

Grundisburgh & Culpho Parish Council
Minutes of a Virtual Annual Meeting of the Council held on the 15th June, 2020

NOTICES had been posted according with regulations.

This meeting was held in accordance with Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police & Crime Panel Meetings) (England and Wales) Regulations 2020

Participants: - Messrs. S.Barnett, C.Burch, B.Cook, G.Caryer, A.Dunnett, D.Higgins, P.Kendall (in the Chair), J.Lapsley, R.Youngman, Mrs.J.Bignell, Mrs.A.Willetts District Councillor C Hedgley and 5 members of the public

1. Election of Chairman Mr.Barnett proposed seconded by Mrs.Willetts that Mr.P.Kendall be elected Chairman and, without further nominations, he was duly elected. Mr. Kendall signed the Declaration of Acceptance of Office. Mr.Higgins requested that his objection to the election of Mr.Kendall be recorded in the minutes..

2. Election of Vice Chairman Mr.Kendall proposed seconded by Mrs.Bignell that Mrs.Willetts be elected Vice Chairman and, without further nominations, she was duly elected

3. Apologies for absence Mr. P.Franklin

4. To receive member's declarations of interest Mrs.Bignell, Mrs.Willetts, Mr.Higgins and Mr.Kendall declared a Local Non-Pecuniary Interest in Village Hall matters.

5. Minutes - The minutes of the Meeting of the Council held on the 9th March, 2020 had been circulated and were therefore taken as read. It was proposed by Mr.Kendall seconded by Mr.Burch that these minutes be signed by the Chairman as a true record. Approved 10 members voting for - Mr.Higgins abstained. There were no matters arising.

6. Public Open Forum It was proposed by Mr.Kendall 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:

- **Chapel Field development** Mrs.Barbara Waltham explained that she had previously Emailed a message to the Chairman explaining her deep concerns about the proposal to develop Chapel Field and the effect it would have on the village. This had been forwarded to councillors. She read the following statement. *"We live in a democracy and the majority of the people who live in this village do not want Chapel Field developed and all that it will bring with it especially to those that face onto it or live nearby. Those that do not will not have to go through what those of us that do will have to contend with for possibly 3 years; the thought of it is causing mental health problems for so many people with all the worry and stress. It beggars belief that any development on Chapel Field is now proposed when in the past it was found totally unsuitable even though Planning rules have changed. With respect I ask that the Parish Council pay for legal advice as due process was not adhered to and we live in a world where the little man is trodden on and trying to fight alone is impossible. Developers have money behind them so we need to pay for legal advice not next week or the week after but no. It is imperative we fight this. Even our MP Dr Dan Poulter was taken aback when he replied to my letter to him in February 2019 that 70 house, but of course now 80, was excessive and was taken aback at the location in a narrow lane and his concerns in general on the impact to this village. Even Cllr Hedgley who is at this ZOOM meeting tonight is extremely concerned re the impact of extra vehicles in this village. Finally I wish to know what this village has to gain by this development, the answer is simple NOTHING, maybe a few more pennies in council tax to our Parish, other than that complete and utter chaos around the village green area which is often in chaos with delivery lorries, buses, and cars in general, more danger for those who enjoy walking down Park Road, Lower Road etc. Outsiders who have seen the location have said NO WAY and that is what we should say".*

Other members of the public present agreed and echoed Mrs.Waltham's concerns.

Public Open Forum Chapel Field development cont...

- Mr.Garnham asked “What are the next steps the Parish Council going to take in opposing the development of Chapel Field ?”.

Mrs.Willetts said that the Parish Council had opposed the residential development of Chapel Field all the way through. Its response to the Main Modifications to Policy SCLP12.52 has been prepared with the help of retired senior planning officer Nigel Doyle for approval of the Council later in this meeting. This consultation is not an opportunity to re-state previous representations, as these were already considered as part of the examination. It is also not an opportunity to raise new objections to the submitted Local Plan. This consultation is purely on the modifications and it is only these which are available for comment.

The Parish Council’s objections are therefore based on the lack of a safe access to either the original or extended site for pedestrians, cyclists, vehicles or emergency vehicles and the vehicular conflicts on the local road network and the increase in the area proposed for development by a third.

The Plan will have to be ratified by East Suffolk Council. The public still have the right to oppose.

The costs of a Judicial Review would be astronomical and advice taken is that as due process has been taken it would be unsuccessful. This is not a legal but is a planning matter..

Mrs.Willetts considered that this could be the right moment to send the village petition to the owners of Chapel Field.

- Meeting Lane Verge Mr.Herries complained that despite many complaints going back several years the verge had continued to deteriorate and its restoration was now a matter of urgency. The Chairman explained that representations including s request for a site visit had been made many times to County Council Highways and to our County Councillor to no effect.. He explained that it would be illegal for the Parish Council to contribute towards the cost of restoring the verge. Further representations will be made but it would be helpful if concerned neighbours would also write to the County Councillor, who is temporally looking after the village’s interests and the Cabinet member for Highways. The Clerk will provide Mr.Herries with their contact details.

7. East Suffolk Council’s Local Plan – Chapel Field development The draft response to the Suffolk Coastal Local Plan Modifications Consultation had been circulated to Councillors prior to the meeting. After discussion Mr.Lapsley proposed, seconded by Mr.Kendall, that the Parish Council should approve this document with amendments relating to footpaths suggested by Mr.Barnett. Approved 10 members voting for, Mr.Higgins voted against.

It was further agreed that the document should be submitted to District Councillors C.Hedgley and A.Fryatt for comment before submission to East Suffolk Council.

The Parish Council’s response will be publicized in the village through its News Groups and published on the Parish Council Website.

8. District Councillor’s Report District Councillor Colin Hedgley’s report is appended he these minutes as Appendix “A”.

Mr.Hedgley added that....

- Normal waste collections had been resumed
- Parish Councils will be consulted to see whether any grassed areas could be left uncut to create wild flower habitats.
- Government is being urged to refund the portion of grant funding retained by the Government.

Mr.Hedgley was thanked for his Coronavirus updates which were very helpful in keeping councillors informed.

9. County Councillor’s Report The Clerk reported that County Councillor R.Vickery has resigned as County Councillor for the Carlford Division. The Coronavirus Regulations 2020 state that no by-election can take place until 6 May 2021. Even if additional legislation is introduced to allow the County Council to run by-elections earlier than that date, as the County Council elections are being held on 6 May 2021, there would be no by-election for this vacancy. The seat will remain vacant until 6 May 2021. Vacancy Notices, have been displayed on the parish noticeboards. County Councillor David Rout has been appointed as a contact for the Parish Council.

10. Financial Matters

10.1 2019/2020 Accounts & Audit

Mr.Kendall proposed seconded by Mrs.Willetts, to unanimous approval, that the Parish Council meets the financial criteria for 2019/2020 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 Mr.Kendall proposed seconded by Mr.Barnett 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.

10.2 Approval of the Accounts Mr.Kendall proposed seconded by Mr.Barnett, to unanimous approval, that the 2019/2020 audited accounts be approved. The Clerk has written to Mr.Colin Grimwood thanking him for so thoroughly auditing the accounts.

10.3 Village Green Stream Cleaning

Councillors had been consulted and had agreed a quotation from Holmes Plant for the removal of silt from the Village Green Stream of £800 + VAT. The budget provision has been increased accordingly. The work was carried out on the 4th June.

10.4 Letters of thanks received

Ipswich Survivorship Fund No:20568
Suffolk Accident Rescue Service
Citizens Advice Bureau
Disability Advice Service
Youth Club
Fynn-Lark News
Suffolk Wildlife Trust

10.5 Payments received since the last meeting

East Suffolk Council	£3,560.89	CIL payment relating to The Granary Otley Road/Outbuildings and 3 Pine Grove
East Suffolk Council	£9,900.00	Precept

Financial Matters cont...

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

Mr.R.Fletcher	£59.80	Repairs Village Green Post & Rails - materials
	£160.00	Repairs Village Green Post & Rails - labour
SALC	£21.00	6 copies Good Councillor's Guide
	£24.00	Audit Training – Clerk
Mrs.J.Bignell	£7.00	Gift for Mrs. de Borman – Christmas Tree electricity supplier
Mr.P.Kendall	£55.78	St Mary's Church Driftway Parking Sign
Mr.J. Ager	£504.85	Clerk's Salary February-March 2020
	£257.00	Clerk's Office Allowance November 2019-March 2020
	£50.94	Clerk's Expenses 13/01/2020 – 28/02/2020
HM Revenue & Customs	£328.90	Income Tax
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
Anglia Water Business (National) Ltd	£4.28	Allotment water charges
Suffolk Coastal Norse Ltd	£64.00	Dog waste bags
Vertas Group Ltd	£206.38	Playingfield Grass Cutting
Mr.R.Fletcher	£320.00	Village Green Grass Cutting March/April
	£28.00	War Memorial – Algae cleaner

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

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

Mr.R.Fletcher	£160.00	Village Green Grass Cutting
Mr.J.Dunnett	£79.04	Millennium Meadow – Picnic Bench
	£224.88	Allotment – Entrance gate
Suffolk Cloud	£110.00	Website hosting 2020/2021
SALC	£27.00	Payroll Service
	£543.78	Subscription 2020/2021
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	£50.00	Donation
Suffolk Wildlife Trust	£75.00	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
Mr.J. Ager	£513.05	Clerk's Salary April-May 2020
	£46.50	Clerk's Expenses 13/01/2020 – 28/02/2020
	£90.96	HP Laser Printer Toners (4)
HM Revenue & Customs	£128.20	Income Tax
Suffolk Coastal Norse	£57.70	St Mary's Church Wheeled Bin Waste Service
Vertas Group Ltd	£216.72	Playingfield Grass Cutting
Anglia Water Business (National) Ltd	£4.42	Allotment water charges
Mr.R.Fletcher	£160.00	Village Green Grass Cutting
Holmes Plant & Construction	£960.00	Village Green Stream – removal of silt

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

10.8 Account Balances as at 15th June, 2020

Business Tracker Account	£62.60
Current Account	£24,031.53
Post Office Investment account	£21,221.71
VAT to claim	£287.08
TOTAL	£45,602.92

Financial Matters...

10.9 Budget Report attached

11. Annual Parish Meeting This meeting must be held between the 1st March and 1st June. The Annual Parish Meeting scheduled for the 21st April was cancelled because of the Coronavirus Pandemic lockdown. Regulation 3 of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) does not include parish meetings within its meaning which was probably an oversight. Therefore the changes do not apply to Parish Meetings (either those held annually by a parish council or where there is no parish council). This means there is no legal provision to postpone, or hold remotely parish meetings, including the annual assemblies/parish meetings organised by councils each year. Never-the-less, current Government restrictions would not allow meetings to go ahead in the normal manner, so the options are:

- wait until the restrictions have been lifted
- consider holding remotely
- don't hold one at all this year

NALC Legal have commented that in the current situation it is highly unlikely such a decision would be successfully challenged.

It was agreed that the Parish Council should defer any decision until the current restrictions on holding public gatherings indoors are lifted.

12. Roads & Transport Report No report.

13. Footpaths & Conservation Report No report.

14. Planning Report Mrs. Willetts reported

14.1 Applications approved by East Suffolk since last Parish Council meeting

DC/19/4868/FUL Larks Rise, Ipswich Road Ground floor extension.

DC/20/0939/DRC Arters Barn Otley Road Discharge of Condition No.3 of DC/18/2386/FUL - Extension and conversion of redundant barn to form a single dwelling, with new access, double garage, driveway and residential curtilage - Details of the means of enclosure.

DC/20/1388/VOC 3 Pine Grove, Lower Road. Demolition of existing outbuilding & erection of detached dwelling

DC/20/0784/TAC Spinney Breeze, Burgh Corner reduction of 2 silver Birch and 2 Leylandii

DC/20/0562/TCA The Coach House, The Green 1 willow to be felled and 1 to be re-pollarded to previous points.

DC/20/1057/TAC Niann House The Street 3 cherries to right of entrance to be felled. 2 Maples & cherry front left to be pollarded to previous points

DC/20/1159/TCA Finndale Cottage Ash to be reduced limbs to clear BT lines.

Planning Report cont...

14.2 Applications received since last the Parish Council Meeting

DC/20/0429/CLE Gull Farm, Gull Lane (Certificate of Lawful Use) Use of barn lean-to to be used as a dwelling. Awaiting decision

DC/20/1382/DRC Builders Yard Charles Avenue Discharge of conditions 3,5,6. DC/18/2286/FUL Notice is hereby given that the County Council as Highway Authority make the following comments: The proposed plans do not differ to that of DC/18/2297/FUL, whereby Suffolk County Council issued a holding objection unless the concerns raised were overcome, which they have not been. Therefore, Suffolk County Council must continue to raise a holding objection, due to substandard parking provisions.

The Parish Council sent the following letter of complaint

18th April, 2020 DC/20/1382/DRC Builders Yard, Charles Avenue, Grundisburgh Discharge of conditions 3,5,6 of Planning Permission DC/18/2286/FUL Erection of 4 dwellings,

Grundisburgh and Culpho Parish Council (GCPC) have consistently objected to all residential applications on this site. Despite DC/18/2286/FUL being approved by the Local Authority, GCPC has to reiterate the main objections to that original application as the implications for the village will be felt by the whole community. Charles Avenue is a narrow cul-de-sac of 17 bungalows and a single storey Doctors Surgery, with a small car park, which generates overflow onto the narrow road. County Council Highway Authority raised concerns in respect of the parking provision for all 4 plots, in that none had a long enough driveway in front of the garage in which to fit an average family car. Plot 1 has an access which is difficult to manoeuvre into and out of in close proximity to Charles Avenue. In the Officers report, this was dismissed as Charles Avenue is a low trafficked cul-de-sac and visibility along Alice Driver Road would be good. This dismissive comment does not take any notice of the facts, Charles Avenue contains the Doctors Surgery and Alice Driver Road is the only vehicular access to Grundisburgh Primary School and the village Playgroup. The site has single storey dwellings to the immediate south, east and west and will result in overlooking and severe loss of amenity to all the properties surrounding the site.

DC/20/1833/FUL Uplees Meeting Lane Erection of first floor rear extension including dormer windows & roof light. No comments sent.

14.3 Applications refused by East Suffolk Council since the last Parish Council Meeting

DC/20/1210/FUL Hill House Woodbridge Road Sub division of existing garage to create 2 units for either A1,A2,B1, B2 use whilst retaining rest of garage building for garage use .

Environmental Protection Consultation Response :- This is a holding objection as there is not enough information submitted to assess the application with any clarity.

The Parish Council had submitted the following objection to this application.

Grundisburgh and Culpho Parish Council objects in the strongest possible terms to the above application for the following reasons.

1.The residential site boundary of Hill House has been changed considerably, without any change of use application or permission. The last planning approval on the site was in 2008. C/08/0725 was approved for a two storey extension to the existing house. The site boundary on that application was very different to that shown on the current application. There has been no change of use applications since that approval

2.The approved Local Plan 2017 (Site Allocations and Area Specific Policies/ Appendix – 6a –Map33 Grundisburgh) and the Final Draft Local Plan 2019 both show the physical limits boundary of Grundisburgh following the residential site boundary of Hill House at this point on the Woodbridge Road.

3.The 5-bay garage block was built without planning permission. The Parish Council challenge the basis on which the garage was approved as permitted development.

The residential site of Hill House is very different to the area of land owned by the occupiers of the house which is largely agricultural land. Permitted development must be ancillary to a residential use. The car parking spaces provided by the 5- bay garage and the extra parking spaces far outweighs the needs of Hill House.

4.The proposed access to the garage site has been created without permission on agricultural land adjacent to the residential access.

5.There are only residential uses along the Woodbridge Road into the village. The uses proposed for this site would carry many nuisance factors in this solely residential area. The proposal would create a Business Park on agricultural land in a totally unsuitable residential area on an exposed site at the entrance to the village.

Planning Report cont...

6. The building used by Matisa as a shop, is outside the Physical Limits Boundary of the village and is ancillary to the residential use. A shop on this site is unsustainable. Traffic generated would not have safe access and egress to Woodbridge Road.

7. Woodbridge Road is a very busy narrow route between several villages and Woodbridge. It forms the main route and is still the main lorry route from Debach to the A12/14
An analysis of data collected automatically by a SID (Speed Indicator Device) situated adjacent to Hill from the 25th September – 28th October 2019

Applicant submitted new application form omitting B2 industrial use

Mrs. Willetts added the decision by East Suffolk Council to grant permitted development status to the building of a 5 bay garage block on the site should now be challenged again.

15. To receive reports from Council representatives to village organisations

- SALC The SALC AGM will be taking place on Thursday 30 July 2020 at 7pm. This will be held virtually through Zoom Conferencing
- Playing Field No report
- Village Hall See Appendix “B”

16. Election of members to Committees

It was proposed by Mr. Kendall, seconded by Mr. Lapsley that members should serve on the following committees. Approved 10 members voting for the proposal, none against. Mr. Higgins abstained.

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

17. Appointment of representatives to Village Organisations

It was proposed by Mrs. Willetts, seconded by Mr. Lapsley that Messrs. B. Cook and P. Kendall be appointed Parish Council representatives on the Village Hall Management Committee, and, after discussion, 10 members voted approving the proposal, none against. Mr. Higgins abstained

It was proposed by Mr. Lapsley, seconded by Mr. Barnett that these appointments should be filled as follows
10 members voted for the proposal, none against. Mr. Higgins abstained

Playing Field	Mr. G. Caryer, Mrs. A. Willetts
Grundisburgh Charities	Mrs. Bignell
SALC	Mr. S. Barnett
SAVID	Mr. G. Caryer, Mr. R. Crouch

18. Parish Council appointments

It was proposed by Mr. Kendall, seconded by Mrs. Willetts, to unanimous approval, that these appointments should be filled as follows

Internal Auditor	Mr. C. Grimwood
Councillor Internal Auditor	Mr. G. Caryer
Tree Warden	Mr. K. Muttitt
Millennium Meadow Warden	Mr. J. Dunnett

19. Public Open Forum It was proposed by Mr.Kendall 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:

- Chapel Field A more active protest against the development proposal was advocated. The Chairman and Vice Chair would form a working party. It was noted that whilst Grundisburgh Hall and Park were protected Grundisburgh Village was being exposed.
It has been confirmed by Fields in Trust, the owners of the Playing Field that the trees that between the Field and Chapel Field are inside the boundary of the Playing Fields.
Mrs.A.Willetts and the Parish Council were thanked for their efforts in fighting the development of Chapel Field.

20. Items for next meeting No items were suggested.

21. Any other business

Scheduled 2020 Council Meetings July 13th, September 14th, November 9th, It was agreed that the arrangements for future meetings would be dependent on the progress of the pandemic.

Action Summary

6. Mrs.Willetts, Clerk

7. Mrs.Willetts, Clerk

10. Clerk

14. Mrs.Willetts

19 Mr.Kendall, Mrs.Willetts

Appendix “A”

District Councillors Report

June 12th 2020

Cllr Colin Hedgley

Cllr Tony Fryatt

Communities and supporting residents

Home But Not Alone Update

As of end of Thursday 11th June, the Communities Team have dealt with more than 1,500 referrals through the scheme in partnership with local community groups and volunteers. Referrals remain at less than 100 per week with the main areas of need still food, medicine, and social isolation. The team continues to make pro-active calls to people who have not received their food parcels and may need emergency food, and to those identified through the CCG Eclipse system as having additional support needs.

A total of £99,725 have now been allocated to 65 projects through the Hardship Fund and Social Isolation grants.

In other news, East Suffolk Council relaunched its Hidden Needs Grant Programme on Monday, 8 June, in a response to Covid-19, with a fund of £100,000. The scheme was originally launched in 2018 to support older people and families with limited resources who were struggling with social isolation and loneliness, but it has now been adapted to help fund projects which supports people of all ages who are particularly vulnerable during this time. Local community groups and voluntarily organisations can apply for grants of up to £10,000 through the scheme to bring to life projects which can help reduce social isolation and loneliness. More information can be found at www.eastsuffolk.gov.uk/community/community-grants-and-funding/hidden-needs-grant-programme/

Grants, funding and business matters

Response Funding:

The Economic Development and Funding team are currently supporting our 12 key towns with safe reopening plans. This includes enabling them to access a share of the £222k allocated from the ‘Reopening High Streets Safely Fund’ which East Suffolk Council is managing to support such activities. Each Town Council has been asked to work in partnership with local businesses to develop proposals for the safe reopening of its high street which can include local action plans, comms activity, signage and temporary public realm measure such as road closure/ foot[path widening]. The teams are working closely with the Town Councils to implement their proposed measures as quickly as possible ahead of the reopening of non-essential retail on the 15 June.

East Suffolk Council’s discretionary business grants scheme has now been operational for over 2 weeks. So far, 234 applications have been received and grants totalling £230k paid out. This scheme is aimed at small businesses not eligible for the previous grants round and provides the Council with significant discretion on funding awards. In line with our permissive approach to maximise the number of business who receive grant funding only one application has been rejected so far.

Teams across the Council, led by ED&R, are responding to a call from central government for ‘shovel-ready’ capital projects that can be completed within the next 18 months. These projects need to be able drive economic growth and jobs as well as supporting a green recovery. The deadline for submission is 18 June and a number of projects which meet the criteria and will provide a massive boost to East Suffolk’s economy has already been identified.

Economic Recovery:

East Suffolk Council continues to work closely to support the LEP wide Restart Plan. This is a 12-month economic plan to restart the Suffolk and Norfolk economy. East Suffolk is a major economic driver within the region and therefore targeted support for our key sectors/ places is vital for both local and regional economic recovery. We are also adopting our own East Suffolk economic development programme to respond to the economic shock caused by Covid-19 and this will include an extended and enhanced business engagement programme to ensure our plans are informed by and have the full backing and support of our business community.

Operational updates

Operational buildings: (East Suffolk Council)

A partial reopening of buildings took place this week, with small numbers of staff returning – by agreement – to Riverside and East Suffolk House. We are looking at ways in which our presence in buildings can be increased, on the basis of government advice, in coming weeks. We are also exploring how we can reopen to members of the public in time.

Cleansing of high streets:

With high streets reopening on the 15 June, street cleansing teams have been paying additional attention to ensuring that streets are in a good condition for next week. This has included additional weeding, cleaning and – in some cases – dealing with flytips

Grounds maintenance:

Normal grass cutting has resumed in many areas now. Some areas that have not been cut to offer the potential to create wildlife buffers – particularly in larger areas of open space, and we are writing to town and parish councils to set out our approach to grass cutting, including maximising the opportunity to retain some areas that have become havens for wildflowers and invertebrates.

Housing

Tenancy Services are starting to see an increase in sign-ups to council properties, as the allocation of properties through Gateway to Homechoice are starting to have an impact. It is positive that people with housing needs, but not classed as emergency, are starting to move again.

Additionally, the proactive approach by staff has seen a fall in rent arrears once again, after the initial increase in debt due to COVID 19, and in monetary terms the Council are in a better position than at the same time last year – which is very positive.

Environmental Health

Food and Safety:

The Food and Safety Team has been trialling a new approach to food safety inspections using Zoom to conduct part of the inspection remotely. The initial feedback from businesses and officers is very positive. A significant proportion of the time spent on a food safety intervention is focussed on assessing food safety management systems and this can be achieved remotely with the business owner or manager through questioning them to assess their understanding of food safety hazards and what control measures and monitoring they have in place. Once this assessment has been completed remotely a much shorter inspection of the premises is carried out to ensure that the controls described during the interview on Zoom are being implemented in practice. This can be achieved observing social distancing requirements on the premises. Although not an appropriate approach in all circumstances or when dealing with high risk premises, the Food Standards Agency has endorsed this type of alternative approach during lockdown. Given the encouraging feedback received from businesses and officers this innovative approach may continue to feature as one of the options for a food safety intervention when lockdown is eased.

Test and Trace:

A significant amount of planning has now been carried out on the Test and Trace arrangements for Suffolk. The Suffolk Covid-19 Outbreak Control Plan is taking shape and the local governance arrangements have been discussed and agreed with the first meeting of the Suffolk Covid-19 Health Protection Board taking place on Monday to consider the Outbreak Control Plan. Five workstreams have been established to support Test & Trace: Prevent & Respond, Testing, Data, Engagement & Communication and Governance. East Suffolk is leading one of the themes under Prevent & Respond. Suffolk will receive £2.8M of the £300M government funding allocated to Public Health Teams in local authorities across the country. Further information can be found in the FAQs here www.suffolk.gov.uk/testing

Latest national information on coronavirus: <https://www.gov.uk/coronavirus>

NHS advice: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Local, East Suffolk-specific information: <https://www.eastsuffolk.gov.uk/covid-19>

Appendix “B”

Village Hall Management Committee – update to the Parish Council

20th May 2020

This report continues our commitment to update the Parish Council ahead of each of its meetings. We are making good progress in a number of areas and we are pressing on with things that must be done at some time, but which it makes sense to get on with now to avoid too much requiring to be done later. These include making progress on a conversion to a Charitable Incorporated Organisation (CIO), getting the existing hall land registered, undertaking a survey on the new site and seeking quotes to get electricity laid for the new site.

A LEGAL

Charitable Incorporated Organisation

Paul Whittingham has undertaken a lot of work on this and has produced a draft constitution. Once it is in a form that the CIO working party can recommend to the rest of the trustees, we will do so and ask the trustees to comment and then seek the approval of the groups they represent (including the PC).

I would like to point out that Paul is doing all this work for us for free and Paul is therefore saving us a lot of money by doing this in his own time and I would like to formally acknowledge that.

Registering the existing hall land

The sale of the existing hall site is critical to our financing of the new build. The site is currently not registered with the Land Registry because it was last “sold” in 1962 before compulsory land registration. Getting the registration done well ahead of any sale is wise as there might be a few wrinkles that need ironing out and this could take time.

B NATIONAL LOTTERY

National Lottery T&Cs

Following the approval by the trustees of the Terms & Conditions of the National Lottery grant we have duly signed the forms and sent them off to the National Lottery.

Site Survey

One of the pre-conditions of the National Lottery grant is that we undertake a topographical survey of the land on which we intend to build. This is an action that Castons had already assumed would take place and as there is no time limit to the validity of the survey and it is a requirement of the National Lottery, we will get on and get the survey undertaken.

Three phase electricity installation

As part of the work to ensure we progress on matters which will be required and which we can be getting on with, we have agreed that we should get Castons to seek a number of quotes to get three phase power installed on the site.

C FINANCIAL

VAT Clearance

We have had formal clearance from HMRC that our new build costs are zero rated for VAT. This is as we expected, but the formal clearance makes the issue a non-point and removes any risk of us being sent a bill by HMRC for 20% on the construction costs.

Charity Fundraising Ltd

Graham Parker’s company has completed their agreed exercise and they have created a 10 page letter from the 70+ pages of the National Lottery application. This shorter letter has been used (with individual personalisations) to apply to 19 grant giving entities with a total request of £87,000. The individual requests range from £1,000 up to £25,000 with the average being around £5,000.

Grant due to Covid 19

We have successfully made an application to East Suffolk for a £10,000 grant which is available to entities which have been closed due to the virus. The money is in our account already and will allow us to pay the usual bills to keep the current hall ticking over. This relieves the pressure for the time being on the diminishing resources we had (unrestricted funds) to pay for the ongoing operation of the existing hall.

Gift Aid

We have made our first application to HMRC for Gift Aid totalling just over £12,500, based on donations of just over £50,000 which we have received.

Business Plan

The Business Plan Working Party are making good progress on the business plan. They are beginning to draft some management accounts for the first year of operation of the new hall.

Virtual Cake Stall

Heather has done a magnificent job of making £720 over 3 weeks from her virtual cake stall – well done Heather! This will be match-funded to £1,440.

Bryan Laxton