

**Grundisburgh & Culpho Parish Council**  
**Minutes of a meeting of the Council held on Monday 13<sup>th</sup> January, 2020**  
**in the Parish Rooms, Grundisburgh.**

NOTICES had been posted according with regulations.

Present: - Messrs.C.Burch, S.Barnett, J.Dunnett, P.Franklin, D.Higgins, P.Kendall (in the Chair), J.Lapsley, R.Youngman, Mrs.J.Bignell, Mrs.A.Willetts, District Councillor C Hedgley and 7 members of the public.

**1. Apologies for absence** Mr.G.Caryer

**2. Declarations of Interest** Mrs.Bignell, Mrs.Willetts, Mr.Higgins and Mr.Kendall declared a Local Non-Pecuniary Interest in Village Hall matters

**3. Minutes** The minutes of the Meeting of the Council held on the 11<sup>th</sup> November, 2019 had been circulated and were therefore taken as read. It was proposed by Mrs.Willetts seconded by Mr.Barnett, to unanimous approval, that these minutes be signed by the Chairman as a true record.

Matters arising

**B1079 Burgh** The Clerk contacted the chairman of Burgh Village Meeting regarding instances of vehicles recently leaving the road approximately 100 metres north of the Burgh Corner ending up in the field. It was suspected that an adverse camber of the road or excessive speed could be responsible. The Chairman, Mr.Creasey replied *“Thanks, John. We have been battling with the Highways Authorities over the B1079 black spot for 4 years!!”*

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

- **Tetra-paks** Now that Tetrapaks are no longer allowed in recycling bins District Councillor Colin Hedgley said they should now be placed in grey bins from which they would be incinerated (not dumped in landfill as formerly).
- **Meeting Lane Verge** The damaged verge is deteriorating at a rapid rate and desperately needs restoration. It had been first reported five years ago and despite site visits, allocation of County Councillor’s Locality Budgets and promises no progress had been made. Mr.Higgins advocated the rebuilding of the expanse of grass between the Lane and the pathway, reinforcing it with curbing to stop the soil being washed into the road and also to discourage people (often parents delivering/collecting children to and from the school from parking on the verge causing more damage. Additionally, the curbing would discourage people from using the eroded patch as a passing place. It won't be long before the pathway is undermined. He also advocated the Parish Council bearing the cost. The Chairman said he had taken advice and whilst the Highways Authority could delegate responsibility for the repair of the verge to the Parish Council the Council would have to bear the full costs and carry out the work to the Highway’s Authority’s standard which would be expensive.. The Parish Council would also be responsible for any legal consequences. As villagers already contribute to highway repairs through Council Tax the Parish Council also paying for highways/verge repairs could be seen as “double taxation”. The Clerk will write to County Councillor Robin Vickery explaining the urgency of the situation and seeking a site meeting with Mr.Vickery, a Highway’s Officer and representatives of the Parish Council to finally resolve this long-standing issue.

**5. County Councillor’s Report** No report.

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

District Councillor Colin Hedgley reported:

- Enabling Communities Budget All available funds have been allocated.
- Ipswich Northern Bypass The consultation conclusions will be published in two weeks.
- Local Plan Review The Inspectors Report is due at the end of this month. Hopkins Homes public consultation event in Grundisburgh on the 21<sup>st</sup> January, prior to the publication of the Inspectors Report, is not uncommon.
- Civil Parking Enforcement (CPE) In April the power to enforce on-street parking will be transferred from the police to local authorities. It is expected that this new responsibility will be self-funding.

Mr.Hedgley's report which had been circulated to councillors is appended to these minutes as Appendix "A"

**7. Annual Parish Meeting** Subject to availability this year's meeting will be held on Tuesday 21<sup>st</sup> April. It was agreed that as there is likely to be unresolved local issues at this time e.g.. Local Plan Review and Ipswich Northern Bypass proposals a Guest Speaker was not required.

**8. Update on Parish Councillor Vacancies** There are at present two vacancies. So far, no names have been put forward. Mr.Barnett's leaving Grundisburgh has been delayed. His resignation will leave three vacancies to fill. It was suggested that younger parishioners should be invited.

**9. Ipswich Northern Bypass** The Clerk was asked to investigate whether any progress had been made in the aerodynamic study of the Orwell bridge which got underway on October 1, by experts at City University of London.

**10. Allotments** The Clerk reported:

- Mrs.Christina Sweet-Escott is now sharing Plot 9 with Mr. Paul Dedman.
- Mr. Keith Haddock has taken over Plot 12 from Mrs .Sue Goode. Mrs. Goode has been the Clerk's eyes and ears on the allotment for many years and has been invaluable in settling in new plot holders. The Clerk has written her a letter of appreciation.
- Mr.Dunnett said that as the allotment site may be required for development in the future by the owner the Parish Council should look for a new site.

## **11. Village Green Bus Shelter**

Mr. Paul Franklin surveyed the Bus Shelter following reports that cracks have appeared in the brickwork. The faults he discovered are as follows:

1. Both front central pillars are cracked horizontally right through at 1m above ground.
2. RH side doorway soldier arch is supported by 50mm single iron – insufficient size and bearing.
3. LH side doorway soldier arch – angle iron lintel has been removed – gable wall above is relying on stiction of bricks/mortar.

Mr.Franklin considered that there is no immediate risk of collapse but both the pillars and lintels need to be fixed within the next few months as follows:

- Pillar cracks, mortar needs to be cut out to at least 75mm deep and injected/packed with new mortar + EVA adhesive (just re-pointing is pointless) OR completely re-build pillars above crack line.
- Side archways – insert "L" section steel lintel both sides.

Mr.Franklin will continue to check the Shelter to ensure problems don't get significantly worse.

Mr. David Ruse, Builder, was sent Mr.Franklin's report and asked if he can carry out this work and, if so, the estimated cost. Mr.Ruse has quoted £448 plus VAT which has been accepted.

## 12. Local Council Award Scheme

The Chair and Vice Chair recommended that the Council should submit an application to NALC for the Foundation Award. To achieve a Foundation Award a council demonstrates that it has the documentation and information in place for operating lawfully and according to standard practice. A draft completed application form had been circulated to members prior to the meeting.

It was proposed by Mr.P.Kendall seconded by Mrs.A.Willetts, to unanimous approval, that the Council approves an application for the Local Council Award Scheme (Foundation Level) and confirms that it meets the following criteria.

The council confirms that it publishes online:

- Its standing orders and financial regulations
- Its Code of Conduct and a link to councillors' registers of interest
- Its publication scheme
- Its last annual return
- Transparent information about council payments
- A calendar of all meetings including the annual meeting of electors
- Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
- Current agendas
- The budget and precept information for the current or next financial year
- Its complaints procedure
- Council contact details and councillor information in line with the Transparency Code
- Its action plan for the current year
- Evidence of consulting the community
- Publicity advertising council activities
- Evidence of participating in town and country planning

The council also confirms that it has:

- A risk management policy
- A register of assets.
- Contracts for all members of staff
- Up-to-date insurance policies that mitigate risks to public money
- Disciplinary and grievance procedures
- A policy for training new staff and councillors
- A record of all training undertaken by staff and councillors in the last year
- A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

**13. Financial Matters** The Clerk reported:

**13.1. Finance Sub Committee** Next meeting will be held on the 21<sup>st</sup> January, 2020. The main agenda item will be to make recommendations for a budget for the 2020/2021 financial year for the consideration of the full council at its next meeting on 9<sup>th</sup> March

**13.2 National Savings Investment Account & Barclays Bank** Mr.P.Kendall, Mrs.J.Bignell and Mrs.A.Willetts have been registered as authorised signatories for both accounts

**13.3 Precept 2020/2021** At a meeting of the Finance Sub Committee on the 22<sup>nd</sup> October, 2019 the Committee recommended that the 2020/2021 Precept be increased by 4%.  
2019/2020 Precept £19,000 x 4% = £19,760 say £19,800.

It was proposed by Mr.Kendall seconded by Mrs.Willetts, to unanimous approval that the Parish Council's Precept for the financial year 2020/2021 should be increased by 4% from £19,000 to £19,800.

## **Financial Matters cont...**

### **13.4 Payments received since the last meeting**

Mrs.C.Sweet-Escott £12.00 Allotment Rent

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

Mr.G.Caryer £44.48 Materials for bench maintenance  
CAS £260.88 Annual Insurance  
SALC £60.00 Clerk's VAT Course  
Mr.G.Caryer £32.99 Materials for bench maintenance  
Mr.J.Dunnett £170.00 Millennium Meadow hire of excavator to de-silt watercourse  
Grundisburgh Luncheon Club £200.00 Section 137 grant (In budget 2019/2020)  
Mr.T.Coomber £2.51 Petrol Millennium Meadow maintenance  
Mr.P.Knights £14.64 Expenses – postage stamps  
Mr.P.Knights £214.00 Clerk's Office Allowance 6 months to October 2019  
Mr.R.Fletcher £335.00 Grass cutting September – War Memorial holly hedge  
Mr.P.Knights £256.61 Clerk's Salary October  
Suffolk Assn. of Local Councils £27.00 Payroll Service  
Vertas Group Ltd £206.39 Playing Field grass cutting  
Mr.R.Fletcher £240.00 Grass Cutting Village Greens – October

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

### **13.6 Emergency payments made prior to the meeting under Section 5.7 of Financial Standing Orders**

Society of Local Council Clerks £92.00 2020 Annual Subscription  
Mr.G.Caryer £22.26 "A" frame Notice Board protector  
Mr.P.Garwood £10.79 Yard Broom for sweeping Bus Shelters  
Mr.J.Dunnett £170.00 Millennium Meadow hire of excavator to de-silt watercourse  
Previous cheque 102912 wrongly dated and cancelled  
Anglia Water Business (Nat) Ltd £28.23 Allotment water charges  
Mr.R.Fletcher £160.00 Grass Cutting Village Greens – November/December  
M.P.Stephenson & Sons £115.00 Village Green Christmas Tree

### **13.7 Payments requiring approval**

At a meeting of the Finance Sub Committee on the 22<sup>nd</sup> October, 2019 the Committee recommended that the grant paid to Greenways be increased by £50 from £500 to £550

It was proposed by Mr.Caryer seconded by Mr.Franklin, to unanimous approval, that the Parish Council's Grant to Greenways be increased to £550.

A request has been received from SAVID that each parish member should contribute £100 towards the running costs of the campaign. SAVID has asked for a donation of £100 from each of its members

It was proposed by Mr.Caryer seconded by Mr.Franklin, to unanimous approval, that the Parish Council's contribute £100 towards SAVIDS' running costs.

Safer Village Driving (SAVID) £100.00 Donation  
Mr.J.Ager £690.62 Clerk's Salary 12 November 2019 – 31 January 2020  
£62.76 Clerk's Expenses 11/11/2019 – 17/12/2019  
£100.00 Donation Royal British Legion  
£57.48 2 black printer cartridges  
£12.77 A 4 paper and envelopes  
HM Revenue & Customs £64.00 Income Tax relating to Mr.P. Knights employment  
Information Commissioner £40.00 Data protection renewal fee  
Mr.T.Coomber £10.00 Petrol – mowing Alice Driver Road verge  
Ipswich Borough Council £550.00 Greenways - Millennium & Lyttleton Meadow Grass Cutting  
R.J.Isbell & Son(East Anglia) Ltd £100.00 Allotment Rent 2020

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

## **Financial Matters cont...**

### **13.8 Account Balances as at 13 January 2020**

Business Tracker Account	£62.58
Current Account	£17,331.83
Post Office Investment account	£21,053.28
VAT to claim	£1,075.76
TOTAL	£39,523.45

### **13.9 Community Infrastructure Levy (CIL)**

£932.03 received so far and nothing spent. A further £641.30 (5 Post Mill Crescent) should be paid on 30/03/2020. CIL receipts must be spent on

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

An annual report must be sent to East Suffolk Council on how much has been received and how it has been spent. The Clerk has submitted this year's report.

Suggestions are needed how best this money can be spent. The Clerk was asked to provide councillors with information about the CIL.

### **13.10 Budget Report Attached**

## **14. Planning Report** Mrs.Willetts reported:

### **14.1. Application approved by East Suffolk Council since last Parish Council meeting**

DC/19/3635/TPO Land south of 24 Pound Cottages, Grundisburgh. . This application was approved on the 8<sup>th</sup> November but it was only the same as contained in the original application - a 3 metre reduction of the limb, not the 8metres etc that has been hacked off and the numerous other branches that have been damaged. The root protection fencing has just been delivered on site; this must be erected before any work starts on site. It became clear to Kevin Muttitt, our Tree Warden, that Mr. Newton, East Suffolk Council's Tree Officer was not going to take any action, so Mrs.Willetts and Mr.Muttitt agreed that he would, as a neighbour, maintain a close overview of the site.

DC/19/3692/FUL 16 Playford Corner Culpho single storey rear kitchen extension. No comment sent

DC/19/4043/FUL 5 Post Mill Crescent Grundisburgh Construction of a bungalow with garage. Objections sent

DC/19/4068/LBC Grundisburgh Hall Ipswich Road Grundisburgh. Listed Building Consent - Removal of cementitious render and replace with a lime render

DC/19/4277/FUL 6 Post Mill Gardens Construction of a single storey front/side extension

### **14.2 Applications refused by East Suffolk Council**

DC/19/4193/FUL Larks Rise, Ipswich Road, Grundisburgh. Alterations to first floor to gain extra bedroom space and extension. Objections sent.

### **14.3 Applications withdrawn since last Parish Council meeting**

DC/19/3936/FUL Rookery Farm, The Granary Otley Road Grundisburgh. Proposed Cart Lodge and change of use from agricultural land to residential.

DC/19/3610/FUL 6 Post Mill Gardens erection of single storey front extension to bungalow. Objections sent. New application DC/19/4277/FUL now approved.

DC/19/4061/DRC Land South Of 24 Pound Cottages Ipswich Road Grundisburgh. Discharge of Condition(s) 3 on planning permission DC/19/3034/VOC (Variation of Conditions 2 & 3 for DC/18/1636/FUL- (Erection of a single detached dwelling and car port). The plain tiles to - Lifestiles Wiltshire mix. All other details to remain as approved.

***Planning Report cont...***

**14.4 Applications still awaiting decision**

DC/19/2998/TCA Bramley Cottage The Street Grundisburgh Rear garden - 3 x Silver Birch Fell to ground level - Reason - Causing heave to walks. Mrs.Willetts reported no objections by East Suffolk Council issued Jan 9<sup>th</sup> 2020 application validated July19th 2019.

**14.5 Applications received since last the Parish Council Meeting**

DC/19/4562/FUL 34 Stoney Road Grundisburgh Rear extension at first floor level. No comments sent

DC/19/4698/FUL Driftway Cottage Lower Road Construction of rear/side extension. No comments sent.. Mrs.Willetts suggested that letter be sent to East Suffolk Council requesting a condition be included with any approval concerning the reinstatement of the unadopted Driftway after a request from Mr.Dunnett..

DC/19/4773/OUT Grundisburgh Village Hall Demolition of Existing Village Hall and erection of residential development.

DC/19/4782/TCA Grundisburgh House, Woodbridge Road. Fell various and many dead trees and branches Robinia pseudaccacia, sycamore and ash along tree belt. All trees being removed could cause obstructions and damage to passing vehicles as they are overhanging the road. Mrs.Willetts consulted Tree Warden Kevin Muttitt who replied *The plan shows 9 trees to be removed, I did not see anyone at the property, but did a roadside assessment. I have previously noticed fungi on the lime trees, so would suggest it would be a good idea to have these removed. the remaining trees are robinia and a sycamore which are in decline and overhang the road, so would also agree that as long as none of the healthy trees are removed, this would be an appropriate action to take.*

DC/19/4783/TCA 1 Barley Mow Cottages, Malting Lane, Fell Ash tree in rear garden. Tree Warden Kevin Muttitt replied *spoke with the tenant of the property, who is concerned by the small pieces of dead wood and branches that overhang the garden, creating a lot of shade. The tree itself looks to be in good health, although I may need to confirm this once it is in leaf again. so I suggested that maybe a crown reduction and removal of the 2 lower branches over the garden could be done without too much effect to the sustainability of what is a decent mature specimen ash. They were in agreement that this would be acceptable.* Comments sent Mr.Higgins suggested the planning committee should look at ways to formulate a policy to protect trees within the conservation area and to look at trees worthy of further protection by requesting a TPO.

DC/19/4885/FUL Highfields, Woodbridge Road, Proposed single storey rear extension and internal remodelling.

**14.6 Local Plan Inspection. 17<sup>th</sup> September 2019.**

Policy SCLP12.52: Land to the West of Chapel Road, Grundisburgh.

The Inspectors report is still awaited.

Update from District Councillor Tony Fryatt *The latest information I have is that the Inspector' report is expected at the end of the month. I will let you know if there is an update on this.*

Update from District Councillor Colin Hedgley *We are still awaiting the Inspectors report. Both Tony and myself have told Hopkins Homes that we cannot comment until we have received and read it in detail. However, we will both go to the Public consultation because we need to know everything i.e as much as any member of the public that attends the consultation/presentation.*

**15. Village Hall Management Committee Report**

Mr.D.Higgins report of a meeting of the Village Hall Management Committee held on the 3<sup>rd</sup> December, 2019. is appended to these minutes as Appendix "B" He considered the redactions made to his report was information the Parish Council ought to know.

Mr.Kendall considered Mr.Higgins report did not contain enough information hence his report which is appended to these minutes as Appendix "C".

**16. Footpaths & Environment Sub Committee's Report** The Clerk reported:

**16.1 Lyttleton Meadow** Broken sign and notices at the entrance from Gurdon Road were reported to East Suffolk Council. Reply received 27 December 2019; the request has been forwarded to the ESC Asset Management Team who will look into this and make arrangements for a replacement sign.

**16.2 Town Lane (bridleway)** Stile is in poor condition and unsafe to use. Finger post at entrance to Town Lane Footpath 008( a bridleway) is also in poor condition and needs attention. Reported to Suffolk County Council Report reference number 00265403

Mr.Dunnett questioned whether he was a member of this committee

**17. Roads and Transport Committee Report**

**17.1 Finger Sign Ipswich Road opposite Park Road junction** Reported to East Suffolk Council Customer Services that the signpost needs completely replacing

**17.2 Malting Lane, Grundisburgh.** Reported to East Suffolk Council Customer Services who have informed Norse asking them to repair the sign. Report references: DMSNP164904901

**17.3 Ford Bridge footpath** The footpath surface is very badly worn and uneven and hazardous to walkers and is urgent need of resurfacing Report reference number 00260178  
08/01/2020 Response from Highways Department. *Our staff have visited the location of your report and assessed the issue you reported. We believe that at this time it does not warrant remedial action. However, we will continue to monitor the location as part of our routine inspections, and if the matter worsens significantly, we will take action.*

**17.4 Bus service Grundisburgh- Woodbridge**

The Chairman wrote to Suffolk County Council's CEO pa on the 19<sup>th</sup> November complaining that the Route 70A 7.40am service from Grundisburgh to Woodbridge had been withdrawn the previous day without notice causing considerable inconvenient to residents who use this service to get to work.

Mark Ash - Executive Director of Growth, Highways and Infrastructure replied on the 15<sup>th</sup> December that a number of changes had to be made (including service withdrawals) to bus routes supported by the County Council in recent weeks due to a reduction in the Council's budget for that purpose. These changes included the withdrawal of the early morning journey from Ipswich to Woodbridge via Grundisburgh and Tuddenham which enabled the re-direction of that vehicle resource to communities which would otherwise have no buses at all. This service is contracted to First Bus, who had already been speaking with the County Council about potential withdrawal of the early journey due to low passenger numbers.

As far as travel from Grundisburgh to Woodbridge is concerned, none of the other journeys during the day are affected by this change.

Information about this particular change was published on the website [suffolkonboard.com](http://suffolkonboard.com) on 8<sup>th</sup> November and also on First's website. Unfortunately, not all of the parish councils along the route were notified directly by Suffolk County Council about this, for which he apologised A new automated process for informing appropriate parishes alongside County Councillors is now live, so this sort of omission should not be repeated.

Under the terms of County Council contracts, responsibility for notifying passengers and others about changes lies with the operator. First have stated that they have also been in direct communications with some of the Parishes, as well as publishing the information online, but Mr.Ash understood their parish list did not include Grundisburgh & Culpho. Similarly, the provision and updating of roadside timetable displays now falls with the bus companies or local Parish Councils.

All though it does not give such an early arrival, travel to arrive before 0900 is still possible using other services via Ipswich.

## **18. To Receive reports from Council Representatives to other organisations**

### **18.1 Playingfield** No report

**18.2 SAVID** An overview of the results of the deployment of Speed Indicator Devices and Speedwatch Surveys had been produced and is appended to these minutes as Appendix “D”. The Clerk will ask the council’s representative what conclusions/recommendations for future action he and his group will make from this evidence.

## **19. Public Open Forum**

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

The following issues were raised:

- Scouts Duck Race. Will be held on Sunday 28<sup>th</sup> June
- Village Green Stream The search is continuing to find a contractor to remove silt from the stream
- Speedwatch More volunteers are needed
- New Village Hall Details of the Village Hall Management Committee’s Lottery Application must remain confidential, for various reasons, not least that the Big Lottery consider it to be a confidential document. Additional CIL funds may be available. East Suffolk Council are aware of “our case”. The application for a “renewed” consent on the existing hall site was made to East Suffolk Council in December.
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## **20 Any Other Business**

- Christmas. Mrs.Bignell was thanked for organising the erection of the Christmas Tree and Mr.Doyle was thanked for installing the lights and the owners of the Coach House for allowing their electricity supply to be used. Thanks were also expressed to villagers living around the Green who decorated their houses with Christmas lights. All contributed to making the centre of Grundisburgh such an impressive celebration of Christmas.
- Old School The Clerk may be able to establish who owns the lane between the Old School and St.Mary’s Church when he takes possession of the Parish Council’s records. Mr.Kendall reported that he had negotiated with Suffolk Housing Association the addition of sweeping the lane to the maintenance schedule of the Old School grounds.
- Village Green A resident had requested that more lighting should be installed on the Village Green.
- Playingfield Mr.Dunnett suggested that an “all weather” playing surface should be installed in front of the pavilion. Mrs.Willetts – a member of the Playingfield Management Committee – said that the Committee had investigated the installing of a fenced and floodlit MUGA (Multi Use Games Area) but the costs were prohibitive.
- 2020 Council Meetings March 9th, May 11th, July 13th, September 14th, November 9th, all meetings to be held in the Parish Rooms, except July13th, which shall be held in St.Botolph’s Church, Culpho

## **21. Items for Next Meeting** No items were suggested.

## Appendix “A”

### **District Councillors Report to Grundisburgh and Culpho Parish Council 13 January 2020 New paperless land charges service launched**

The new East Suffolk Public Access Land Charges (PALC) system was launched on 2 December, enabling people to directly access the Land Charges team at East Suffolk Council.

As part of the conveyancing process, a local land charges search is undertaken whenever a property or piece of land is purchased, leased, valued or re-mortgaged. The search shows any restrictions or legal obligations against the site such as tree preservation orders, conditional planning consents, conservation areas and listed buildings. Prior to the introduction of the new PALC system, searches could only be applied for via email or in writing. Through the use of intelligent online forms which ensure the correct information is captured during an application, the new system removes the need for third parties and additional transactions. Applicants receive a downloadable response document, removing the need for printing and further paperwork.

To access the new Public Access Land Charges service, go to [www.eastsuffolk.gov.uk/local-land-charges](http://www.eastsuffolk.gov.uk/local-land-charges)

### **Bin collections Christmas hangers**

During the weeks commencing 23 December and 30 December, bins may be collected on a different day to the usual schedule. Bin hangers have been distributed to all East Suffolk households, providing details about wheeled bin collections between Christmas and New Year.

People can also check when their bin is due to be emptied and which bin is due to be collected (all year around!) at [www.eastsuffolk.gov.uk/refuse-collection](http://www.eastsuffolk.gov.uk/refuse-collection).

For more information about what can be recycled through kerbside recycling bins and at Household Waste Recycling Centres, go to [www.suffolkrecycling.org.uk/a-z-of-recycling](http://www.suffolkrecycling.org.uk/a-z-of-recycling).

### **Consultation on proposed dog control orders**

Earlier this year, 10 Public Space Protection Orders (PSPOs) were introduced to replace existing byelaws. The areas affected by these include Charsfield recreation ground, Martello Park Gardens in Felixstowe and Felixstowe Seafront Gardens.

Now, three more PSPOs are being proposed to ensure dogs are kept on leads in Herringfleet Hills, Lound Lakes and Charsfield churchyard. A four-week consultation was launched on 13 December inviting local people to give their views on the proposals.

Full details of the proposals, and details of how to comment on them, can be found at [www.eastsuffolk.gov.uk/dog-control-order-consultation](http://www.eastsuffolk.gov.uk/dog-control-order-consultation)

Responses can also be sent to PSPO Consultation, c/o Environmental Protection, East Suffolk Council, East Suffolk House, Station Road, Melton, Suffolk, IP12 1RT.

The consultation closes on Friday 10 January 2020.

### **Consultation on draft Heritage Action Zone document**

Local residents, businesses and other interested parties are being asked for their views on the draft design guidance for the North Lowestoft Heritage Action Zone.

The 6-weeks Draft North Lowestoft Heritage Action Zone (HAZ) Design Guide Supplementary Planning Document consultation started on 13 December 2019 and closes at 5pm on Friday 24 January 2020.

The North Lowestoft Heritage Action Zone is a project carried out in partnership with Historic England, Lowestoft Town Council and East Suffolk Building Preservation Trust which will run until the end of March 2023. East Suffolk Council is actively supporting the HAZ programme of work, including through the commissioning and production of this Design Guide. Following the consultation, the Council will consider the comments received prior to finalising the document early next year.

The Draft HAZ Design Guide Supplementary Planning Document can be found at [www.eastsuffolk.gov.uk/HAZ](http://www.eastsuffolk.gov.uk/HAZ)

### **Reducing waste this Christmas**

East Suffolk residents are being encouraged to consider the environment this Christmas and New Year by choosing recyclable products wherever possible and reducing their household waste.

An estimated 125,000 tonnes of plastic packaging and 83km<sup>2</sup> of wrapping paper is thrown away in the UK every Christmas. However, much of this waste could be recycled at home through the blue household recycling bin.

Most wrapping paper is recyclable, with the exception of paper with glitter or foil-effect papers. Cardboard packaging and cards without glitter are also recyclable through the blue wheeled bin, as well as hard plastic, aluminium foil, newspaper, magazines, cans and plastic bottles.

According to the Suffolk Waste Partnership, 73% of people have leftover food at Christmas. Buying less and freezing leftovers can save money and reduce the amount of food being thrown away. For more information on reducing food waste, visit [www.foodsavvy.org.uk](http://www.foodsavvy.org.uk).

### **Work to improve beach access in Felixstowe has been completed**

Work to improve access to Felixstowe beach and beach huts has been completed at a cost of £250,000.

East Suffolk Council has invested £250,000 to improve public access to the beach and beach huts in Felixstowe following a survey of the area, which revealed that some of the older steps had deteriorated and were potential hazardous.

The work included renovating the steps at Golf Road car park and removing the old steps at Brackenbury car park to create a new set of wooden and concrete steps. Access has also been improved for beach hut licence holders at Brackenbury Cliffs with the refurbishment of new platforms in front of the huts.

### **Food safety packs launched to help small businesses**

Small businesses in East Suffolk can now manage their food safety practices more easily following the launch of new information packs.

Developed by the Food Standards Agency, 'Safer Food Better Business' packs are now available from East Suffolk Council's Food and Safety Team to help small business operators understand and comply with food hygiene regulations and food safety management procedures.

Food safety regulations require a business to show and record the actions they take to ensure food made and/or sold on the premises is safe to eat.

The 'Safer Food Better Business' packs contain food safety procedures for a variety of businesses including caterers, care homes, retailers and childminders. The packs contain up to date information on:

- Food allergens
- 'Pre-Packed for Direct Sale' regulations (which will be introduced in October 2021)
- Details on how to register as a food business
- Guidance around the Food Hygiene Ratings Scheme.

Businesses can download/order a pack here: [www.eastsuffolk.gov.uk/business/food-safety/safer-food-better-business/](http://www.eastsuffolk.gov.uk/business/food-safety/safer-food-better-business/)

### **Photo competition winners announced**

The winners of this year's East Suffolk Photo Competition have been announced.

Returning for its third year, the competition ran throughout November and invited amateur and professional photographers to submit their photos of the district to East Suffolk Council.

In early December, the entries were judged by Cllr Stephen Burroughes, cabinet member for Customer Services and Operational Partnerships and Cllr Letitia Smith, cabinet member for Communities, Leisure and Tourism.

See the winning photos at [www.eastsuffolk.gov.uk/leisure/east-suffolk-photo-competition/](http://www.eastsuffolk.gov.uk/leisure/east-suffolk-photo-competition/)

### **Diary dates**

- 6 January: 6.30pm – Audit and Governance Committee (Riverside)
- 7 January: 6.30pm – Cabinet (Riverside)
- 14 January: 2pm – Planning Committee North (Riverside)
- 20 January: 6.30pm – Licensing Committee (ESC)
- 22 January: 6.30pm – Full Council (ESC)
- 23 January: 6.30pm – Scrutiny Committee (Riverside)
- 28 January: 2pm – Planning Committee South (ESC)

[tony.fryatt@eastsuffolk.gov.uk](mailto:tony.fryatt@eastsuffolk.gov.uk) [colin.hedgley@eastsuffolk.gov.uk](mailto:colin.hedgley@eastsuffolk.gov.uk) **Tony and Colin wish you all a very Happy New Year.**

## Appendix “B”

### Notes and Comments on a Meeting of the VHMC held on Tuesday, 3<sup>rd</sup> December 2019

Present: P Bailey, J Bignell, D Higgins, P Kendall, B Laxton, R Pepper, A & C Willetts

The main purpose of the meeting was to consider the draft submission of the GVH application to the Big Lottery for grant funding of up to £200,000 towards the construction of the new hall.

You may recall that it had not initially been the intention of the VHMC to scrutinise this document in any detail, but to provide BL with the authority to submit the application at his discretion. Later after being reminded of their duty to exercise their ‘oversight’ responsibilities the Trustees had reconsidered their original decision. This meeting was held as a consequence of that change of mind.

However the freedom to report back on the discussions has been adversely affected by the unduly restrictive injunction that the contents of the document and, by implication, discussions about its subject matter were to be treated as strictly confidential.

There had previously been some disagreement about the extent to which this document should have been accessible on the sophistic grounds that it would undermine the negotiating position of the VHMC’s delegate when meeting with the Big Lottery. In the previous meeting it had been suggested by another Trustee that instead of this questionable rationale, perhaps it was possible that it would be more in the interest of the Big Lottery to keep the nature of the discussions private. This disagreement was predictably not resolved during the meeting, but the requirement for either ‘confidentiality’ or ‘secrecy’ depending on your perspective remained and this has excised much of the content of this report.

BL provided an initial introduction, pointing out that there were still some aspects that needed to be finalised and mentioned some of the innovative initiatives under consideration to extend the breadth and diversity of future usage. For instance, there was discussion about

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

There were aspects of this that were arguably contentious in so far as [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED] and would benefit from some careful rewriting. BL seemed disinclined to edit this part of the text himself and testily challenged others to volunteer for this task. None seemed prepared to do so.

The discussions focused on particular aspects of the document according to the extent to which the participants had questions or comments to make, either on the general thrust of the narrative or the detail within, rather than trudging sequentially and laboriously through the 60 or so pages compiled. In any case much of it was somewhat repetitive, not least because the questions raised by the Big Lottery were very closely related to one another and focused on overlapping subject matter. For instance, [REDACTED]

[REDACTED]  
[REDACTED] in the Appendices

It was very clear that BL was solely focused on the task of ensuring that the optimum outcome was achieved and to obtain this [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Another area of discussion properly focused on the forecast levels of funding and the projected costs of construction/ completion of the new hall. These estimates showed a likely project cost of XXXX XXXX XXX

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

Regrettably

[REDACTED]

By the end of the meeting there was a consensus that BL's sustained efforts had successfully produced a document that would be well received by the Big Lottery and he was thanked for his considerable efforts over recent months. The Trustees decided that the application should be forwarded to the Big Lottery once any final amendments were completed.

The last item was consideration of the proposal from the Chair that the floor of the existing hall should be sanded and re-varnished at a cost of £750. It was decided that this was really not a justifiable expense in the circumstances.

DMH

13/12/19 -----

This report has been redacted reluctantly, but voluntarily, by the author to conform to the strictures of confidentiality imposed by the author of the Application document. I continue to view this requirement as repressive and unnecessary, indicative of a preference to avoid public understanding or discussion of its contents. While there were some sections that they might prefer to keep private, it is disingenuous of the Trustees to characterise their reasoning in terms of protecting their ability to obtain optimum funding from the Big Lottery or to hide behind the pretence that the Big Lottery would prefer the contents of this document to remain unpublished.

## Appendix “C”

### Report to Parish Council on the VHMC meeting held on Tuesday 3rd December 2019

#### Introduction

I have prepared this separate report after considering the one submitted by David Higgins. He failed to provide an intelligible account of the meeting by redacting his text in such a way that most paragraphs make no sense. The background to this meeting is contained in the VHMC minutes of Tuesday 5<sup>th</sup> November 2019, section 9, see extract below:

#### *Big Lottery Application.*

*Judith B-P put forward the following proposal:*

*“As the trustees are required to act in the best interests of the charity and it is my firm opinion that it is in the best interests of the charity that the application should remain confidential and that the trustees resolve that it should remain confidential and that we are all bound by our decision.”*

*Bryan L will be providing the Committee with the application to see and approve but requests it is kept confidential to VHMC. It is the view of the Big Lottery and other village hall committees’ who have obtained lottery funding, that the application should remain confidential.*

*David Higgins asked why?*

*Bryan Laxton replied why would it be made public, especially when the grant aiding provider states confidential, and it could undermine the application.*

*David Higgins felt it was keeping a tight control over information.*

*John Talbot felt it quite reasonable for applications to be confidential.*

*DH not happy about it but would accept.*

*The proposal that the trustees keep the Big Lottery application confidential:*

*Judith B-P proposed – Bryan Laxton seconded – Majority agreement.*

*David Higgins abstained. David announced that he abstains from everything but would accept the committee decision.*

*Big Lottery application will be main agenda item at the next meeting. Bryan L will send the draft application to Committee for perusal before the next meeting, hopefully this will be 2 weeks in advance.*

1. The meeting on 3<sup>rd</sup> December was attended by Judith B-P, Richard P, Phil B, Bryan L, Ann W, Clive W, Peter K, and David H. Apologies from John T, and Roz B.
2. The minutes of the previous meeting on 5<sup>th</sup> of November were agreed and signed with no matters arising.
3. Big Lottery application.

Bryan reported on the format of questions given to him by his contact in the Big Lottery. Questions were answered and clarifications provided. His contact is very positive, happy with the resulting submission together with the business plan.

Graham Parker provided Bryan with insight on some aspects of the application and after some discussion, it was agreed that Bryan would review this particular aspect.

Bryan has discussed the business plan with several other village halls who have recently completed their own projects. He has also consulted with John Talbot and Clive Willetts over the figures in it. Richard felt that Bryan's assumptions for the figures were accurate and David agreed that the business plan was a reasonable way forward. A discussion followed on sessional costs versus costs per hour.

David asked about the attitude of the Big Lottery to the possibility of additional funding from the PWLB. Bryan replied that his contact was comfortable with both forms of funding being included having read the provisional application.

David felt the use of the figures in original questionnaire was incomplete/misleading; however, all the other members in the meeting disagreed and felt that particular section should stand.

David concluded that Bryan had made a very good job of the application.

4. Resolution:

A resolution was proposed and seconded that Bryan had the authority to submit the document to the Big Lottery once the final amendments had been made. All members attending voted in favour with the exception of David who abstained.

5. Judith raised a final item regarding flooring in the current hall. Michelle's husband has given a quote for sanding and re-varnishing for £700. Discussion followed and the meeting concluded that this expense was not justifiable in the current situation.

Peter Kendall  
9<sup>th</sup> January 2020

## Appendix “D”

### Grundisburgh Speed Control - Overview of Results

#### 1. SID Analysis

##### 1.1 Hill House from 25 September – 28 Oct 2019

**Max Speed = 55.0 MPH**

**Average Speed: 28.1 MPH**

#### Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		2,049	1,896
AM peak	8:00 to 9:00	138	134
PM peak	4:00 to 5:00	245	220

#### Speed

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	2839	2544	2887	3402	3400	3063	2558
% over limit	32.1	30.4	29.0	30.6	31.3	36.0	38.5
Avg speeder	33.7	33.7	33.7	33.7	33.6	33.6	33.7

##### 1.2 Ipswich Rd (passing place) from 17 June – 2 July 2019

**Max Speed = 50.0 MPH**

**Average Speed: 25.3 MPH**

#### Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		953	889
AM peak	8:00 to 9:00	84	68
PM peak	4:00 to 5:00	102	86

#### Speed

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	385	361	254	296	297	210	189
% over limit	16.1	14.7	13.0	13.5	13.8	12.7	14.8
Avg speeder	33.0	33.3	33.1	33.1	33.1	33.1	33.0

1.2 B1079 outside Finndale Cottage passing place from 28 October – 16 November 2019

**Max Speed = 45.0 MPH**

**Average Speed: 25.1 MPH**

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		1,981	1,785
AM peak	8:00 to 9:00	270	213
PM peak	5:00 to 6:00	176	150

Speed

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit	406	539	606	501	522	452	281
% over limit	8.8	8.5	9.6	7.8	8.7	11.0	11.5
Avg speeder	32.8	32.9	32.8	32.8	32.8	32.8	33.0

2. Speed Watch Summary

Note: Speedwatch only record the speed of vehicles in excess of 35mph

Date	Start Time	Location	Total Number of Vehicles	Number recorded over 35mph	Percentage recorded speeding	Maximum Speed
10/04/19	16:15	Hill House	183	13	7%	44
16/04/19	09:00	Hill House	299	19	6%	45
16/04/19	16:08	Hill House	334	19	5%	46
25/04/19	16:30	Hill House	500	13	3%	49
26/04/19	16:10	Hill House	-	35	-	47
01/05/19	09:00	Hill House	544	9	1.6%	41
07/05/19	08:40	Hill House	702	15	2.1%	45
17/05/19	16:05	Hill House	-	27	-	44
25/06/19	16:19	Hill House	-	10	-	42
12/07/19	16:43	Hill House	436	34	7.8%	45
23/07/19	08:43	Finndale Cottage	358	7	1.9%	39
07/08/19	16:05	Hill House	462	16	3.5%	47
04/09/19	15:10	Hill House	457	18	3.9%	47
19/09/19	16:20	Hill House	408	11	2.7%	47
03/10/19	16:03	Hill House	214	9	4.2%	44
11/10/19	09:00	Finndale Cottage	234	0	0	
18/10/19	16:00	Village Hall		0	0	
1/11/19	16:04	Hill House	292	9	3%	41
22/11/19	08:40	Hill House		16		44
28/11/19	14:40	Hill House	260	22	8.4%	46

3. Traffic Survey Summary

<b>Date</b>	<b>Start Time</b>	<b>Location</b>	<b>Total Number of Vehicles</b>	<b>Number recorded over 30 mph</b>	<b>Number recorded over 35 mph</b>	<b>Maximum Speed</b>	<b>Majority of drivers</b>
22 October	17:00	Meeting Lane	22	0	0	Less than 30	16 – 20 mph
28 October	16:20	Lower Road	16	0	0	Less than 30	21 -25 mph
8 November	08:00	Old Post Office	202	14 (7%)	4 (2%)	36mph	
8 November	09:00	Old Post Office	106	13 (12%)	1 (1%)	37mph	21 -25 mph
15 November	08:30	Rose Hill	110	31 (29%)	6 (6%)	40 mph	26 – 30 mph
27 November	0830	Rose Hill	81	27 (33%)	6 (7.5%)	Less than 30	21 -25 mph
27 November	0905	Village Hall	53	19 (36%)	3 (5.6%)	43 mph	26 - 30 mph
29 November	0800	Woodbridge Road towards B.1079	35	0	0	Less than 30	21 -25 mph
29 November	0830	From The Street to The Green	55	4	1	36mph *	21 -25 mph

\* Vehicles from The Street towards The Green were slowing down and all were below 30 by the time they reached The Green