FUL Arters Barn at Rookery Farm, Otley Road, Grundisburgh

Following comments sent by the Parish Council to the District Council. The Parish Council are confused over the number of Planning Applications submitted under the heading Rookery Farm, Otley Road, Grundisburgh. One of the latest DC/18/2386/FUL Arters Barn at Rookery Farm, Otley Road, Grundisburgh where the applicant seeks to extend and convert a redundant barn to form a single dwelling, with new access, double garage, driveway and residential curtilage. The Heritage Asset Assessment dates the barn as late 16th or early 17th century and worthy of conserving. Whereas the same applicant in DC/17/5460/PN3 Rookery Farm, Otley Road, Grundisburgh Conversion of existing agricultural barn to new dwelling clearly marks Arters Barn on the site plan as *Existing dilapidated barn to be demolished*. Clearly the applicant is also getting confused Is the local planning authority able to establish if Arters Barn is worthy of conserving by conversion to residential use or should the dilapidated barn be demolished ?

The planners have responded that they are looking into the viability of converting the barn

DC/18/1636/FUL Land south of 24 Pound Cottages, Pound Corner, Ipswich Road / Park Road Grundisburgh. Proposal: Erection of a detached dwelling and double carport.

The Parish Council objects to this proposal to construct a large 4 bedroomed house with 3 en-suite bathrooms and a family bathroom on this site outside the adopted physical limits boundary of Grundisburgh.

This application has been referred to the District Council's Planning Committee, for a decision. The Parish Council's reasons are below. Mrs.Willetts intends to go to the meeting to speak. Scheduled for 19th July.

The material planning reasons for this request are as follows :

The Parish Council have consistently and successfully opposed any extension to the physical limits boundary along Park Road, a narrow country lane unsuitable for many of the vehicles that try to use it. Development Management Policy DM4 Housing in Clusters in the Countryside clearly states that a cluster contains 5 or more dwellings and is located no more than 150 metres from the edge of an existing settlement identified as a Major Centre, Town, Key Service Centre or Local Service Centre. The edge of Grundisburgh is clearly the Physical Limits Boundary which runs along the garden boundary of 24 Pound Cottages. There is no cluster of 5 properties adjacent to the adopted physical limits boundary along Park Road. The application site, which until recently was part of the garden of Pound House is not an infill site within a continuous built up frontage on the edge of Grundisburgh. Beyond Pound House are the semi-detached cottages known as South View and Park opposite.

If the District Council were to approve this application all the vacant land along Park Road could and would be built on using the same criteria, as it is in the same ownership. This is not planned development but creeping development, ribbon development along an unsuitable narrow lane.

This site in the countryside is in a visually prominent position on the corner of Ipswich Road and Park Road.

The open aspect of this area, with a number of important trees, including the village Land Mark Oak now covered by a TPO, makes a valuable contribution to this entrance to the village. It is a gentle buffer between the open countryside and the built-up area. To have any residential development on this site would immediately put valuable trees at risk and cause the village to expand in a totally undesirable and uncontrolled direction.

C/18/2021/FUL DC/18/2030/LBC Saddlers Cottage, Woodbridge Road. .Following comments sent

DC/18/2021/FUL Erection of triple cartlodge/garage with studio at first floor, access by external staircase.

The Parish Council objects to the bulk and size of the proposed cartlodge in the curtilage of Saddlers Cottage a listed building within the Grundisburgh conservation area.

The three bay two storey cartlodge would be intrusive in the street scene. The Parish Council would have no objection to a single storey two bay cartlodge on the site.

DC/18/2022/FUL Single storey side and rear extensions to cottage. Internal and elevational alterations.

Rebuilding single storey storeroom.

The Parish Council have no adverse comments to make.

Application withdrawn by email dated 02.07.2018 following a meeting at the offices between the Applicant, Case Officer and Principal Design & Conservation Officer. Pre-application request to be submitted in due course to address design concerns over extensions to the cottage and scale/design of proposed cartlodge.

Planning Report cont...

9.4 Suffolk Coastal Local Plan - First Draft Local Plan On Tuesday 10th July, the First Draft Local Plan is due to be considered by Suffolk Coastal Cabinet and subject to approval will be published for public consultation starting on Friday 20th July for a period of 8 weeks. By way of early notification, officers thought it appropriate to bring the Cabinet report to the attention of the Parish Council as an allocation has been identified in the community.

Before the consultation begins, a briefing session for District Councillors will take place at 17.30 on Wednesday 18th July, with a briefing session for Town and Parish Councils taking place at 19.00 also on Wednesday 18th July. Both briefing sessions are due to take place at East Suffolk House.

During the consultation, a number of public drop in events will be held at various locations throughout the district. These will provide opportunity for members of the public to meet with officers and discuss the First Draft Plan in detail. As well as the drop-in sessions, Town and Parish Councils will once again be invited to attend a 1-2-1 session with officers.

Following the consultation period on the First Draft Local Plan, the Council will look to undertake a further round of public engagement on the Final Draft Local Plan. The Final Draft Local Plan will be published and invite representations in relation to soundness and is anticipated to take place in January 2019. Once the Final Draft Plan has been published and representations received, the document will be submitted to the Planning Inspectorate for Examination in March 2019, before the creation of East Suffolk Council.

Mrs.Willetts handed to councillors an analysis of the sites. One more site has been added since the original map was produced. Opposite Elm Tree Farm Lane the frontage of that field in line with Top field.

When the consultation documents are received the Planning Committee will meet to review them. This would be followed by an Extraordinary Council Meeting to formulate the Council's response.

10. Roads & Transport Report No report

11. Footpaths & Environment Report

County Councillor Peter Bellfield Memorial Bench Mr.Kendall proposed seconded by Mrs.Willetts that the Peter Bellfield Memorial Bench be placed on the Village Green alongside the existing two benches. Approved 7 members voting for, 1 against, 1 member abstained.

12. To receive reports from Council representatives to other Organisations

Village Hall Mr.Caryer had previously announced his resignation as the Parish Council's representative on the Village Hall Management Committee. There was no response to the Chairman's appeal for a councillor to take on this role.

13. Items for next meeting

- To appoint a Staff Committee. Present members – Messrs.S.Barnett, J.Lapsley & Mrs.A.Willetts
- New Village Hall
- Old Forge Stores, Forecourt
- Village Hall Management Committee – appoint Parish Council representative

14. Public Open Forum It was proposed by Mr. Barnett seconded by Mrs.Willetts, to unanimous approval, that the formal meeting be suspended, and members of the public invited to address the meeting.

The following issues were raised:

- **Silhouette Statues** It was regrettable that the Parish Council agreed to pay only a proportion of the cost of purchasing three silhouette memorial statues – see Item 8.2. It should have met the full cost. It was pointed out that St.Mary's Church only asked for a contribution.
- **Scouts** The Village Green Stream had not been cleaned this year, The Duck Race had raised £2,900. Because of other commitments the Scouts had been unable to carry on cleaning the bus shelters and telephone kiosk.
- **Pavements** The footpath on Rose Hill/Ipswich Road from the junction with Alice Driver Road and the Village Hall is in a poor state and needs resurfacing.

15 Any other business

- Old Forge Stores Forecourt The Clerk will contact Mr.Charles Burch to see how he is progressing in his investigation into the condition of the forecourt. It was noted that some repair work had been carried out.
- Dates for 2018 Council Meetings September 10, November 12. All meetings to be held in the Parish Rooms

16. Co-option of new member for Grundisburgh (closed session)

It was agreed that Mr.William Barber should be invited to be co-opted to the Parish Council.

Action Summary

4. Roads & Transport Committee/Clerk
5. Clerk
7. Clerk
- 8.1 Clerk
- 8.2 Clerk
9. Mrs.Willetts
11. Clerk
13. Clerk
14. Clerk
15. Clerk
- 16 Clerk