

**Grundisburgh & Culpho Parish Council**  
**Minutes of the Annual Meeting of the Council held on the 17<sup>th</sup> May 2021 in Grundisburgh Village Hall**

NOTICES had been posted according with regulations.

Present: - Messrs. S.Barnett, C.Burch, B.Cook, G.Caryer, A.Dunnett, J.Dunnett, D.Higgins, P.Kendall, R.Youngman, Mrs.J.Bignell, Mrs.A.Willetts and 5 members of the public.

*Vice Chairman Mrs. Ann Willetts made the following statemen before she took the chair for the election of the Chairman of the Council*

*At the beginning of the council's new year can I please remind all councillors of the need to be respectful-: respectful of each other and each other's opinions and the right we all have to hold differing opinions.*

*We need councillors to pull together, share the load as so many villagers have during the pandemic and lock downs.*

*The Good Councillors Guide contains the following statement about how we should behave:*

*as a councilor, you should promote, support and exhibit high standards of conduct and be willing to challenge poor behavior*

*I personally have found Zoom meetings very difficult, in coming back, face to face I think we should all try to find a new normal. Remember we are all volunteers we need to do a good job for the villagers we serve and it is so much easier to do that in the right atmosphere, working together.*

**1. Election of Chairman** Mr.Barnett proposed seconded by Mr.Cook that Mr.P.Kendall be elected Chairman and, without further nominations, he was duly elected. Mr. Kendall signed the Declaration of Acceptance of Office.

A vote was requested by Mr.Higgins and although a vote was not necessary a vote was taken 8 members supporting the election of Mr.Kendall 2 against.

Mr.Dunnett asked for his objection to Mr.Kendall's election to be recorded in the minutes and said *"The reason for this objection is that I think that if we continue with our present Chairman we will continue to bring the council into disrepute and the reason for this happening is that his correspondence to both counsellors and parishioners who are interested in the parish council which is surprising has been so bullying and threatening that I don't think he represents us properly."*

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

Although unnecessary a vote was taken. 8 members supporting the election of Mrs. Willetts, 1 against and 1 abstention.

Mr.Dunnett asked for his objection to Mrs Willetts election to be recorded in the minutes and said: *The reason for my objection is that the person involved has taken the planning as a personal fiefdom and has spent a lot of time and energy not necessarily financial time or finance from the Parish Council in conducting objections to the inevitable growth of the village at a time when we don't have a neighbourhood plan and we don't apparently have any alternative to what is being proposed by our District Council, namely Chapel Field."*

Mr Caryer expressed his personal thanks to the Chairman and Vice Chairman for all the work they had undertaken on behalf of the parish in the last year and for all the many hours of their time they had generously given to the service of the village. He also expressed his confidence that, in the coming year, they would continue to provide this excellent service, undertaking difficult jobs that no-one else is willing to undertake. Mr Caryer also added that he would also like to thank the Clerk for the many hours of unpaid time he put in to ensure the smooth running of the Parish Council.

**3. Apologies for absence** District Councillor Colin Hedgley, Mr & Mrs.R.Garnham

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

**3. Minutes** The minutes of a Meeting of the Council held on the 8<sup>th</sup> March, 2021 had been circulated and were therefore taken as read. It was proposed by Mr.Kendall seconded by Mr.Caryer that these minutes be signed by the Chairman as a true record. 10 members voted for, one member, Mr.Higgins, abstained as he was dissatisfied with some aspects of the minutes.

Matters arising....

Fly posting Mr.Dunnett complained about the number and condition of posters around the village.

St.Mary's Driftway Mr.Dunnett complained about the amount of debris on the driftway between St.Mary's Church and the Old School and asked the Clerk to write to the Housing Association managing the Old School to complain. The Clerk replied that the driftway was owned by the Church and the debris was from trees in the churchyard therefore the responsibility of maintaining the driftway rested with the Church.

Dog Green Mr.Dunnett complained about the condition of the Green and its use by the Inn. Other councillors pointed out that this use was temporary and part of the sterling efforts of the pub to run a viable business in these difficult times. The Clerk reminded the meeting that the Parish Council's Management Agreement with the Cranworth Estate only covered the Village and Weir Pond Green and not the Dog Green.

Meeting Lane Verge Mr.Dunnett suggested that the damaged verge should be the site of a Memorial Bench for the late Mrs.Joan Hepburn.

Millennium Meadow Mr Caryer noted that at the last meeting Mr Dunnett had said " he considered the expenditure on the Meadow excessive" and that he requested the Clerk to provide a breakdown of expenses incurred during so far in the 2020/2021 financial year which the Clerk had supplied.

Mr Dunnett responded that he no longer considered the expenditure excessive but queried why the £550 donation to Greenways was allocated to the Millennium Meadow budget and not put under general donations (Section 137 payments). The Clerk said the payment was in recognition of Greenways volunteers help in the annual cut of the Millennium and Lytton Meadows using Greenways machinery and was therefore correctly reported in the accounts.

BACS The Clerk preferred the use of cheques rather than BACS as it gave greater control of payments to councillors.

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

Old Forge Stores Forecourt Mrs.Smith will provide a further estimate for the resurfacing of the forecourt and the disposal of rainwater.

Chapel Field Mrs.Barbara Waltham thanked the Chairman Peter Kendall and Vice Chair Ann Willetts for the unstinting hard work they have put in towards trying to stop the "debacle of Chapel Field" which she knew probably 99% of the residents of this village are against. She understood there is a need for housing but not those houses. She thanked them both very much indeed. She had liaised with Mrs/Willetts nearly every day as she and Mr.Herries run a Facebook Action Group and she really didn't know what they would have done without Ann and Peter's help.

Bonfires Complaints about nuisance bonfires should be made to East Suffolk Council

## **Public Open Forum cont...**

Stop Sizewell Campaign Because current Coronavirus regulations for public gatherings makes discussion difficult and limits attendance; the agenda of this meeting consisted only essential items and several important items which needed full discussion were deferred until such time that they could be properly debated. It was expected that after 21<sup>st</sup> June lockdown restrictions would be further reduced to make this possible.

- Stop Sizewell “C” Campaign. To debate and decide.
  - a) whether or not the Parish Council should sign the Stop Sizewell C Campaign’s letter to the Secretary of State. and
  - b) if the Parish Council should join the campaign.
- Chapel Field development
- Meeting Lane Verge
- Planning Report To review the Parish Council’s policies for responding to Planning Applications

## **7. Financial Matters**

### **7.1 2020/2021 Accounts & Audit**

The council’s approval is requested subject to a satisfactory audit. The accounts are in the process of being audited by Mr.Colin Grimwood.

The council does not meet the financial criteria to be exempt for the 2020/2021 audit and the accounts will be subject to a full external audit. .

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.

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, 2021 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.

Approval of the Accounts Mrs.Willetts proposed seconded by Mr.Barnett, to unanimous approval, that the 2019/2020 audited accounts, subject to a satisfactory audit, be approved.

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

HM Revenue & Customs	£921.74	VAT repayment
East Suffolk Council	£10,096.00	Precept 1 <sup>st</sup> Instalment

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

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

Information Commissioner	£40.00	Annual renewal
Mr.J.Ager	£89.92	HP Laser Printer Toners (5)
Mrs.J.Bignell	£43.75	Christmas Tree – Gratuities
Tree Fog	£180.00	Removing tree – Allotments
R.J.Isbell & Son (East Anglia) Ltd	£100.00	Allotment Rent 2021
Suffolk Coastal Norse Ltd	£64.00	Doggy bags
Mr.J.Ager	£577.00	Clerk's Office Allowance 2020/2021
	£513.05	Clerk's Salary February – March 2021
	£46.30	Clerk's Expenses 13/01/2021 – 27/02/2021
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
East Suffolk Council	£35.00	Quiet Lanes Grundisburgh Leaflet
Suffolk Coastal Norse Ltd	£56.40	St.Mary's wheeled bins – emptying
SALC	£27.00	Payroll Service

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

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

Grundisburgh Playing Field	£300.00	At the request of Paul Garwood & Lucy Nightingale who cleaned the bus shelters and telephone kiosk during the past 12 months. The cheque for £300 Ipswich Survivorship Fund authorised at the previous meeting has been cancelled.
Suffolk Coastal Norse Ltd	£56.40	St.Mary's wheeled bins – emptying
Suffolk Cloud	£110.00	Web Site Hosting 2021/2022
Mr.R. Fletcher	£160.00	Village Green Grass Cutting
Vertas Group Ltd	£216.72	Playing Field Grass Cutting
HM Revenue & Customs	£256.40	Income Tax
Vertas Group Ltd	£227.56	Playing Field Grass Cutting 01/04/21 to 30/06/21

**7.5 Other payments requiring approval**

Citizens Advice Bureau	£50.00	Donation
Disability Advice Service	£50.00	Donation
East Anglian Air Ambulance	£100.00	Donation
Lighthouse Woman's Aid	£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
SALC	£559.77	Membership Subscription 2021/2022
Suffolk Coastal Norse Ltd	£49.28	St Mary's wheeled bin – emptying
	£28.91	St.Mary's wheeled bin - emptying
Mr.R.Fletcher	£123.68	Village green Grass Cutting – Fence repair
Mr.J.Ager	£513.05	Clerk's Salary April - May 2021
	£55.84	Clerk's Expenses

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

**7.6 Account Balances as at 17<sup>th</sup> May 2021..**

Business Tracker Account	£62.63
Current Account	£30,749.17
Post Office Investment account	£21,374.50
VAT to claim	£127.90
TOTAL	£52,314.20

**7.7 Budget Report attached**

**8. Public Open Forum** No members of the public wishes to speak.

**9. Any other business .**

2021 Council Meetings July 12th, September 13th, November 8th.

**10. Co-option of new member for Grundisburgh (closed session)**

After discussion it was agreed to co-opt Mr. Mark Rankin to the Parish Council as a member for Grundisburgh.

**Action Summary**

**3.** Clerk

**6.** Clerk

**10.** Clerk

## Budget 2021/2022

01/04/2021 Through 31/03/2022 Using Budget 2 (in Pound)

11/05/2021

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Category Description	01/04/2021 Actual	- Budget	31/03/2022 Difference
<b>INCOME</b>			
Allotment Rent	0.00	192.00	-192.00
Bank Interest	0.00	100.00	-100.00
Precept	10,096.00	20,100.00	-10,004.00
<b>TOTAL INCOME</b>	<b>10,096.00</b>	<b>20,392.00</b>	<b>-10,296.00</b>
<b>EXPENSES</b>			
Administration			
Audit Fee	0.00	200.00	200.00
Clerk			
Expenses	55.84	500.00	444.16
Income Tax	256.40	0.00	-256.40
Office	0.00	577.00	577.00
Payroll Service	0.00	90.00	90.00
Salary	513.05	3,854.00	3,340.95
Soc.Clks	0.00	95.00	95.00
Training	0.00	50.00	50.00
<b>TOTAL Clerk</b>	<b>825.29</b>	<b>5,166.00</b>	<b>4,340.71</b>
Clrs. Exp.Train	0.00	300.00	300.00
Data Protection	0.00	40.00	40.00
Hire of Rooms	0.00	250.00	250.00
Insurance	0.00	300.00	300.00
Laser Printer	0.00	200.00	200.00
Parish Meeting	0.00	435.00	435.00
Photocopying	0.00	110.00	110.00
SALC	559.77	550.00	-9.77
Stationery	0.00	100.00	100.00
Website	110.00	100.00	-10.00
<b>TOTAL Administration</b>	<b>1,495.06</b>	<b>7,751.00</b>	<b>6,255.94</b>
Run Costs			
Bus Shelters			
Cleaning	0.00	300.00	300.00
Repairs	0.00	200.00	200.00
<b>TOTAL Bus Shelters</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>
Defibrillator	0.00	250.00	250.00
Highways			
SAVID	0.00	100.00	100.00
Speedwatch	0.00	200.00	200.00
<b>TOTAL Highways</b>	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>
Local Fighting Fund	0.00	1,000.00	1,000.00
Pks Open Spa			
Allotments	0.00	200.00	200.00
Footpaths & Environment	0.00	150.00	150.00
Grundisburgh Baptist Church	195.00	195.00	0.00
Litter Bins	0.00	100.00	100.00
Millennium Meadow	0.00	1,100.00	1,100.00
Playing Field Play Area Reserve	0.00	250.00	250.00
Playingfield	370.23	900.00	529.77
Playingfield Play Area	0.00	2,500.00	2,500.00
St.Bots	195.00	195.00	0.00
St.Mary	640.00	640.00	0.00
Village Greens			
Mowing	216.00	2,000.00	1,784.00
Posts & Rails	67.68	300.00	232.32

## Budget 2021/2022

01/04/2021 Through 31/03/2022 Using Budget 2 (in Pound)

11/05/2021

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Category Description	01/04/2021 Actual	- Budget	31/03/2022 Difference
Stream	0.00	500.00	500.00
Xmas Tree	0.00	180.00	180.00
<b>TOTAL Village Greens</b>	<b>283.68</b>	<b>2,980.00</b>	<b>2,696.32</b>
War Memorial	0.00	100.00	100.00
Wheeled Bin	120.37	100.00	-20.37
<b>TOTAL Pks Open Spa</b>	<b>1,804.28</b>	<b>9,410.00</b>	<b>7,605.72</b>
Village Hall	0.00	5,181.00	5,181.00
<b>TOTAL Run Costs</b>	<b>1,804.28</b>	<b>16,641.00</b>	<b>14,836.72</b>
<b>Section 137</b>			
British Legion	0.00	80.00	80.00
Citizens Advice	50.00	50.00	0.00
CPRE (Suffolk Preservation Soc)	0.00	36.00	36.00
Disability Advice Service	50.00	50.00	0.00
East Anglian Air Ambulance	100.00	100.00	0.00
Lighthouse	25.00	25.00	0.00
Lunch Club	0.00	200.00	200.00
Sflk Accid Resc	100.00	100.00	0.00
St.Botolphs Benefice Magazine	100.00	100.00	0.00
Suffolk Family Carers	50.00	50.00	0.00
SWLT	75.00	75.00	0.00
<b>TOTAL Section 137</b>	<b>550.00</b>	<b>866.00</b>	<b>316.00</b>
<b>TOTAL EXPENSES</b>	<b>3,849.34</b>	<b>25,258.00</b>	<b>21,408.66</b>
<b>OVERALL TOTAL</b>	<b>6,246.66</b>	<b>-4,866.00</b>	<b>11,112.66</b>