

Grundisburgh & Culpho Parish Council
Minutes of a meeting of the Council held on Monday 14th January, 2019
in the Parish Rooms, Grundisburgh.

NOTICES had been posted according with regulations.

Present: - Messrs.W.Barber, C.Burch, G.Caryer, S.Barnett (in the chair), J.Dunnett, P.Franklin, D.Higgins, P.Kendall, J.Lapsley, R.Youngman, Mrs.M.Bean, Mrs.J.Bignell, Mrs.A.Willetts and 28 members of the public.

1. Apologies for absence District Councillor Tony Fryatt, County Councillor Robin Vickery

2. Declarations of interest

Village Hall – Messrs.P.Franklin, D.Higgins, P.Kendall, Mrs.J.Bignell, Mrs.A.Willetts
Planning Application DC/18/3162/FUL Larks Rise Ipswich Road Grundisburgh - Mr.P.Franklin

3. To Agree and Approve the Minutes of a Meeting of the Council held on the 12th November, 2018 and matters arising.

The minutes of a Meeting of the Council held on the 12th November, 2018 had been circulated and were therefore taken as read. Mr.Franklin asked that the following sentence should be inserted under Item 7. *Hopkins & Moore have an option to purchase the New Village Hall Site (conditions not specified) and they had effectively a veto on disposal of the site to any other party.*

It was proposed by Mr.Kendall seconded by Mr.Youngman, that these minutes, after amendment, be signed by the Chairman as a true record. Approved. 12 members voting for with one abstention.

Matters arising

Mr.Dunnett asked whether the ownership of the road between the Old School and St.Mary's Church had been established. The Clerk had made extensive enquiries but had been unable to determine ownership.

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

The following issues were raised:

- Rose Hill-Ipswich Road footpath. Although its deteriorating condition had been reported many months ago no repair work has not been carried out. The Clerk will investigate.
- Stoney Road flooding Flooding at the junction with Hill Farm Road (Flet Cheese Corner) had been reported to County Council Highways but was still persisting. The Clerk will report it again emphasising the danger of vehicles avoiding the flood on this very tight corner.
- New Village Hall Mr Laxton confirmed that the Steering Group were in discussion with the Big Lottery concerning a major grant, but this was at the early stages. This is a change in response as previously they had declined any grant giving to this project. The user group discussions had gone well and in order to meet the minimum requirements of all the major user groups, the midway option outlined in the 20th October report would need to be increased in overall floor area by about 10% or so. Mr.Laxton confirmed the Grundisburgh Community Voice's "Alternative Perspective" had been uploaded to the website for anyone to view it. In addition, there is another document which is the same "Alternative Perspective" document, but with detailed comments added by the Steering Group. He confirmed that despite the suggestion in the document, the Steering Group had no intention of seeking a PWLB loan that is as large as the previous request. The "Alternative Perspective" did put forward a suggestion that a refurbishment of the existing hall should be considered and Mr.Laxton confirmed that this would be looked at in detail and the Steering Group would report back. There is a question as to whether the cash received from the Foulgers was capable of being used for a refurbishment, as it was given for the purposes of building a new village hall, but that this would be investigated also. Mr.Laxton confirmed that the Big Lottery did require a full set of accounts for the village hall and that this was being organised with the Treasurer.

New Village Hall cont...

To the extent any changes needed to be made to the accounts to fully reflect the receipt of the cash and land in previous years, professional advice would need to be sought and an initial discussion was being planned with Ensors to see whether they might assist. It is hoped that any adjustment might be shown by using a simple "Prior year adjustment" in the accounting year which ends 31st Jan 2019. Mr.Laxton confirmed that it is the intention to undertake a community-wide consultation with a series of options provided for public discussion, each of which will have financial implications set out and explained. The timing is not certain, but it would be at least a month before this could be undertaken.

5. County Councillor's Report No report

6. District Councillor's Report In District Councillor Fryatt's absence the Chairman read his report. He wished the Council a very good year. As far as the District is concerned, it promises to be a very busy and eventful year. There are around 85 days before Suffolk Coastal joins up with Waveney to form the new East Suffolk District. This entails a considerable number of discussions / meetings; hence the reason for missing this meeting. He will be attending a "Shadow Cabinet Briefing" session. The two major items facing Parishes are, of course, the Local Plan proposals and the launch of the Sizewell C Stage 3 Pre-Application consultations.

Local Plan

The Final Draft Local Plan was passed by the District Council on the 3rd January. From 14th January until 25th February, they will take representations on the "soundness" and legal compliance of the Plan. This means that if the Parish Council have any grounds for suggesting that the Plan

- Has not been positively prepared,
- Has not been fully justified,
- Cannot be effective over the plan period
- Is not consistent with national policy

then there is six weeks to submit representations to the District Council before the Plan is submitted to a Planning Inspector appointed by the Secretary of State.

There will be a number of meetings/ drop-in sessions for Town and Parish councillors to ensure that everyone understands the process. (The first of these was held on 11th January and was well attended).

Sizewell C

EDF Energy has published the particulars of their pre-application discussions for the Sizewell C power station together with comprehensive details of the arrangements for full and effective consultations.

People can submit their views on the Stage 3 Sizewell C Consultation at:

<http://sizewell.edfenergyconsultation.info/szc-proposals/stage-3/>

There are also a series of exhibitions taking place over the next two weeks where people can find out more about the proposals:

<https://www.edfenergy.com/energy/nuclear-new-build-projects/sizewell-c/proposals/stage-3>

The closing date for consultation is 29th March 2019

7. New Village Hall

7.1 Custodian Trustee The Chairman reported that the Suffolk Association of Local Councils (SALC) had been asked for their advice on the powers of the Parish Council as Custodian Trustee who recommended an application to Community Action Suffolk (CAS) for access to their Pro Brono Legal Advice Scheme. As only voluntary organisations are eligible the application has been made by the Village Hall Management Committee. To date their advice has not been received.

He had visited, with the Clerk, a trainer in such matters used by Groundworks and SALC who made it clear that:

- a Custodian Trustee has no power to interfere with an operating Trust
- and must do anything it is asked to do by the operating trust which is lawful to do.
- an operating Trust can change its Custodian at will to an alternative Custodian. No permission is required.

This information has been stated before and was again stated unambiguously at that meeting. The Clerk observed that this coincided exactly with the interpretation of the Parish Council's role as Custodian Trustee he had previously obtained.

Mr. Franklin disagreed very strongly with this definition of the Parish Council's powers.

7.2 Reports An Update Report from Mr. Laxton, Chairman New Village Hall Steering Group and a report "An alternative View" from Mr. Higgins had been circulated and published on the Village Hall web site with responses from the Steering Group. Mr. Higgins was criticised for publishing anonymously and stated that he had received abusive anonymous letters which he had reported to the police.

7.3 Financial Reporting A letter from Mr. Franklin complaining that incorrect financial information had been posted on the Charity Commission's web Site. The Chairman had passed the letter on to the Management Committee.

7.4 Annual General Meeting The Village Hall Management Committee's AGM will be held on the 23rd February, 2019.

8. Elections 2 May 2019

The Clerk Reported:
Estimated Election costs of a contested election

	Culpho	Grundisburgh
Other fees (inc. Returning Officer, Supervisory and Clerical)	318.49	354.62
Polling Station Costs	227.00	272.00
Postal Vote Costs	153.32	474.48
Count Costs	<u>67.50</u>	<u>81.00</u>
	£766.31	£1182.10

There are no Poll Card Costs for parishes as these are being paid by the District Council for combined scheduled elections. In the case of uncontested election, the administrative costs will only be charged.

£823.32 is allocated in Earmarked Reserves plus a further £250 in the 2019/2020 budget for Election expenses.

9. 2019 Annual Parish Meeting

The Clerk reported:
A local council must hold an Annual Meeting between 1st March and 1st June. It was agreed that this year's meeting will be held from the 13th May (the date of the Parish Council's Annual Meeting) to the 1st June. 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. The 2018 Meeting was held on the 24th April.

It is NOT the Parish Council's Annual General Meeting which will be held on the 14th May.

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.

2019 Annual Parish Meeting cont...

Extract from the minutes of the Council Meeting held on the 14th May, 2018

- Complaints had been received that villagers could not hear. A sound amplification system should be used at the 2019 meeting.
- Catering, Year in Pictures and presentation of recipients of the John Batchelor bequests were excellent.
- Mr. Lapsley volunteered to lead a group to organise next year's meeting. It was noted that it was previously agreed that Councillors should organise the 2018 meeting, but no Councillors volunteered to join it.
- Councillors should sit together at the front.
- Villagers should be encouraged to take part and councillors "hold back".
- The minutes will be put to the 2019 meeting for approval. Draft minutes have been posted on the Parish Council Web Site and a hard copy placed in Williams Store.

Mr.Lapsley agreed to organise this year's meeting.

10. Financial Matters

10.1 Minutes The minutes of a Meeting of the Finance Sub Committee held on the 13th December, 2018 containing the Committee's recommendations and a proposed 2019/2020 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

10.2 Budget 2018/2019 Mr.Barnett proposed seconded by Mr.Barber, to unanimous approval, that the Finance Committee's budget, recommendations, previously circulated, for the 2019/2020 financial year be approved – copy attached.

10.3 Precept Mr.Barnett proposed seconded by Mr.Kendall, to unanimous approval, that the precept for 2019/2020 should be set as £19,000.00

10.4 Financial Standing Orders The Clerk will circulate the Model Orders to all councillors.

10.5 Risk Assessment Already circulated Mr.Barnett proposed seconded by Mr.Kendall, to unanimous approval, that the current Risk Assessment should remain unchanged.

10.7 Payments received since the last meeting

Mr.J.Richards £12.00 Allotment Rent

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

Grundisburgh Village Hall	£25.00	Hall Hire 9 th August 2018
Business Services at CAS Ltd	£287.33	Insurance
PKF Littlejohn LLP	£240.00	Audit Fee
Suffolk Coastal Norse Ltd	£64.00	Dog Waste Bags
Vertas Group Ltd	£269.57	Playing Field Grass Cutting July-September 2018
HM Revenue & Customs	£257.60	Income Tax
Vertas Group Ltd	£182.64	Playing Field Grass Cutting October-December 2018
Mr.R.Fletcher	£480.00	Village Green grass cutting October-November 2018
Mr.J.Ager	£515.20	Clerk's Salary October/November 2018
	£53.86	Clerk's Expenses October/November 2018
	£140.94	Windjammer A1 A Frame Notice Board
	£16.97	A4 paper, C5 envelopes
Mr.J.Dunnett	£9.35	Millennium Meadow – petrol for mower, saw and strimmer
SALC	27.00	Payroll Service
Mr.B.Quinton	£111.92	Memorial bench – installing concrete base
Mr.D.R.Martin	£162.38	Memorial bench – installing concrete base

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

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

Lunch Club	£200.00	Grant – Autumn Outing
HM Revenue & Customs	£130.03	Income Tax
Anglia Water Business Ltd (National)	£30.77	Allotment water charges
Society of Local Council Clerks	£89.00	2019 Membership renewal
M.P.Stephenson & Sons	£120.00	Christmas Tree
Mrs.S.Grahn	£41.49	Christmas Walk refreshments

10.10 Other payments requiring approval

Mr.J.Ager	£515.20	Clerk's Salary December 2018/January 2019
	£54.38	Clerk's Expenses December 2018/January 2019
Suffolk Coastal Norse	£64.00	Dog Waste bags
Mr.C.Doyle	£52.72	Christmas Tree batteries & charger
Vertas Group Ltd	£79.72	Playing Field Grass Cutting January-March 2019

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

Village Green Christmas Decorations Mrs.Bignell was thanked for organising the erection of the Christmas Tree and Mr.Doyle was thanked for installing the lights. Thanks were also expressed to villagers living around the Green who decorated their houses with Christmas lights and to St.Mary's Church for the Christmas Star suspended so dramatically on top of the tower and for floodlighting the windows. All contributed to making the centre of Grundisburgh such an impressive celebration of Christmas.

10.11 Balances as at 14th January, 2019

Business Tracker Account	£62.46
Current Account	£14,901.49
Post Office Investment account	£20,901.70
VAT to claim	<u>£514.91</u>
TOTAL	£36,380.56

10.12 Budget Report attached

11. Planning Report Mrs.Willetts reported:

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

DC/18/3290/LBC Grundisburgh Hall Ipswich Road Grundisburgh Suffolk IP13 6TW
Remove and replace failed render on Southern elevation of Grundisburgh Hall with a lime render onto oak lath.
Remove impervious masonry paint to the West and East faces of the building and replace with a breathable paint.

DC/18/3838/VOC Rookery Farm, Otley Road, Grundisburgh. Application Reference DC/17/3948/FUL
Amendments to the previously approved landscaping details. The minor changes include the provision of 1.8m high brick boundary walls separating the garden spaces of Barns A & B and a small increase of the driveway area to Barn B.

DC/18/4564/FUL Saddlers Cottage Woodbridge Road Grundisburgh Suffolk IP13 6UD
Single storey side extension, internal and elevational alterations, rebuilding single storey storeroom

DC/18/4562/FUL Saddlers Cottage Woodbridge Road Grundisburgh Suffolk IP13 6UD
Erection of double garage cartlodge with adjoining workshop. Loft space at part first floor over, accessed by new external staircase.

DC/18/4570/LBC Bridge House Woodbridge Road Grundisburgh Suffolk IP13 6UF
Installation of secondary double glazing units to ten windows, pair of french doors and adjacent sidelight panels on internal face of units. (*Note secondary double glazing does not need LBC permission*)

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

DC/18/4859/FUL Gabledene Rose Hill Grundisburgh IP13 6TG

Proposal the construction of a rear extension with additional alterations to the existing side extension and associated internal alterations, and the demolition and construction of a new porch to the front elevation.
(DC/17/FUL application approved much larger extension than current)

DC/18/5127/FUL Orchardside Meeting Lane Grundisburgh Suffolk IP13 6UB

Proposed single storey rear extension (Orangery)

DC/18/3162/FUL Larks Rise Ipswich Road Grundisburgh Suffolk IP13 6TJ

Construction of two storey extension to the rear of the property to provide extra kitchen space on ground floor and an extra bedroom on the first floor

It was agreed that the Parish Council should send objection to poor design with flat roofed extension, over use of site on an already extended bungalow)

DC/18/5152/VOC Land to the rear of Highbank and off Alice Driver Road

Variation of condition 2,4 on DC/14/3465/FUL – Erection of 3 detached dwellings + associated garages land rear of Highbank (revised scheme DC/13/2609) Building work has started.

11.3 Suffolk Coastal Final Draft Local Plan Has been published. There is now a 6-week period ending at 5pm on Monday 25th Feb 2019 for the public and stakeholders to submit representations.

In the guidance notes it states *If you wish to make representation seeking a modification to the plan or part of the plan you should make it clear in what way the plan or part of the plan is inadequate having regard to its legal compliance and soundness, It may be helpful to state precisely how you consider the plan should be modified and include succinct information showing why the plan should be modified.*

The NEW plan shows land to the west of Chapel Road previously site 351 Chapel Field as the preferred site now SCLP12.52 with 70 houses proposed for the site.

Grundisburgh

560 Land to the East of Woodbridge Road 1.85 Housing, Open Space Site identified as potentially suitable in SHELAA – However, it was deemed Site 351 (site allocation: SCLP12.52) is a more suitable site in response to consultation feedback.

1119 Land to the west of Ipswich Road, Grundisburgh 2.78 Housing Site identified as potentially suitable in SHELAA. The site was proposed as an allocation in the First Draft Local Plan – SCLP12.48. However, it is deemed Site 351 (site allocation: SCLP12.52) is a more suitable site for allocation in response to consultation feedback whereby in particular the impact on the landscape was highlighted in relation to site 1119.

1133 Land to the east of Woodbridge Road, Grundisburgh 1.39 Housing Site identified as potentially suitable in SHELAA – However, it was deemed Site 351 (site allocation: SCLP12.52) is a more suitable site in response to consultation feedback.

Having looked through the consultation statement published by the District Council no response supported any other site just objection to the preferred site SCLP12.48.

The Parish Council must hold another public meeting to inform the Parish of the new site.

The District Council are holding drop-in sessions as they did in July the first one is on Wednesday 30th January 15:00-19:00 at East Suffolk House, Station Road, Melton.

More information is to be published on line on Monday 14th January so Mrs.Willetts will try to download more information for the public meeting.

12. Roads & Transport Report The Clerk reported that he had submitted a long list of outstanding highways repairs to County Councillor Vickery who had passed these on to the County Council Highways Department. He was waiting for their response.

13. Footpaths & Environment Report

13.1 Christmas Walk A well-attended torchlit Christmas Walk was held on the 18th December to Mr & Mrs.Hill's home at "Chiltern Ross", Hasketon where Christmas Fare was enjoyed.

13.2 Monthly Walk Starting from the Village Green these walks continue to be very popular.

14. To receive reports from Council representatives to other organisations

14.1 SAVID 10 villages have joined SAVID. Mr.Robert Crouch represents the Parish Council. County Councillor Robin Vickery has allocated £3,000 from his Locality Budget to purchase a Speed Indicator Device (SID). The money will be paid to the Parish Council who will store and keep the device. Each member village will have to arrange its own Insurance. Five sites have been identified in Grundisburgh and approved by Suffolk County Council who will pay for the posts to be fitted.

14.2 Speedwatch A meeting had been held in Grundisburgh. Forms have been sent to volunteers to complete. Training will be given.

15. Items for next meeting

- To approve Financial Standing Orders
- New Village Hall
- Annual Parish Meeting

16. 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:

- **New Village Hall Site** Mr. Whittingham said that earlier in the meeting Mr.Franklin Had made a series of observations about the new hall title. One of these was observing that in the Charges Register, which is where encumbrances are set out, there was a Unilateral Notice recording the existence of an option in favour of Hopkins & Moore. The entry gave no details of the terms of that option. Mr. Whittingham had investigated this by obtaining documents from the solicitor who acted on the new site transfer. The contract referred to the entrance to the Hopkins site, which is now the entrance to Felgate Way. The footprint of that entrance was marked on the contract plan. However, it was recognised that the final location of the Felgate Way entrance might not end up being precisely on the footprint shown on the plan. He assumed that might have been due to complying with Highways Department concerns about lines of sight or maybe just surveying errors. The contract then provided that the actual entrance, once constructed, would be remeasured. If it turned out that the entrance was partially on land belonging to the charity (e.g. if it was 2 feet further down the hill than shown on the original plan), Hopkins have an Option to acquire the additional space required to align the title with road as it is on the ground. If they exercise this, they have to give an equivalent square footage on their boundary to the charity to ensure that the charity gets its full 1 acre. To protect this right, the Unilateral Notice was placed on the new site's title to flag up to third parties that there is an option which needs to be dealt with if the land was to be transferred in the future.
- **Custodian Trustee** Mr.Whittingham reiterated that the Parish Council, as Custodian Trustee, had no role in the management of the old or new Village Hall and confirmed that assets would not be safer in the hands of a Custodian Trustee than a CIO
- **Ipswich Northern By Pass.** The effects that an Ipswich Northern By Pass could have on the villages is causing concern. An up-to-date assessment of the current situation is needed.

17. Any other business

17.1 Olde Forge Stores The Chairman will organise a meeting of all interested parties to see what can be done to repair the Stores forecourt. The Parish Council had already budgeted £1,500. A resident had offered to contribute £1,000.

17.2 2019 Council Meetings

March 11, May 13, July 8, September 9, November 11

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

- 3.** Clerk
- 4.** Clerk
- 9.** Clerk, Mr.J.Lapsley
- 10.4** Clerk
- 12.** Clerk
- 17.1** Chairman