

THE PARISH COUNCIL OF GRUNDISBURGH & CULPHO
COUNCIL MEETING
MONDAY 13TH JULY 2026
NOTES

1. Apologies for absence
2. To receive member's declarations of interest
3. Minutes - To approve the minutes of the Parish Council Meeting held on the 11th May 2026
4. District Councillor's Report
5. County Councillor's Report
6. Allotments
7. Recycling & Waste Collections
8. Public Open Forum
9. Community Emergency Plan

10. Planning Report

Applications approved by East Suffolk Council since last Parish Council meeting.

DC/26/1032/FUL. 18 Gurdon Road Grundisburgh Proposed single storey rear extension and associated works to existing single storey detached dwelling.

DC/26/1071/FUL 19 Stoney Road Grundisburgh Woodbridge

Removal of existing single storey side extension with proposed two storey side extension in lieu with associated alterations.

DC/26/1343/DEM Agricultural Buildings At Elm Tree Farm, Wood Farm Road

Determination by the local planning authority that prior approval is given for the Proposed method of demolition permitted by Class B of Part 11 of Schedule 2 to The Town And Country Planning (General Permitted Development) Order 2015 Our reference DC/26/1343/DEM

Proposal Prior Notification Demolition - One Dutch Style Barn, concrete supports, asbestos roof, asbestos canopy roof over courtyard Date of local planning authority's determination that prior approval to the siting and appearance of the development is required: 1 June 2026

DC/26/1397/FUL Stoneleigh Half Moon Lane Grundisburgh Replacement of the existing extension with a more efficient and better designed structure External wall insulation and new cladding Installation of an air source heat pump. Under floor heating system Mechanical Ventilation with Heat Recovery (MVHR) Roof replacement incorporating photovoltaic solar panels

DC/26/0532/FUL The Gables, The Green, Grundisburgh Creation of a natural swimming pond

DC/25/3128/FUL Hill Farm Barns, Hill Farm Road, Grundisburgh Conversion & alterations of barn to form self-build dwelling

DC/25/3129/LBC Hill Farm Barns Hill Farm Road Grundisburgh Listed Building Consent - Conversion & alterations of barn to form self-build dwelling

DC/25/3157/FUL Hill Farm Barns Hill Farm Road Grundisburgh Conversion & alterations of barn (including reconstruction of single storey element in North East corner) along with associated small extension on courtyard face of link to form self-build dwelling

DC/25/3158/LBC Hill Farm Barns Hill Farm Road Grundisburgh Listed Building Consent - Conversion & alterations of barn (including reconstruction of single storey element in North East corner) along with associated small extension on courtyard face of link to form self-build dwelling

DC/26/1413/FUL 4 Thomas Walls Close Grundisburgh . Single storey side and rear extension to house. New windows and doors, extension to double garage.

Applications approved/No objections since the last Parish Council meeting.
DC/26/1715/TCA Hillside Cottage The Street Grundisburgh

Applications received since the last Parish Council meeting.
DC/26/1413/FUL 4 Thomas Walls Close Grundisburgh . Single storey side and rear extension to house. New windows and doors, extension to double garage.

DC/26/1715/TCA Hillside Cottage The Street Grundisburgh 2no. Beech (marked on plan) - Fell
1no. Cherry (marked on plan) - Overall crown reduction by 1.5 metres

Applications still outstanding.
DC/25/3828/FUL Tarn Hows Woodbridge Road Grundisburgh
Drop kerb/splay, entrance total area 25sq, meters

DC/26/0024/FUL The Gables, The Green, Grundisburgh Creation of new vehicular access

New Local Plan

Local Plan Scoping Consultation 10 June – 29 July 2026. A 24 page document asking for your views
The purpose of this consultation is to inform the content of the East Suffolk Local Plan, and the methods we should use to engage with our communities and stakeholders during the plan preparation process. This consultation is the first public consultation on the new Local Plan, and your responses will help us to prepare the draft Local Plan which will also be subject to consultation.

The questionnaire asks for your views on:

- *Your vision for East Suffolk*
- *Local Plan Topics*
- *Involving you in the Local Plan*

It is the usual tick box consultation that the Local Authority have to use to prove that they have consulted.

The only really important dates are

- May to June 2027: Consultation on the proposed Local Plan content and evidence
- February to March 2028: Consultation on the proposed Local Plan
- September 2028 to March 2029: Examination
- April 2029: Adoption

A Call for Sites was carried out between 20 October 2025 and 9 January 2026. No decisions have been taken at this stage on any sites.

Determining which sites become allocated in the new Local Plan will be informed by a range of assessments and public consultation, including the creation of a wider strategic vision and spatial strategy for the plan. The site assessment itself will involve considering a range of key constraints such as flood risk, environmental assets and infrastructure availability.

The sites currently have no planning status (other than sites which are already allocated or permitted, in which case a submission does not alter this status). The map shows sites submitted during the call for sites, further sites may come forward through the Local Plan process.

The Parish Council will have to make sure we consult with the village via public meetings and publishing links to the proposed Local Plan content and evidence.

The next meeting of the Planning Sub Committee meeting will have the main agenda item

The sites within Grundisburgh put forward in the Call for Sites.

11. Financial Matters

2025/2026 Audit

The Annual Governance & Accountability Return (AGAR) was submitted to the External Auditor on the 24th May. The commencement date of the period for the exercise of Public Rights is the 3rd June. The Notice was placed on the Parish Council's Notice Board and posted, with the AGAR plus regulated documents, on the council's website.

Letters of thanks received

Community Tech Hub
Disability Advice Service
Chaps Chat
Suffolk Wildlife Trust
Citizens Advice
Lighthouse Womens Aid
East Anglian Air Ambulance
SARS
Grundisburgh Youth Club
St Elizabeth Hospice

Transfers

12/06/2026 £15,000 transferred from the Council's Business Premium Account to the Council's Current Account

Grant application

St Mary's Church are in the process of starting a Youth Band. The plan is to meet weekly to learn and practise music together, and once up and running, the group will perform in Church on a monthly basis.

The aim is to encourage young people to take up music, as it can have such a positive impact on mental wellbeing, confidence, and even educational attainment. They already have a great group of young people and a few basic instruments, but aim to make the band accessible to everyone. Some of those who would like to join simply can't afford their own instruments, so by providing them at the church, everyone will have the opportunity to get involved. They hope to purchase an electric guitar and an electronic drum kit, with a total cost of around £800.

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

Mr. B. Laxton	£1,635.60	Playing Field Pavilion – 3 bench seats
SALC	£27.00	Payroll Service 6 months up to 31 March 2026
Peter Voller	£1,500.00	Playing Field Pavilion – new cupboards
Barclays Bank	£12.70	Bank charges 13 Feb – 13 March 2026
Robert Fletcher	£260.00	Village Greens Grass Cutting February/March
The Trustees of the Parish Rooms	£172.00	Room Hire 2025/2026
R.P.Herries	£47.50	ESPA Playing Field Pavilion Hire
HM Revenue & Customs	£128.20	Income Tax
East Suffolk Services Ltd	£65.52	General Waste Bin Hire St. Mary's 1 April – 30 June
Barclays Bank Limited	£11.50	Bank charges 13 March – 12 April 2026
Grundisburgh Village Hall	£48.00	Annual Parish Meeting – Hall Hire
Mr.C.Dow	£80.68	Playing Field Pavilion – Paint
Mr. J. Ager	£513.05	Clerk's Salary April/May 2026
	£48.14	Clerk's Expenses
	£239.95	Laser Printer toners
Vertas Group Limited	£366.55	Playing Field Grass Cutting 01/04/2026 – 30/06/2026
SALC	£651.33	Membership Subscription 2026/2027
Brave Futures	£50.00	Donation
Chaps Chat	£200.00	Grant
Citizens Advice Bureau	£100.00	Donation
Communities Together East Anglia	£50.00	Donation
Disability Advice Service	£100.00	Donation
East Anglian Air Ambulance	£200.00	Donation
Headway	£50.00	Donation
Lighthouse Woman's Aid	£100.00	Donation
Suffolk Accident Rescue Service	£100.00	Donation

Starlight	£50.00	Donation
St. Elizabeth's Hospice	£200.00	Donation
Suffolk Family Carers	£100.00	Donation
Suffolk Wildlife Trust	£100.00	Donation
St.Botolph's PCC	£500.00	Grant towards cost of maintaining church yard
	£100.00	Grant Benefice Magazine
Lunch Club	£300.00	Grant
Grundisburgh PCC	£800.00	Grant towards cost of maintaining church yard
Grundisburgh PCC (Bags of Food)	£750.00	Grant
Grundisburgh Community Tech Hub	£500.00	Grant
1 st Grundisburgh Scouts	£300.00	Grant- 2027 Jamboree – 3 Scouts
Youth Club	£600.00	Grant
Mr.R.A.Youngman	£471.70	Annual Parish Meeting – buffet
Grundisburgh Youth Club	£600.00	Grant
Robert Fletcher	£260.00	Village Green Grass Cutting April

Emergency payments made prior to the meeting

Doyle Electrical Services Ltd	£995.72	Pavilion heater upgrade
Mr.C.Dow	£35.99	Pavilion restoration - paint
Mr.G.Caryer	£62.50	The Rectory sign
HM Revenue & Customs *	£208.05	National Insurance 05/06/2025-05/04/2026
Grundisburgh Playing Field	£380.00	Playing Field Pavilion - Fire Extinguishers
Mr.M.Harris	£133.97	Playing Field Pavilion - Fire Safety Signs
Anglian Water Business (National) Ltd	£93.17	Allotment water charges
Barclays Bank	£11.50	Administration charges 13/04/2026-12/05/2026
CPRE	£72.00	Annual Subscription
Thurlow Nunn Standen Ltd	£430.00	Brush Cutter – Millennium Meadow
Robert Fletcher	£80.00	Village Green Grass Cutting – May
Notice Me	£1,042.80	New Parish Notice Board
Barclays Bank	£25.90	Administration charges 13/05/2026-14/06/2026

- From 6 April 2025, the employer National Insurance contribution (NIC) rate rises to 15%, with the threshold reduced to £5,000 which results in the Parish Council paying NIC on the Clerk's Salary monthly £16.82

Other payments requiring approval

Mr. J. Ager	£513.05	Clerk's Salary June/July 2026
	£63.77	Clerk's Expenses
Doyle Electrical Services Ltd	£3,106.96	Playing Field Pavilion - Fire Alarm & Emergency Lighting Installation
Vertas Group Limited	£366.55	Playing Field Grass Cutting – 01/07/2026-30/09/2026
Water Testing	£100.00	
Charles Clarke & Son	£3,983.30	Playing Field Pavilion – install new fire proof kitchen and external double doors.

Balances as at 13th July, 2026

Business Premium Account	£151,507.43
Current Account	£16,406.17
VAT to claim	£1,843.01
TOTAL	£169,756.61

Budget Report

CIL Report

12. Roads & Transport Report
13. Footpaths & Environnement Report
14. Village Maintenance Report
15. To receive reports from Council representatives to village organisations
16. Public Open Forum
- 17 Items for next meeting
- 18 Any other business
19. Co-option of new members for Grundisburgh & Culpho (closed session)

Budget 2026/2027

01/04/2026 Through 31/03/2027 Using Budget 2 (in Pound)

07/07/2026

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Category Description	01/04/2026 Actual	- Budget	31/03/2027 Difference
INCOME			
Allotment Rent	0.00	450.00	-450.00
Bank Interest	0.00	1,000.00	-1,000.00
Precept	11,500.00	23,000.00	-11,500.00
TOTAL INCOME	11,500.00	24,450.00	-12,950.00
EXPENSES			
Administration			
Audit Fee	0.00	450.00	450.00
Bank charges	61.60	300.00	238.40
Clerk			
Expenses	311.87	500.00	188.13
Income Tax	128.20	0.00	-128.20
National Insurance	208.05	0.00	-208.05
Office	0.00	577.00	577.00
Payroll Service	0.00	50.00	50.00
Salary	1,026.10	3,854.00	2,827.90
Soc.Clks	0.00	110.00	110.00
Training	0.00	50.00	50.00
TOTAL Clerk	1,674.22	5,141.00	3,466.78
Cls. Exp.Train	0.00	200.00	200.00
Data Protection	0.00	40.00	40.00
Hire of Rooms	0.00	400.00	400.00
Insurance	0.00	600.00	600.00
Laser Printer	0.00	200.00	200.00
Parish Meeting	441.08	600.00	158.92
SALC	651.33	650.00	-1.33
Stationery	0.00	100.00	100.00
Website	130.00	150.00	20.00
TOTAL Administration	2,958.23	8,831.00	5,872.77
Run Costs			
Bags of Food	750.00	750.00	0.00
Bus Shelters			
Cleaning	0.00	300.00	300.00
Repairs	0.00	500.00	500.00
TOTAL Bus Shelters	0.00	800.00	800.00
Community Tech Hub CIC	500.00	500.00	0.00
Defibrillator	0.00	200.00	200.00
East Suffolk Planning Alliance	47.50	0.00	-47.50
Highways			
Road Signs	62.50	0.00	-62.50
SAVID	0.00	50.00	50.00
Snow Clearing	0.00	200.00	200.00
Speedwatch	0.00	150.00	150.00
TOTAL Highways	62.50	400.00	337.50
Local Fighting Fund	0.00	1,000.00	1,000.00
Lunch Club	300.00	300.00	0.00
Pks Open Spa			
Allotments	93.17	400.00	306.83
Benches	0.00	500.00	500.00

Budget 2026/2027

01/04/2026 Through 31/03/2027 Using Budget 2 (in Pound)

07/07/2026

Page 2

Category Description	01/04/2026 Actual	- Budget	31/03/2027 Difference
Dog Fido Bins	0.00	150.00	150.00
Footpaths & Environment	0.00	150.00	150.00
Millennium Meadow	358.33	1,100.00	741.67
Notice Boards	869.00	500.00	-369.00
Playing Field Maintenance	829.77	5,000.00	4,170.23
Playingfield Grass Cutting	610.92	1,000.00	389.08
Playingfield Pavilion	3,080.77	0.00	-3,080.77
River Water Testing	0.00	150.00	150.00
St.Bots	500.00	500.00	0.00
St.Mary	800.00	800.00	0.00
Village Greens			
Electricity Supply	0.00	150.00	150.00
Hedges	0.00	150.00	150.00
Mowing	340.00	2,000.00	1,660.00
Posts & Rails	0.00	300.00	300.00
Stream	0.00	500.00	500.00
Trees	0.00	100.00	100.00
Xmas Tree	0.00	200.00	200.00
TOTAL Village Greens	340.00	3,400.00	3,060.00
Village Maintenance	97.22	1,000.00	902.78
War Memorial	0.00	300.00	300.00
Wheeled Bin	54.60	800.00	745.40
TOTAL Pks Open Spa	7,633.78	15,750.00	8,116.22
Scouts 2027 Jamboree	300.00	300.00	0.00
Youth Club	600.00	600.00	0.00
TOTAL Run Costs	10,193.78	20,600.00	10,406.22
Section 137			
Brave Futures	50.00	50.00	0.00
British Legion	0.00	100.00	100.00
Chaps Chat	200.00	200.00	0.00
Citizens Advice	100.00	100.00	0.00
Communities Together East Anglia	50.00	50.00	0.00
CPRE (Suffolk Preservation Soc)	72.00	80.00	8.00
Disability Advice Service	100.00	100.00	0.00
East Anglian Air Ambulance	200.00	200.00	0.00
Headway	50.00	50.00	0.00
Lighthouse	100.00	100.00	0.00
Sflk Accid Resc	100.00	100.00	0.00
St Elizabeths Hospice	200.00	200.00	0.00
St.Botolphs Benefice Magazine	100.00	100.00	0.00
Starlight	50.00	50.00	0.00
Suffolk Family Carers	100.00	100.00	0.00
SWLT	100.00	100.00	0.00
TOTAL Section 137	1,572.00	1,680.00	108.00
TOTAL EXPENSES	14,724.01	31,111.00	16,386.99
OVERALL TOTAL	-3,224.01	-6,661.00	3,436.99