

Grundisburgh & Culpho Parish Council
Minutes of a meeting of the Council held on Monday 12th March, 2018
in the Parish Rooms, Grundisburgh

Present: - Messrs.G. Caryer, S. Barnett (in the chair), J. Dunnett, D. Higgins, P. Kendall, Miss.V. Barker, Mrs.M. Bean, Mrs.S. Grahn, District Councillor A. Fryatt, County Councillor R. Vickery and 12 members of the public.

NOTICES had been posted according with regulations.

The Chairman announced that the meeting will be recorded, in accordance with Standing Orders, by Mr. Kendall

1. Apologies for absence Messrs.C.Burch, J.Lapsley, Mrs.J.Bignell, Mrs.A.Willetts, Mrs.K.Smith,

2. Declarations of interest No interests were declared.

3. Minutes The minutes of a Meeting of the Council held on the 8th January 2018 had been circulated and were therefore taken as read. It was proposed by Mr.Kendall seconded by Mrs.Bean, to unanimous approval, that these minutes be signed by the Chairman as a true record. There were no matters arising.

The minutes of an Extraordinary Meeting of the Council held on the 19th February 2018 had been circulated and were therefore taken as read. It was proposed by Mr. Higgins 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 It was proposed by Mr. Barnett seconded by Mr. Caryer, to unanimous approval, that the formal meeting be temporarily suspended, and members of the public invited to address the meeting. No issues were raised.

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

- Mr.Vickery apologised for his absence from the previous two meetings because of illness.
- He had accompanied Highways Officer Paul Gant on a tour of highway problem areas in his Division, including the damaged verge on Meeting Lane, and he was waiting for his report. Mr.Higgins complained that despite the allocation of £1,500 from the Locality Budget of Mr.Vickery's predecessor and numerous promises the Meeting Lane verge had not been repaired. He was now concerned that as vehicles are now travelling further into the verge the safety of pedestrians on the footpath was being threatened. Mr.Vickery apologised for the delay which was caused by lack of funding and that priority had to be given to areas where there are danger and safety issues.
- A £21m PWLB Loan is being taken out which will be added to the council's road improvement budget enabling a quarter of the county's roads to be resurfaced by March 2021.
- £7m has been allocated over three years for repairs.
- Re-organised teams are being set up to get to grips with pot hole repairs.
- Council tax is being increased – the first time in ten years.
- 2018 is the 100th anniversary of the ending of the 1st World War and he encouraged the Parish Council to commemorate this event.

6. District Councillor's Report District Councillor Tony Fryatt reported:
Council Tax

- Suffolk Coastal has pegged its increase in Council Tax to less than £5 for the second year running.
- The increase in the District Council's portion of the Council Tax for the coming fiscal year at 3.15%.
- In real money, this equates to a rise of less than £5 in Council Tax for people living in a Band D property during 2018/19.
- Although Suffolk Coastal collects the Council Tax (on behalf of Suffolk Coastal, the County Council, Police and Town/Parish Councils), only about 10p in the pound goes towards providing District Council services.

Suffolk County Council	- £61.38 million (75% of the total).
Police and Crime Commissioner for Suffolk	- £9.33 million (11.4% of the total).
Suffolk Coastal District Council	- £8.02 million (9.8% of the total).
Town and Parish Councils	- £3.13 million (3.8% of the total).

Garden Waste Local people can now sign up to the new Garden Waste Collection Scheme being provided by the District Council who are introducing a £43 a year charge for collecting garden waste this financial year (2018/19).

The scheme is optional, with the first paid-for collections scheduled to start from the beginning of May 2018. It's quick and easy to sign up, either:

Online at: my.eastsuffolk.gov.uk/MyServices. Residents will need to register, or login to their My East Suffolk account and then complete the form for garden waste. Call Customer Services on 01394 383789, and choosing option '0'. Or, visit Customer Service staff in the Customer Service Centre in Felixstowe and Woodbridge Libraries.

A debit or credit card is needed to pay. The fee for one bin is £43 for a year (the equivalent of paying about £1.65 per fortnightly collection). The order can be placed now and applicants should not forget to say 'YES' to the upgrade.

Mr.Dunnett suggested that the District Council should supply every resident with a composting bin which would render the supply of brown bins totally unnecessary. Mr.Fryatt pointed out that the contents of brown bins were composted.

Formation of East Suffolk District It has now been formally agreed that Suffolk Coastal will merge with Waveney to form East Suffolk District Council in time for the elections in May next year. The new District will be one of the largest in England. Discussions are under way about the optimum number of wards that will be needed and, consequently, how many ward councillors. This will be decided by the Boundary Commission later this year with input from the two Districts. The current thinking is that there should be around 55 Wards compared to the current 89. This will mean increase to the size of wards and the Parishes to be included (and more work for each Ward Councillor!)

Mr.Dunnett pointed out that this could be a step forward towards forming one unitary council for Suffolk.

Car Parking Charges Horror stories have appeared in the press about the increase in car parking charges coming in some council areas. Nominal increase in charges will be introduced

Major Changes to the NPPF and Planning Last year the Government issued two major papers proposing changes to the planning processes – the Housing White Paper and Planning for the Right Homes in the Right Places. These proposed a raft of changes to the planning system that would address the weaknesses in the supply of new homes.

The key recommendations from these have now been brought forward into a major revision of the National Planning Policy Framework (NPPF). Obviously, not all the proposals will make it into the revised document but it does show that some of our long outstanding areas of concern are being addressed. The changes are out for consultation and the closing date for responses is 10th May 2018.

District Councillors Report - Major Changes to the NPPF and Planning cont...

Below are some the important revisions that could have a significant impact on the District.

- Issue rules and guidance for viability assessments.
- Encouraging pre-application discussions to iron out potential problems before the application is submitted.
- Definition and rules for the calculation of housing needs (Housing Needs Assessment)
- Housing Delivery Test (from 2020) to establish precisely the District's performance against the Housing Needs Assessment. Should the target of 75% be missed, then the assumption in favour of sustainable development will come into play (as with the current 5 year building land supply directions)
- New Homes Bonus payments could be linked to performance against the Housing Delivery Test.
- New methods of establishing the 5 year land supply with a review once a year. This could remove much of the non-productive arguments currently having with developers and appeal inspectors.
- Pressure for plans that make greater use of smaller sites. At least 20% to be on sites of 0.5 hectares or less.
- Making more effective use of land
- Introduction of planning conditions to bring forward developments within two years.
- Encouragement for the increase in exception sites
 - Powers to investigate why major sites are not being built out.

These address many of the problem areas the District has raised with Government and have the ability of making some fundamental improvements to the planning in the District. The full list of proposals can be found on :

<https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>

7. Suffolk Highways Community Self Help Survey The survey was forwarded to members on the 10th February. After discussion it was agreed that there were no tasks the Parish Council would wish to take over from the County Council. It was pointed out that no grants were available and that the parish council would have to pay for any work undertaken from its precept.

8. Financial Matters

8.1 Minutes The minutes of a Meeting of the Finance Sub Committee held on the 15th January, 2018 containing the Committee's recommendations and a proposed 2018/2019 budget had been circulated to all Councillors prior to the meeting. It was proposed by Mr. Barnett seconded by Mr. Higgins, to unanimous approval of those present at that meeting, that the minutes be signed by the Chairman as a true record

8.2 Budget 2018/2019 Mr. Barnett proposed seconded by Mrs. Grahn, to unanimous approval, that the Finance Committee's budget, recommendations, previously circulated, for the 2018/2019 financial year be approved – copy attached.

Mr. Barnett proposed seconded by Miss. Barker, to unanimous approval, that the precept for 2018/2019 should be set as £18,250

8.3 Risk Assessment The Chairman & Clerk had reviewed the current Risk Assessment, which had been circulated to members prior to the meeting, and recommended that no changes needed to be made. Mr. Caryer proposed seconded by Mr. Kendall, to unanimous approval, that the current Risk Assessment should remain unchanged.

8.4 Financial Standing Orders - The working group Messrs S. Barnett, G. Caryer & D. Higgins had held two meetings to review the current Standing Orders. A final meeting will be held shortly to complete their work. Their recommendations will then be submitted to full council for their approval.

Financial Matters cont...

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

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

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

R.J.Isbell & Son (East Anglia) Ltd	£100.00	Allotment rental 2018
Mrs.J.Bignell	£9.37	Gift of wine to owners of Coach House who supplied electricity for the Village Green Christmas Tree
Vertas Group Ltd	£193.00	Playingfield grass cutting January – March 2018
Anglian Water Business Ltd (National)	£27.66	Allotment water charges
Mr.R.Fletcher	£181.17	Village Green posts repairs

8.7 Other payments requiring approval

Mr.J.Ager	£443.00	Clerk's Salary February/March 2018
	£577.00	Office Allowance 2017/2018
	£50.68	Clerk's Expenses 31/12/2017-06/03/2018
	£33.45	A4 paper, envelopes, labels
	£223.19	HP Colour Laserjet M281fdw printer
	£35.00	ICO registration (data protection)
Suffolk Coastal Norse	£64.00	Dog Waste bags
HM Revenue & Customs	£374.65	Income Tax/National Insurance

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

8.8 Account Balances as at 6th March, 2018

Business Tracker Account	£62.33
Current Account	£9,719.08
Post Office Investment account	£20,901.70
VAT to claim	£406.30
TOTAL	£31,089.41

8.9 Budget Report attached

9. General Data Protection Regulation (GDPR) The Parish Council have been registered A8249242 Year 1 fee £35.00 and has asked the DPO centre to provide the services of a Data Protection Officer. Cost Year 1 £220 Year 2 £100.

10. Planning Report Mr.Caryer reported:

10.1 Applications received since previous meeting

DC/18/0317/FUL Olde Forge Stores, The Green, Grundisburgh. Proposed alterations and erection of first floor extension to provide studio flat over shop. The Parish Council had objected to this application on the same lines as a previous application.

DC/18/0430/FUL Rookery Farm, Otley Road, Grundisburgh. Construction of detached cartlodge and associated driveway/turning area

DC/18/0768/FUL The Coach House, The Green, Grundisburgh. Demolition of UPVC conservatory and replaced with a slightly larger timber Orangery on the western side of the house. Note: separate application from 2012 application C/12/1005 for an extension (permission granted)

The Coach House is situated in Grundisburgh's Conservation Area but is not listed.

DC/18/0769/FUL Plovers Way, 38 Stoney Road, Grundisburgh. Garage conversion, single storey rear extension and partial roof extension.

10.2 Applications approved by Suffolk Coastal District Council

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

The Parish Council had objected to this application and requested that it should be decided by the District Council's Planning Committee. This request was refused and the application was approved at officer level.

10.3 Laneside, Meeting Lane, Grundisburgh. The legality of a large timber building is currently being erected was questioned.

11. Roads & Transport Report

Grundisburgh Corner, Otley Road, Grundisburgh The signs and gates in the verge had been damaged. The Clerk will investigate.

12. Footpaths & Environment Report Mrs.Grahn reported that the County Council's Rights of Way Department are very slow in arranging repairs on Public footpaths - another sign of lack of funding

The combined Walk & Litter Pick on Sunday 11th March had been hampered by severe weather and another Walk & Litter Pick will be held on the 18th March.

Potholes in the Olde Forge Stores forecourt are creating a very hazardous situation for pedestrians. Mr.Charles Burch's report on the current situation and possible funding solutions is awaited.

13. Lyttleton Meadow management Mr.Barnett will arrange a meeting of Gurdon Road residents and James Baker of Greenways to discuss the Meadow's future management.

14. Reports from representatives to village organisations

14.1. SALC. No report

14.2 Playing Field Mr.Caryer reported that maintenance work is being carried out on the exterior of the Pavilion. The Annual General Meeting will be held on the 16th April.

14.3 Village Hall Mr.Caryer reported that the Village Hall's Management Committee's Annual General Meeting was held on the 27th February. The old hall was still requiring considerable maintenance.

New Village Hall A Business Plan has been produced and distributed to councillors. It can also be viewed at Williams Store. A web site has been created from which the Business Plan can be downloaded. Mr.Dunnett asked for a summary of the Business Plan to be produced. It was resolved at the November meeting of the Council that an Extraordinary Meeting of the Council would be held to discuss an application from the Village Hall Management Committee that the Council should apply to the Public Works Loan Board Loan for a loan to part fund the building of the new village hall. Full details would be circulated to members prior to the meeting.

15. 2018 Annual Parish Meeting – 24th April, 2018

- Draft Invitation, agenda, summary of accounts and annual report were circulated to members on the 27th January which were approved by members. It was agreed that the invitation should include an opportunity to put forward questions in advance which can be dealt with at the meeting.
- 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.
- Buffet Supper arrangements - Grange Farm Shop will provide food and drink, GADS glasses. Helpers on the night will be needed. .

16. Items for next meeting

- State of the Village Greens
- Meeting Lane Verge
- Flood warning sign C323 near Culpho Manor

17 Any other business

Dates for 2018 Council Meetings 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.

The Annual Parish Meeting will be held in Grundisburgh Village Hall on the 24th April.

18. Public Open Forum

It was proposed by Mr.Barnett 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 items were raised:

- Caffe 66 Village Hall Monday and Wednesday 10 – 1.30 Cafe 66 is a Kesgrave based project run by local people. The cafes service staff have varying learning disabilities who three times a week can enjoy a safe and friendly environment whilst serving the local community. <http://www.cafe66.org.uk/>
- New Village Hall An Extraordinary Meeting of the Council will be held to which members of the public will be invited.

Action Summary

- 11.** Clerk
- 12.** Mr.Burch
- 13.** Chairman
- 15.** Clerk
- 16.** Clerk