

**GRUNDISBURGH & CULPHO PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL 13<sup>TH</sup> MAY 2019**

**NOTICES had been posted in accordance with regulations**

Present:

Messrs. S.Barnett (SB), J.Dunnett, (JD) P.Franklin (PF), G.Caryer, (GC) D.Higgins (DH), P.Kendall (PK), R.Youngman, (RY) Mrs.J.Bignell, (JB) Mrs.A.Willetts (AW), Mr J Lapsley (JL).

In Attendance:

Mr R Vickery (RV) (District Councillor from 8:30pm), Mr P Knights (Clerk), 8 members of the public,

All newly elected members to sign a Declaration of acceptance of Office before the commencement of the meeting.

**1. Election of Chairman**

GC Nominated PK to be chair. PK's nomination was seconded by AW. DH asked the current chair whether Councillors should vote on PK's election to the chair. SB agreed; a vote was duly undertaken to carry the election of PK as Chairman by a majority of 7 votes to 3. PK signed the Declaration of acceptance of Office and assumed the chair for the remainder of the meeting.

**2. Election of Vice Chairman**

GC nominated AW to remain in situ as vice chair; seconded by JB and carried by a majority vote of 7 to 1.

**3. Apologies for absence**

No apologies were submitted.

**4. To receive member's declarations of interest**

AW, DH, JB, and PK declared non-pecuniary interests in the village hall.

**5. Minutes - To approve the minutes of the Parish Council Meeting held on the 11th March 2019. and an Extraordinary Meeting held on the 24<sup>th</sup> January 2019 matters arising.**

DH noted a matter of accuracy within the 1<sup>st</sup> paragraph of the minutes where Mr Will Barber (WB) tenders his apologies but is marked as present. It was confirmed that Mr WB was indeed present, and his apologies will be deleted.

No matters arising.

AW proposed that the draft minutes be adopted; SB seconded, and carried by a show of hands, 7 for, none against. PK duly endorsed the minutes with his signature as accepted.

Minutes to the extraordinary meeting of 24 January were unanimously accepted, and duly endorsed by PK.

**6. Appointment of Clerk to the Council and Responsible Financial Officer**

John Ager has resigned from the post of Parish Clerk and Responsible Financial Officer although he remains in post until 30 June. He will also be available in the background to facilitate a thorough handover of the Clerk's duties, particularly the financial side of the role. Peter Knights has been appointed as the new Clerk with effect from 1<sup>st</sup> May.

PK wished it to be noted that JA had proved to be the most conscientious and accurate keeper and recorder of the affairs of the Parish Council.

## **7. Public Open Forum**

PK proposed that Standing Orders be suspended to facilitate the Public Open Forum, and AW seconded the proposal.

Chris Dennis wished to place her appreciation on record for the support Will Barber has given to the community through his IT clinics. He has shown incredible patience with parishioners with limited IT knowledge. He has successfully de-mystified IT for attendees of the clinic. SB endorsed that WB has dispensed excellent advice. PK also expressed his gratitude on behalf of the editor of Grundisburgh News who has received considerable support from WB.

Martin Cripps as Chair of the Horticultural society, congratulated PK on his appointment to Chairman of the Parish Council.

Bryan Laxton, on behalf of the Village Hall Steering Group, thanked WB for setting up the new and excellent VH website, which goes live at the end of the month. The next edition of the Grundisburgh News will advertise the site and invite parishioners to become Facebook friends with it.

Mr Laxton gave an overview of the Village Hall Report (see appendix C for full details). PF raised the question of the VH committee requesting the removal of the demolition condition for the old Village Hall from the planning consent for the New Hall, without a substitute clause giving comfort that sufficient funds are available to deliver the New Hall. PF thought that the minutes of the previous meeting confirmed that this should be the case. GC clarified that this discussion took place during the Open Public Forum and was therefore not part of the official agenda as it was not subject to standing orders.

Mr Laxton advised that the current planning application has been withdrawn until he has had the opportunity of meeting with the relevant planning officer/s to discuss how a pragmatic way forward acceptable to all parties may be facilitated. DH expressed surprise that the fact that the application had been withdrawn was not disclosed within the Village Hall report and considered this to be a material omission.

PK recommended that Mr Laxton meets with the planning authority as suggested.

Open Public Forum closed by PK and Standing Orders were re-instated.

## **8. District Councillor's Report**

None received. DH suggested that Colin Hegely/Tony Fryatt should come to a subsequent meeting and explain himself with regard to the Chapel Field site being include within the local plan without due process being observed. AW wished to defend Tony Fryatt with regard to the Chapel Field issue as the Parish Council rejected an earlier alternative development proposal, which the District Council subsequently substituted with the Chapel Field site. DH observed that the Parish Council seems to have lost the opportunity to take legal action against the District Council for not following due planning procedures.

## **9. County Councillor's Report**

PK read through Robin Vicerys (RV) report (attached). RV arrived at the meeting at 8:30pm following attendance at an earlier Parish meeting and gave an update on the SID recently acquired on behalf of SAVID. It has been agreed that Grundisburgh PC will pay the insurance and be refunded in appropriate proportions by other SAVID members. GC is making the necessary arrangements. A request has been received from a Culpho resident that the SID be positioned at some point in Culpho, as there was concern at the speed of passing traffic. It was confirmed that Culpho has a 60mph speed limit, although it was not always appropriate, subject to conditions, for motorists to drive near to this limit. There was doubt whether the SID could measure speeds in excess of 60mph, but RV confirmed they can, and will also seek highways approval for the SID to be sited in Culpho.

JD expressed doubt whether the police authorities will ever visit and catch speeding motorists, although RV did confirm that the data collected via the SID initiative did inform the police's deployment of speed monitoring units. If the SID captures evidence of significant numbers of speeding motorists, the Police are likely to deploy

resources at some point.

## **10. Annual Parish Meeting 28<sup>th</sup> May, 2019**

JL updated the meeting regarding the arrangements for the Annual Parish Meeting taking place on the 28<sup>th</sup> May. Our district councillors have confirmed they will attend, and RV confirmed at the meeting that he would be attending.

3 Village organisations have confirmed that they will be giving presentations, and Playford Village Hall's big screen will be borrowed to facilitate this. Grundisburgh Art Club will be showing an exhibition in the Hall. JB is organising refreshments for the evening. Grundisburgh & District news are compiling a slideshow of last year's village events. Letters of invitation have been hand delivered to all households in Grundisburgh so it is hoped that the event will be well supported.

PK thanked JL on behalf of the Parish Council for all the work he has done to prepare for the event.

## **11. Financial Matters**

### **11.1. Letters of thanks**

Mr. Paul Garwood & Ms. Lucy Nightingale for supporting the Ipswich Survivorship Fund.

### **11.2. 2018/2019 Accounts & Audit**

SB proposed seconded by AW that the Parish Council meets the financial criteria for 2018/2019 and wishes to be an exempt authority not subject to the external auditors limited assurance review.

The Clerk reported that the Accounts had been prepared on a Receipts & Payments basis with Balance Sheet, Earmarked Reserves, Supporting Statement and Asset Register. These had all been circulated to councillors, with copies of the Annual Return and Annual Governance Statement prior to the meeting.

#### *Annual Governance Statement*

SB proposed seconded by AW to unanimous approval, that councillors as members of the Grundisburgh & Culpho Parish Council acknowledge their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements and confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March, 2019 that:

- 1) We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.
- 2) We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- 3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- 4) We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts & Audit Regulations.
- 5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- 6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems
- 7) We took appropriate action on all matters raised in reports from the internal and external auditor.
- 8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

### **11.3. Approval of the Accounts**

SB proposed seconded by AW to unanimous approval, that the 2018/2019 audited accounts be approved. The Clerk will write to Mr. Colin Grimwood and thank him for so thoroughly auditing the accounts.

#### 11.4. Appointment of cheque signatory

Current signatories Mrs. J. Bignell and Mrs. A.Willetts. A third signatory is required for practical reasons and PK agreed to become the third signatory. Clerk to organise paperwork (Barclays 0333 2027477)

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

<u>Payee</u>	<u>Amount</u>	<u>Reason</u>
Grundisburgh Village Hall	£25.00	Hall Hire Extraordinary Meeting 24 January
SALC	£62.40	2 Delegates Village Hall & Playing Field Briefing
Mr J Ager	£51.13	Clerk's expenses Feb/March 2019
	£443.00	Clerk's Salary February/March 2019
	£577.00	Clerk's Office Allowance 2018/2019
	£19.97	A4 Paper, C5 envelopes
	£40.00	Data Protection Renewal Fee
	£66.50	2 Black Compatible Printer Toner Cartridges
HMRC	£329.80	Income Tax
	£41.81	Employer National Insurance
The Ipswich Survivorship Fund No: 20568	£300.00	At the request of Paul Garwood & Lucy Nightingale who cleaned the bus shelters during the past 12 months
Grundisburgh Guides and Brownies	£400.00	Grant
Mr R Fletcher	£120.00	Village Green Grass Cutting February

It was proposed by SB and seconded by PK that these payments be ratified.

#### 11.6. Payments received since the last meeting

<u>From</u>	<u>Amount</u>	<u>Reason</u>
Suffolk County Council	£3,000.00	Locality Grant to purchase SID on behalf of SAVID
East Suffolk Council	£9,500.00	Precept 1 <sup>st</sup> instalment
East Suffolk Council	£622.43	CIL20190430

#### 11.6. Emergency payments made prior to the meeting under Section 5.7 of Financial Standing Orders

<u>Payee</u>	<u>Amount</u>	<u>Reason</u>
SALC	£27.00	Payroll service
Suffolk Cloud	£100.00	Web Site hosting and support
Mr.R.Fletcher	£200.00	Grass cutting March
Voller & Dunnett	£87.00	Repair & painting Olde Forge Notice Board
Mr.G.Caryer	£45.98	2 Hi-Viz jackets (Speedwatch)

#### 11.7. Other payments requiring approval

<u>Payee</u>	<u>Amount</u>	<u>Reason</u>
Citizens Advice Bureau	£50.00	Donation
Disability Advice Service	£50.00	Donation
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
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
Youth Club	£600.00	Grant
SALC	£525.34	2019/2020 Subscription
Suffolk Coastal Norse	£57.70	Trade refuse collection – St.Mary's Church
Glasdon UK Limited	£131.38	Litter bin – Basket Makers Corner

<u>Payee</u>	<u>Amount</u>	<u>Reason</u>
Mr.R.Fletcher	£160.00	Village Green Grass Cutting April
Parish Rooms	£72.00	Room Hire from 05/11/18 – 18/04/19
Mr.J.Ager	£515.20	Clerk's Salary April/May 2019
	£97.94	Clerk's Expenses April/May 2019
	£96.00	Clerk's Office Allowance April-May 2019
	£11.37	A4 paper & C5 envelopes
Vertas Group Ltd	£206.39	Playing Field grass cutting 01/04/2019 – 30/06/2019
Wescotec Ltd	£4,140.00	S.I.D. Purchased on behalf of SAVID, funded by Robin Vickery's locality budget

JD Queried the grant to the Youth Club as he enquired whether it was still functioning. It was confirmed that it was, and the grant was ratified.

It was proposed by SB and seconded by AW that these payments, emergency (11.6), and other (11.7) be ratified.

### 11.8. Budget Report

Balances as at 13<sup>th</sup> March, 2019

<b>Account</b>	<b>Balance</b>
Business Tracker Account	£62.49
Current Account	£21,602.36
Post Office Investment Account	£21,053.28
VAT to claim	£91.33
<b>TOTAL</b>	<b>£42,809.46</b>

### 11.9 Community Infrastructure Levy (CIL)

The Parish Council have received the following CIL payments

25/10/2017	Old House, Half Moon Lane	£102.17
25/04/2018	Old House, Half Moon Lane	£102.17
26/10/2018	Old House, Half Moon Lane	£105.26
03/05/2018	land adjacent 5 Post Mill Crescent	<u>£622.43</u>
<b>TOTAL</b>		<b>£932.03</b>

Future expected receipts

30/09/2019	land adjacent 5 Post Mill Crescent	£622.43
30/03/2020	land adjacent 5 Post Mill Crescent	£641.30

An Annual Report must be published by Parish/Town Councils that have received a proportion of the CIL funds by 31<sup>st</sup> December for the previous financial year (i.e. neighbourhood funding received in April and October 2019 must be reported in the 2019-2020 report by 31<sup>st</sup> December 2019) This report must be published on the Parish Council's Web Site.

The Parish Council must use CIL receipts passed to it for

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure or
- (b) anything else that is concerned with addressing the demands that development places on an area

## **12. Roads & Transport Report**

GC Confirmed that the Roads and Transport committee has not met recently, although he provided an update of the SID initiative, and provided a report "Appendix A". Most speeding motorists are to be found on the B1079 rather than Ipswich Road where so far only one infringement has been observed.

## **13. Footpaths & Conservation Report**

GC confirmed that our wooden benches require regular maintenance, and that they should be checked periodically for potential problems and repairs. It would be good if we could identify a local handyman who could be engaged to undertake maintenance and repairs. Sufficient budget needs to be earmarked for repairs and replacements. Replacement benches should be from recycled and therefore sustainable sources if possible. PF suggested it would be a good idea to ask residents to adopt a bench near to them and maintain it.

PF suggested that it would be a good idea to purchase a grass strimmer so that residents could be engaged in maintaining verges in the village. Insurance implications would need thorough assessment. PF Requested a budget to purchase a strimmer, but it was noted that standing orders require items of expenditure to be on the formal agenda.

GC stated that the parking area in front of Forge Stores needs expert assessment / opinion from a Groundwork Company regarding the best solution for repairing it. The verge in Meting Lane is being eroded by vehicles and needs repairing. Best solution would be a kerb to discourage vehicles from crossing it.

### Litter Bins

Glasdon Hooded Trimline 25 Litter bin ordered for Pipes Corner Bus Shelter £109.49 + VAT

### Allotments

Plot 13 Lisa O'Kane, 33 Post Mill Gardens 07810882821 will take over Plot 14 from Mark Cunningham, 46 Post Mill Gardens who is vacating his plot leaving his garden shed in situ for Lisa. Lisa's old plot No:13 will be taken over by Ian Henderson 01986 897137 who is moving back into Grundisburgh. He used to live at 8 Thompson Close. Lisa will co-ordinate the transfer.

## **14 Planning Report**

AW provided A report of applications approved by East Suffolk Council since the last meeting and details of applications received by the Parish Council since the last meeting – see "Appendix B".

AW Also expressed concern that 3 applications recently granted by East Suffolk have been contrary to policy and have caused significant distress to neighbouring residents. The applications in question are DC/17/5459/FUL 5 Post Mill Gardens, DC/18/1636/FUL, Land South of 24 Pound Cottages, and DC/18/2286/FUL, Builders Yard, Charles Avenue.

AW Undertakes to compose a letter of official complaint to be sent to East Suffolk District Council regarding the foregoing planning decisions, reminding them of their own policy framework, and asking for their comments and assurances, that they will implement agreed policy when assessing subsequent future applications. The letter will be circulated to all members before being sent.

## **15. To receive reports from Council representatives to village organisations**

- SALC

SB – nothing to report

- Playing Field

GC advised there is a problem with the “No Dogs Allowed” sign, as the area has not been officially designated as an area where dogs are not allowed. The PC needs to request this designation from the District Council. There also appears to be rabbit and mole issues at the playing field.

- Village Hall - see Appendix “C”

## **16. Election of members to Committees**

*The Following Committee Members Were Confirmed:*

Planning	Messrs.G.Caryer, D.Higgins, Mrs.Willetts, John Lapsley
Finance	Messrs.S.Barnett, D.Higgins, R.Youngman, Mrs.J.Bignell
Footpaths and the Environment	Messrs. J.Dunnett, P.Franklin, G.Caryer.
Roads & Transport	Mr.C.Burch, Mrs.J.Bignell, P Kendall
Staff	Messrs.S..Barnett, Mrs.J.Bignell, Mrs.A.Willetts , John Lapsley

## **17. Appointment of representatives to Village Organisations**

*The Following Representatives were confirmed:*

Village Hall	Mr.D.Higgins, Peter Kendall
Playing Field	Mr.G.Caryer, Mrs.Willetts
Grundisburgh Charities	Mrs.Bignell
SALC	Mr.S.Barnett
SAVID	Mr.R.Crouch, Mr G Caryer

## **18. Parish Council appointments**

*The Following Appointees Were Confirmed:*

Internal Auditor	Mr.C.Grimwood (Clerk to write to confirm)
Councillor Internal Auditor	Mr.G.Caryer
Tree Warden	Mr.K.Muttitt
Millennium Meadow Warden	Mr.J.Dunnett

## **19. Public Open Forum**

CD expressed concerns that strimming verges would result in the loss of valuable flora. PF replied that strimming would be managed selectively to ensure this was not the case. CD remained unconvinced. Matter to be added to next meeting agenda in order that expenditure for this can be formally considered.

MC advised the reason that no apologies have been received from District Councillors is the fact that at the time of this meeting they had not been formally adopted to their elected positions – so they could neither attend nor apologise.

MC also advised that he understood that the contentious Post Mill Planning Application had been withdrawn as the actual plans would not fit the site.

DH expressed concerns that the High Bank development to the rear of his property could result in the potential loss of trees protected by TPO's. This is in view of the number of trees on the site, the size of the houses in question, and the proximity of the rooflines with the trees. It was suggested that the Tree Warden should be asked to visit the site, and note the trees/take photographs, to discourage any infringement. AW Volunteered to ask Kevin Muttitt in his capacity as tree warden to visit the site.

Unauthorised parking on the grass at Weir Pond was also raised as an issue.

## **20. Items for next meeting**

Membership of Staff Committee  
Purchase of strimmer  
Parking on grass at Weir Pond

## **21. Any other business**

### 2019 Council Meetings

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

Annual Parish Meeting 28<sup>th</sup> May 2019, Village Hall

## **22. Co-option of two councillors to represent Grundisburgh and one to represent Culpho (closed session)**

JL Confirmed he was willing to be co-opted to represent Culpho. PF enquired whether the post had been advertised. It was confirmed that it had been as all households in Culpho had been advised. The matter was carried by a show of hands 9 for nil against.

No candidates stood forward for co-option to represent Grundisburgh. To be brought to the next meeting.

### **Action Log:**

<b>Item</b>	<b>Delegate/s</b>
9.0 (Insurance)	GC
11.3	Clerk
11.4	Clerk
11.9 (CIL Report)	Finance Committee
14.0	AW
15.0 (Playing Field)	Clerk
19.0 (Tree Warden)	AW



## **County Councillor's Report:**

Throughout the past year I have tried to attend as many Parish Council meetings as I can, and Highways issues have again taken up most of my time, with funding being the main reason for delays in finding solutions.

Last May, I was appointed to the Suffolk County Council Scrutiny Committee, which has meant a lot of extra work, particularly reading lengthy reports prior to the meetings. We have dealt with a number of controversial items, such as the Budget setting process, including the changes to the Citizen's Advice Bureaux Funding, Home to School Transport changes, and the relocation of the Suffolk Records Offices in The Hold on Ipswich Waterfront.

I was also appointed as a substitute member of the Suffolk Police and Crime Panel last May, which has involved quite a lot of training before I could take part in any of the meetings.

Gang culture and the County Lines Drug problems have been major topics we have had to scrutinise.

I am still on the Suffolk Fire and Rescue Pension Board as an employer representative, and as Suffolk County Council Armed Forces Champion I have attended numerous meetings of the Armed Forces Community Covenant Board, and the East Anglian Army Reserve Force and Cadet Association. I was also very pleased to accompany the Suffolk County Council's new Chief Executive Officer, Nicola Beach, on a visit to RAF Honnington, and further visits are being planned for later this year to Wattisham Flying Station and Rock Barracks at Woodbridge.

During 2018, we commemorated the 100<sup>th</sup> Anniversary of the Signing of the Armistice, which ended the First World War. Since April 2017, I was pleased to serve on the Lord Lieutenant's Centenary Commemoration Committee, and helped organise 5 major events across the County. The first was a Naval Parade and Service which took place in Lowestoft on October 7<sup>th</sup>. Then on Sunday 4<sup>th</sup> November we held a Service at Bury Cathedral, called the Crimson Glory Service, where local school children participated with singing and poetry.

This was followed by another service at Bury Cathedral on Wednesday 7<sup>th</sup> November, called the Eve of Peace Service, which was attended by representatives of all the Military and Civil Leaders in the County, as well as Veterans organisations and Charities, and relatives of WW1 casualties. The following day, Primary School children from across the County laid Poppy Crosses and Commemorative Plaques on all of the 1332 WW1 Commonwealth War Graves across the County. It was a major task, implemented by members of the Royal British Legion, Churches, Schools, Parish Councils and members of the public.

The final event was the Remembrance Day Services held across the County on Sunday 11<sup>th</sup> November, where record numbers of people turned out to mark this very significant event. As Chairman of Ipswich branch of The Royal British Legion I have been responsible for organising the Remembrance Day Service in Christchurch Park for the past 12 years, and it was estimated we had up to 10,000 people present in the park for the Service. I had given notice that I wished to retire as Chairman at the end of 2018, and I certainly went out on a high, as we had not previously experienced such a high turn out for the Remembrance Day Service. Following the Service I had to dash up to London, as I was very honoured to have been asked to represent Suffolk at the Service of Thanksgiving held in Westminster Abbey that evening, in the presence of the Royal Family.

During the past year I have been pleased to support local groups by funding various projects in Carlford Division. These have included traffic calming measures, and the provision of play equipment, and I hope they will all improve the lives of residents.

## **Appendix “A”**

### **Speeding in Grundisburgh**

Two main initiatives are underway, one to enable a Speed Indicator Devices (SID) to be located in the village, the other to re-establish a Speedwatch Team (use of handheld speed gun).

#### **Speedwatch**

The aim is not to catch as many speeding drivers as possible but to reduce speed in areas of concern. For more details see <https://suffolkroadsafe.com/speeding/community-speedwatch>

#### **Actions taken to date:**

11 Volunteers have been assessed and approved by the police.

Following training the Grundisburgh Community Speedwatch Team has been loaned a speed gun kit (speed gun, 2 Hi-Viz jackets and road signs) by the police community Speedwatch administration team.

A number of Speedwatch sessions have been carried out around Grundisburgh and results reported to the police.

There are a limited number of locations approved for Speedwatch sessions. We have requested approval of an additional location.

Speedwatch sessions will continue.

#### **Speed Indicator Devices (SID)**

##### **Portable Device**

Grundisburgh has shared access to a portable device which was purchased by the 12PT (Twelve Parishes Together) which Grundisburgh was part of. This device, previously held by Suffolk Police is now held by SAVID. Bob Crouch, Grundisburgh's representative to SAVID is acting as custodian.

This has been deployed at various locations around Grundisburgh over the last couple of weeks.

##### **Pole Mounted Device**

Grundisburgh also has shared access to a pole mounted SID which has been acquired by SAVID, and funded by Robin Vickery.

The SID was purchased by Grundisburgh and Culpho Parish Council, on behalf of SAVID. Bob Crouch, Grundisburgh's representative to SAVID is acting as custodian.

This has now been delivered and we hope to have this set up in the next week or so. It will be moved between three locations in the village on a weekly basis.

#### **Speed Limit signs**

One of our volunteers, Martin Kneebone has been improving the visibility of 30 mph signs by cleaning and removing obscuring branches etc.

A survey of signage has identified a number of damaged, worn and badly located signs that need to be replaced. These will be reported to Suffolk County Council.

## Appendix B

### Planning Report May 13<sup>th</sup> 2019

Application approved by East Suffolk Council since last Parish Council meeting

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

Proposed single storey rear extension ( Orangery )

DC/19/1406/DRC Builders Yard Charles Avenue Grundisburgh Discharge of Planning Condition(s) 4 of Planning Permission DC/18/2286/FUL - Erection of 4 dwellings.

These were the conditions that dealt with mainly contamination of land and buildings.

To ensure that risks from land contamination are minimised and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other offsite receptors. There were 10 conditions imposed including how contaminated soil is to be removed from the site.

Applications received since last the Parish Council meeting awaiting a decision

DC/19/1155/FUL The Granary Rookery Farm Otley Road Grundisburgh Woodbridge Suffolk

Proposed Cart Lodge and change of use from agricultural land to residential.

DC/19/0869/FUL Newlands Otley Road Grundisburgh Suffolk IP13 6RY Two log cabins for holiday rental

DC/19/1535/VOC Land to The Rear Of Highbank

Variation of Condition 2 off DC/14/3465/FUL Erection of three detached dwellings and associated garages land rear of Highbank Grundisburgh. Yet another application on this site.

This time for extensions to properties 1&3(not yet built) described as Handi Plank walls.

DC/19/1483/FUL Churchill Meeting Lane Grundisburgh IP13 6UB

Erection of single storey rear extension

DC/19/1632/FUL 16 Playford Corner Culpho Suffolk IP6 9DL

The construction of a single storey kitchen extension to the rear of the property.

No comments were sent on any of the above applications

DC/19/1536/PNH 19 Orchard End Grundisburgh Woodbridge Suffolk IP13 6UA

Prior Notification (Householder) - Construction of a rear extension

This is a new type of application we have not seen before where permitted development rights (PDR) are concerned.

Though proposal is for an extension 9metres x4metres to a bungalow this falls within (PDR) The planning authority have to inform neighbours, this was done 1 neighbour had concerns the planners had a look and are of the opinion that there is room for the extension.

DC/19/1360/DRC Outbuilding At 3 Pine Grove Lower Road Grundisburgh Discharge of condition(s) No 2 & 3 on DC/17/1031/ARM Approval of Reserved matters of DC/15/0469/OUT Demolition of existing outbuilding + erection of detached dwelling - approval of details in respect of layout, scale, landscaping, appearance & Access. DC/15/0469/OUT was refused by SCDC April 2015 but was allowed on appeal with conditions

*This was an application that PC objected to as the site was some distance from the physical limits boundary.*

Local Plan As reported at the last PC meeting 1,315 Representations from 543 respondents. 147 people have expressed their wish to participate at the hearings in June. Of the Representations submitted, by far the greatest number came from Grundisburgh (121)

The next highest number were from North Felixstowe (62)

Philip Lewis BA (Hons) MA MRTPI has been appointed the inspector to conduct the public examination in June. I only hope a high percentage of respondents from Grundisburgh will be called to be cross examined.

AW

09/05/2019

## Appendix “C”

### **Report for Parish Council: Summary of VHMC Meeting held on 2<sup>nd</sup> April 2019**

**Committee Members Present:** J Bignell, R Pepper, T Kearney, M Sandford, P Kendall, P Bailey, D Higgins

**Other Attendees** (by invitation): D Scrivener (Ensors)

#### **Summary of Discussion:**

The main purpose of this short meeting (scheduled for only one hour, prior to a booking for carpet bowls) was to consider and accept the unaudited financial statement for the GVH Charity to 1/2/2018 to 31/1/2019. These accounts differed in a number of ways from the accounts presented at the previous AGM held on the 21/2/2019. Primarily the accounts were now consolidated (though the distinction between unrestricted (OVH) and restricted (NVH) was clear; but also in terms of a more professional presentation, more consistency with the prevailing reporting requirements of the Charity Commission’s regulations, and consequently the provision of a more detailed analysis of the finances of the GVH than had previously been published.

This, in turn, required a restatement of previously presented accounting information; specifically to now include the income, expenditure and assets generated by the s.106 planning obligation in 2015. Accordingly the new accounts “corrected” the past financial statements by “...incorporating the original donation and gift in kind together with subsequent expenditure from those monies, with adjustments being made to the opening reserves within the comparative period.” As a result the accounts for 2017/18 were restated, to be consistent with this latest set of accounts for 2018/19.

The outcome of these various adjustments yields the following unaudited figures:

<b>Income</b>	<b>(URF) OVH</b>	<b>(RF) NVH</b>	<b>2019 Total</b>	<b>2018 Total <i>Restated</i></b>
Operating Income	7181	-	7181	4837
Donations	-	6507	6507	80
Investments	1618	-	1618	340
	-----	-----	-----	-----
<b>Total Income</b>	<b>8799</b>	<b>6507</b>	<b>15306</b>	<b>5257</b>
<b>Expenditure</b>				
Operating Costs	8643	-	8643	6699
	-----	-----	-----	-----
Ops Profit/Loss	-1462	-	-1462	-1862
Net movement in funds	156	6507	6663	-1442
Total funds brought forward	6974	332,268	339,242	340,684
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Total funds carried forward	7130	338,775	345,905	339,242

The increase in operating income of 48.5% on the previous year is a welcome turnaround in the OVH’s financial performance. The consequential increase in operating expenditure reduced the operational loss to 78.5% of the previous year.

An operating loss of £1462 was mitigated by an investment return of £1618 (accruing from interest on the cash held in the ‘restricted’ funds section of the accounts held in reserve for the NVH project) giving a small

positive increase of £156 to funds carried forward. One might have expected the interest on the residual Foulger funds to be retained in the restricted funds column dedicated to future NVH, but has been transferred to the OVH unrestricted funds column.

Donations for NVH purposes are recorded as £6507 (vs £80 YA).

There were some anomalies between the previously presented 2019 costs incurred by the NVH project eg.£3575 spent on landscaping (the cost of the fencing erected in 2018?) which appear nowhere in the consolidated expenditure costs. A further £9088 of fees previously allocated to 2018/19 were also not apparent. Mr Scrivener advised that these were all treated as capitalised costs. There wasn't time to pursue these and other lines of enquiry due to the pending end of the meeting in anticipation of the approach of eager carpet bowlers over the horizon.

However it was confirmed by PK, in answer to a question, that no grant applications had been made, with one successful exception, to charitable organisations during the past year. [This was a little different from assurances provided in previous public meetings and statements made in the Grundisburgh News (eg.Spring 2018 edition) which had implied that applications were at the very least 'on-going'.] It was suggested that this inertia was occasioned by the 'non-conformance or misalignment' of the previous years' accounting statements with the standards required of applicants by larger charities, thus negating the credibility of initial grant applications by the GVH charity. This latest set of accounts was now compliant with the required standards.

The accounts were hurriedly approved by all present with one abstention.

There was insufficient time available for consideration of the other agenda item ie. the review of OVH hire prices, which had been deferred from October of last year and was now deferred once more to a future meeting (no date set).

DMH  
16.4.19

## Appendix “C”

### **Report from the Village Hall Management Committee Steering Group for the Parish Council Meeting 13<sup>th</sup> May, 2019**

7<sup>th</sup> May 2019

#### Introduction

There has a lot going on in the last few months. We are delighted that Will Barber has agreed to join the Steering Group and has already been a huge help in the new website (see below).

#### Upgraded website and social media

Will Barber has kindly been helping us create, what we believe is an exciting and valuable website for the new Village Hall. It will help us in our desire to engage with more people on the project and give people the opportunity to see all the relevant information and our progress.

The website will go live during May and we have planned a leaflet drop to every house in the village giving details of the website and encouraging people to visit the site.

The website contains a host of useful information including:

- Ways to donate,
- Fundraising plans and activities and how to get involved,
- A facebook link,
- 2019 Report & Accounts for the VHMC,
- A regularly updated news section,
- Contact details for the Steering Group,
- Plans of the hall and all public Reports explaining progress.

We have set up a Facebook page (Grundisburgh New Village Hall) and we have 128 members of this group. We would like other s to join and get involved in the chats and other discussions.

#### Big Lottery (now the Community Fund)

We have set ourselves the target of raising £100,000 from the Community Fund. We have had a number of email and phone discussions with the Community Fund and are awaiting the outcome of the first formal panel decision on our application. We are hoping to hear towards the end of May as to whether we have been successful. If we are, then we have two more panels to clear, but we are led to believe that the first hurdle is the biggest challenge and takes the most time.

#### Other Grants

We have set ourselves the target of raising £100,000 from various other grant applications. Gill Davies has kindly volunteered to work on this with us and has unearthed a further 20 or so entities to whom we can apply, taking our target to over 90 organisations.

We are now making those applications having needed to wait for the new report and accounts to be approved as these form an important part of our applications.

#### Match Funding

We have set ourselves the target of raising £100,000 from the match-funding initiative.

We have the match-funding programme up and running with the initial £50,000 of pledges and this will be used to encourage and match fund other donations made by other people. So far (and without yet having the website up and running) we believe we are close to £70,000 raised/pledged. This includes the two concerts by the Grundisburgh Symphony Orchestra as well as the Cake Stall on the Village Green on 16<sup>th</sup> March, which together raised almost £1,500 and will be match funded to almost £3,000.

There are other events planned such as a presentation on progress at the Village Meeting on 28<sup>th</sup> May, GADS have kindly offered to donate their profits from their “Mightier than the Sword” production on the 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> June, a display stand on the Village Green on the Hidden Gardens weekend of 8<sup>th</sup>/9<sup>th</sup> June, a cake stall and display at the Village Show on 13<sup>th</sup> July, a supporters evening at The Dog and lastly a Family Cycle event (dates for these last two to be announced in due course).

We believe the village is increasing its support for and engagement with this project as can be seen by these various events and interaction with people.

#### Gift Aid

We have started the process of registering with HMRC in order to benefit from Gift Aid on many of the donations we have collected and hope to collect in the future.

#### Community Consultation

There remains a commitment to consult as widely as possible with the village about the size, layout and cost of the new village hall.

This will be undertaken once we have a better idea of what funds are available to us for to build the new village hall.

Demolition condition

Our discussions continue with SCDC (now East Suffolk) to have the condition removed in the existing hall consent that requires the existing hall not to be demolished until the new hall is ready for occupation.

Bryan Laxton  
Steering Group Chair  
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