

Grundisburgh & Culpho Parish Council
Minutes the Annual Meeting of the Council held on the 9th May, 2022
in St.Mary's Church, Grundisburgh

NOTICES had been posted according with regulations.

Present: - Messrs. S.Barnett, G.Caryer, B.Cook, A.Dunnett, J.Dunnett, M.Harris, D.Higgins, J.Lapsley, M.Rankin, R.Youngman, Mrs.Bignell, Dr.E.Hodges, Mrs.A.Willetts (in the chair)
District Councillor C.Hedgley, County Councillor E.Bryce and 6 members of the public.

1. Apologies for absence All members attended.

2. Election of Chairman Mr.Lapsley proposed seconded by Mr Barnett that Mrs.A.Willetts be elected Chairman and, without further nominations, she was duly elected. Mrs.Willetts signed the Declaration of Acceptance of Office.

3. Election of Vice Chairman Dr.Hodges proposed seconded by Mr.A.Dunnett that Mr.G.Caryer be elected Vice Chairman and, without further nominations, he was duly elected.

4. To receive member's declarations of interest No interests were declared..

5. Minutes The minutes of a Meeting of the Council held on the 14th March, 2022 had been circulated and were therefore taken as read. It was proposed by Mr.Barnett seconded by Mr.Rankin, to unanimous approval, that these minutes be signed by the Chairman as a true record.

6. Meeting Lane Verge County Councillor Elaine Bryce explained that committed funds from her, and District Councillor Colin Hedgley's, Locality Budgets will enable the restoration of the verge to proceed. Mr.Higgins said that more information was needed about the work to be done in order that the Parish Council could judge whether it was receiving good value for the contribution it was making. Mrs.Bryce explained that the work would conform to the County Councils set criteria for work carried out on highways but she would forward this information when it became available e.g.

- The exact number of bollards
- The distance between each bollard
- The total length to be covered
- What mitigation has been considered to "offset" any slippage in the soil when the verge has been reinstated

7. Public Open Forum It was proposed by Mrs.Willetts seconded by Mrs.Bignell, 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 The Scout Group have experienced a considerable amount of vandalism and damage to the Scout Hut which has resulted in a great deal of repair work, time and expenses. Any information would be very much appreciated concerning this deliberate destruction or should anything be seen then please contact the Scouts on 735352 in order to assist the Police with their enquiries.
- Ipswich Road Verge Mr.Franklin read a letter he had sent to the Parish Council concerning the recent cutting of the verge which he had maintained as a conservation area for two years destroying all the wild flowers just as they were coming into bloom. The verge had been cut by a contractor who was unaware that the verge was a conservation area. Mr.Caryer said that the Footpaths & Environment Committee would carry out a review of all the grassed areas, verges and greens to see which areas could be "wilded".

8. Chapel Field development – naming of new roads Mrs.Willetts reported that a Sub committee comprising Dr. Liz Hodges Judith Bignell and Ann Willetts met on Monday 28th March. After a short discussion they agreed that..

Road 1 Main access road from Park Road should be Mill Field Drive. This is the old field name and avoids any confusion with Chapel Road and Chapel Lane.

Road 2 Rosamund Leach Gardens - the devoted organist at St Mary's for 70 years and the daughter of Fred Crapnell , the last village blacksmith whose smithy is now at the Museum of East Anglian Life Stowmarket.

Road 3 Samuel Collins Way the longest serving and much loved pastor at the Chapel from 1828-1876 .

Road 4 Bishop Waine Close Much loved and respected Bishop of Ipswich and St Edmundsbury and later of Chelmsford, who chose to retire to Grundisburgh.

Road 5 Norman Davis Walk. The vicar of the people who made such a difference to the whole of Grundisburgh when he arrived in 1982.

Mrs.Willetts has managed to speak with known relatives of the deceased who have agreed and support the naming.

It was proposed by Mrs.Willetts seconded by Mrs.Bignell that the sub committee's recommendations be approved. Approved 10 members voting for, 2 against, one member abstained,

9. Allotments Mrs.Bignell reported

9.1 Conditions of Letting (see Appendix A) . .

It was proposed by Mrs.Bignell seconded by Mrs.Willetts that the Conditions of Letting previously circulated to members be approved. Approved 12 members voting for 1 member against..

9.2 Rents

It was proposed by Mrs.Bignell seconded by Mrs.Willetts, to unanimous approval, that the Allotment rent be increased to £25.00 per annum.

9.3 Improved Water supply. It is proposed that the council agree to allocate £1,585.00, for additional taps and troughs (see costings and budgets below).

Estimate for work:

Troughs	£360.00
Plumbing	£575.00
Trench	<u>£650.00</u>
Total	£1,585.00

Current 2022/2023 Budget £1,455.00 this included £1,255 transferred from Earmarked Reserves

Estimated 2022/2023 Income £425.00 this assumes rents will increase to £25.

Total £1,880.00

It was proposed by Mrs.Bignell seconded by Mrs.Willetts, to unanimous approval that the improvements to the allotment water supply costing £1,585.00 as proposed by the Allotment Tenants Group should be approved

9.4 Skip A skip was hired on the 22nd April at a cost of £225 +VAT to remove rubbish which had accumulated on the allotments for many months. Tenants almost filled it with unwanted material

9.5 Rotavator A rotavator has been given by retiring allotment holder Mr.John Crombie. It is being serviced by a tenant and it is proposed that it be kept in the shed on Plot 17 and used by all the tenants. The shed is also used by Mr.Herries and could be used for other equipment for communal use.

9.6 Plot 17 It had been suggested that Plot 17, at the top of the allotments, could be used by Ukrainian refugees if any were billeted in the village. At this moment in time there are none.

10. County Councillors Report The full Report is published in the Important Documents section of the Parish Councillors Web Site <https://grundisburgh.suffolk.cloud/>

10.1 Old Forge Stores Forecourt Mrs. Bryce said that following a site meeting on the forecourt she reported 9 faults in the adjacent highway which she was pleased to see were speedily repaired. The road is due to be resurfaced in 2023 when backwash of rain water from the road and the installing of a kerb linking the footpaths could be considered. She is awaiting a report from the County Council Highways Department

10.2 Grundisburgh Corner She was aware of the negative impact that the long closing of the road at Otley Bottom had on Charity Lane residents when the Lane was used as an unofficial diversion rout. She had contacted the Cabinet Member for Highways concerning the damaged verge and the restoration of the Safety Scheme,

11. District Councillors Report The full Report is published in the Important Documents section of the Parish Councillors Web Site <https://grundisburgh.suffolk.cloud/> The report for this meeting is appended to these minutes as Appendix "B"

11.1 New Trading Company Mr. Hedgley said that the creation of new trading company - delivering crucial services such as waste and recycling collection, grounds maintenance and street cleansing - has moved a step closer with the appointment of its first Managing Director and confirmation of the new trading name

11.2 On-line Services The Customer Services Team now have fully trained 'Digital Champions', who are available to help customers use our online services at the Marina Centre in Lowestoft and at desks within local libraries, by appointment.

11.3 Chapel Field The kind of problems and obstacles the village faced when opposing the application to build 70 houses on /Chapel Field are not unique to Grundisburgh.

12. Queens Platinum Jubilee 2 – 5 June 2022 Mrs. Willetts reported The Festival of Suffolk Torch Relay will come through Grundisburgh on Tuesday 31st May. Keith Burch has been nominated to be Grundisburgh's Torch Bearer and ride in a rickshaw from the Village Green, up Meeting Lane and down Lower Road towards the B1079.

Jubilee leaflets will be delivered to every house in the villages mostly by the scouts, except where there are no footpaths.

Thursday 2nd June

1000 Church Coffee Morning and opening of the Flower Festival

1300 Town Crier – Proclamation on the Village Green

1400 Village Hall – Street Party for older generation

1900 Scouts Campfire over the stream. Campfire sings and entertainment

Friday 3rd June

1100 Playing Field – Games and races

1400 till late Village Hall and Grounds Family Festival, Fairground Games, Food Stalls, Tombola

1430 Grundisburgh's Got Talent – get your act together U12's, U18's adults

1730 – 1900 Ceilidh dance to Skedaddle

1930 till late Local Live Bands – all day bar

Sunday 5th June

1730 Songs of Praise – hymns chosen by villagers born in each decade of the Queen's reign

1900 Barbeque Village Green

John's famous musical fireworks over the Church at Sundown

The Dog Beer Festival to run through the Jubilee Holiday

Tickets are on sale for the Platinum Street Party at the Village Hall for Thursday 2nd June for the Platinum Generation at a token £1 only to help with the catering and for the Bar BQ on Sunday from Rosie at Williams and A Willetts.

13. Annual Parish Meeting The meeting was well attended and many people commented on the good atmosphere and the excellent buffet supplied by Allison & Richard Youngman.

14 Planning Report Mrs.Willetts reported.

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

DC/22/0371/FUL Hill Cottage Meeting Lane Grundisburgh Rear Extension and garage roof.

DC/22/1097/TCA Half Moon House, Woodbridge Road H1 - conifer hedge - reduce height of the hedge T1 - conifer at the side of the house - reducing the height of the tree by 2.5-3m and reduce the lateral spread by approx 1-1.5m to help retain conical shape. (H1 - conifer hedge - reduce height of the hedge H2 - conifer hedge - reduce height of hedge

DC/22/0879/FUL 21 Thomas Walls Close Grundisburgh Suffolk IP13 6XB Single Storey Rear Extension.

14.2 Applications received by East Suffolk since last Parish Council meeting.

DC/22/1146/FUL. Land Adjacent To 3 Pine Grove Grundisburgh Suffolk IP13 6UL Construction of detached bungalow.

Objections sent :

Grundisburgh and Culpho Parish Council object to the construction of a dwelling in the countryside outside the defined settlement boundary of Grundisburgh.

Suffolk Coastal Local Plan Adopted September 2020 states Policy LP5.1: Housing Development in Large Villages. Residential development will be permitted within defined Settlement Boundaries.

This site is located in the countryside, a significant distance from the defined Settlement Boundary. Access to the school, doctors surgery, shops, post office, pub, church and Village Green is along narrow country lanes without pavements, the proposal would result in increased trips by private car.

Policy SCLP5.4: Housing in Clusters in the Countryside.

This policy is not applicable to this proposal, as the application site does not meet the definition of a cluster. The site is not fronting a highway, it is in an isolated position, in front of a private driveway containing 4 properties. It would result in a cramped form of development out of character with the area and would significantly reduce residential amenity. The dwelling nearing completion opposite the application site was allowed on appeal after being refused by Suffolk Coastal District Council in 2015 reference DC/15/0469/OUT appeal reference APP/G530/W/15/3051126. The local authority had acknowledged that it could not demonstrate a 5 year supply of deliverable housing land. Suffolk Coastal Local Plan Adopted September 2020 allocated site Policy SCLP12.51: Land to the West of Chapel Road, Grundisburgh. The application DC/20/3362/FUL was approved on appeal APP/X3540/W/21/3280171 Dec 21st 2021 for the erection of 70 dwellings, including affordable dwellings, together with public open space, roads, accesses, parking, garages, drainage and associated infrastructure. There is therefore no demonstrative need for more housing in the village, and particularly on a site outside the defined settlement boundary of the village.

DC/22/1284/FUL 28 Stoney Road. Demolition of existing single storey side building erection of new side extension.

14.3 Chapel Field

I have put together the Discharge of Condition applications for Chapel Field received so far for information but the Parish Council are not consulted on these and are dealt **with** at officer level by East Suffolk Council. .
DC/20/3362/FUL

Planning Application for the erection of 70 dwellings, including affordable dwellings, together with public open space, roads, accesses, parking, garages, drainage and associated infrastructure

Discharge of Condition No. 7 DC/22/0907/DRC Carter Sustainability Badger Survey Update March 2022.

Discharge of Condition No. 13 DC/22/0814/DRC Construction Management Plan.

Discharge of Condition No. 20 DC/22/0735/DRC S278 Off Site works and surfacing improvements and links to Footpath 20

Discharge of Condition No 22 DC/22/0733/DRC Estate Roads and Footpaths inc layout, levels, gradients, surfacing and means of SW drainage

Discharge of Condition No 19 DC/22/0734/DRC Park Road and Chapel Road Access Details Discharge of Condition No. 18 DC/22/0732/DRC. details of surface water drainage

Discharge of Condition Nos 16, 25 and 15 DC/22/0638/DRC scheme for the installation of fire hydrants, cycle storage and EV infrastructure.

Planning Report - Chapel Field cont...

DC/22/0491/DRC - Land West of Chapel Road, Grundisburgh: Archaeology The archaeological evaluation will comprise the excavation of 37 trial trenches measuring 30m x 1.8m These represent a 4% sample of the site At least ten days written notice will be given to Suffolk County Council AS monitoring officer prior to the commencement of the fieldwork. The trenches will be accurately located using offsets from known positions or a Digital Global Positioning System (DGPS) and DGPS Total Station (Leica 1205 R100 Total Station, Leica System 1200 GPS). All excavation areas will be scanned prior to excavation using a CAT scanner. Trenches will be mechanically excavated using a toothless ditching bucket and under constant archaeological supervision. Spoil will be bunded around the edges of the trenches to provide a physical and visible barrier. Metal detecting will take place at all stages both before and during the excavation of trenches, specifically the subsoil and tops of features. Metal finds must be located by GPS and a named, experienced and dedicated metal detectorist will be used for the evaluation. Any finds recovered by this method will be suitably bagged.

The archaeological works will be undertaken by a professional team of archaeologists, comprising an Archaeologist with support from up to three Assistant Archaeologists and a surveyor as required. The project is anticipated to take thirty five weeks in total.

From: Matthew Baker Sent: 04 March 2022 18:21

Subject: DC/22/0491/DRC - Land West of Chapel Road, Grundisburgh: Archaeology

Dear Steve Milligan,

An archaeological evaluation has been undertaken on this site, which has identified archaeological features belonging to the early Bronze Age and early Iron Age. As a result there will be further archaeological work to be undertaken on this site, which will involve opening an excavation area prior to the commencement of development. Because of this I would advise that condition 28 of permission DC/20/3362/FUL (APP/X3540/W/21/3280171), is not discharged at this time, as the archaeological excavation will require a separate written scheme of investigation. Condition 28 should not be discharged until the excavation WSI has been fully implemented with the submission of the approved archaeological excavation report to the SCCAS and OASIS (ADS) archive. Do please let me know if you have any questions

Matthew Baker Archaeological Officer

Suffolk County Council Archaeological Service,

Bury Resource Centre, Hollow Road, Bury St Edmunds, IP32 7AY

Discharge of Condition No. 17 DC/22/1406/DRC Sustainability

DC/22/1104/CON Land North Of Park Road Grundisburgh

Consultation: To grant a variation of appointment to Independent Water Networks as a water company by including the Site in its water supply area; and vary the appointment of Anglian Water as a water company by excluding the Site from its water supply area. By means of the above, Independent water Networks will become the water supplier for the Site. But the PC were not consulted.

15. East Suffolk Community Partnerships Mr.Caryer said that a Microsoft Team webinar relating to social prescribing and how it can support peoples mental health is being held on the 19th May and invited members to sign in. Dr. Hodges expressed an interest.

16. Financial Matters

16.1 2021/2022 Accounts & Audit Mrs.Bignell proposed seconded by Mrs.Willetts, to unanimous approval, that as the Parish Council meets the required criteria for exemption it should complete a certificate certifying it as exempt from having a limited assurance review or to submit an Annual Governance and Accountability return to the External Auditor.

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.Barnett proposed seconded by Mrs.Bignell, 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, 2022 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 Mr.Barnett proposed seconded by Mrs.Bignell, to unanimous approval, that the 2021/2022 audited accounts be approved. The Clerk has written to Mr.Colin Grimwood thanking him for so thoroughly auditing the accounts.

16.2 Payments received since the previous meeting

East Suffolk Council	£1,000.00	Grant Meeting Lane Verge
HM Revenue & Customs	£580.47	VAT repayment
East Suffolk Council	£127.57	CIL payment – old village hall site
East Suffolk Council	£10,500.00	Precept – first instalment

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

Mrs.J.Bignell	£36.00	Christmas Tree gratuities
Anglian Water Business National	£7.27	Water charges – allotments
Suffolk Coastal Norse Ltd	£63.98	Dog waste bags
Mr.J.Ager	£513.05	Clerk's Salary February/March 2022
	£73.86	Clerk's Expenses
SALC	£27.00	Payroll Service
HM Revenue & Customs	£256.40	Income Tax
Suffolk Coastal Norse Ltd	£57.82	Emptying St Mary's wheeled bins
Mr.R.Fletcher	£190.00	Village Green grass mowing & stream dredging
Mr.P.Franklin	£325.11	Chainsaw – for use on the Millennium Meadow

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

Financial Matters cont...

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

Mr.J.Ager	£577.00	Office Allowance 2021-2022
Suffolk Cloud	£120.00	Web Site Hosting 2022/2023
St.Mary's Church PCC	£20.00	Photocopying – Annual Parish Meeting
Mr.R.Fletcher	£105.00	Village Greens grass mowing
Suffolk Coastal Norse Ltd	£57.82	Emptying St Mary's wheeled bins
Vertas Group Ltd	£242.59	Playing Field grass cutting 01/01/2022-31/03/2022
Suffolk Coastal Norse Ltd	£63.98	Dog waste bags
Grundisburgh Village Hall	£85.00	Hall Hire - Annual Parish Meeting

16.4 Other payments requiring approval

Mr.J.Ager	£513.05	Clerk's Salary April/May 2022
	£109.05	Clerk's Expenses
	£19.72	Mailing Labels
	£270.00	Skip Hire - Allotments
SALC	£561.58	2022/2023 Membership
BSEVC	£50.00	Donation
Citizens Advice Bureau	£100.00	Donation
Disability Advice Service	£100.00	Donation
East Anglian Air Ambulance	£100.00	Donation
Freshstart	£50.00	Donation
Headway	£50.00	Donation
Lighthouse Woman's Aid	£100.00	Donation
Lunch Club	£200.00	Donation
Suffolk Accident Rescue Service	£100.00	Donation
Starlight	£50.00	Donation
St.Elizabeths Hospice	£50.00	Donation
Suffolk Family Carers	£100.00	Donation
Suffolk Wildlife Trust	£100.00	Donation
Youth Club	£600.00	Grant
St.Botolph's PCC	£195.00	Grant towards cost of maintaining church yard
	£100.00	Grant Benefice Magazine
St.Mary's PCC	£640.00	Grant towards cost of maintaining church yard
	£66.10	Jubilee Leaflet printing
	£20.00	Use of church 14 March & 9 May
Grundisburgh Baptist Church	£195.00	Grant towards cost of maintaining church yard

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

16.5 Account Balances as at 9th May, 2022

Business Tracker Account	£62.63
Current Account	£27,384.50
Post Office Investment account	£21,376.64
VAT to claim	£156.80
TOTAL	£48,980.57

16.6 Budget Report Appendix "C"

17. Election of members to Committees

It was proposed by Mrs.Willetts seconded by Mr.Lapsley, to unanimous approval, that members should serve on the following committees

Planning	Messrs.G.Caryer, B.Cook, D.Higgins, M.Rankin, Mrs.A.Willetts
Finance	Messrs.S.Barnett, A.Dunnett, D.Higgins, R.Youngman, Mrs.J.Bignell
Footpaths and the Environment	Messrs. G.Caryer .A.Dunnett, J.Dunnett, M.Harris, Dr.E.Hodges
Roads & Transport	Messrs.G.Caryer, B.Cook, M.Harris, J.Lapsley, Mrs.J.Bignell,
Staff	Messrs.S.Barnett, J.Lapsley, R.Youngman, Mrs.J.Bignell

18. Appointment of representatives to Village Organisations

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

Village Hall	Mr. B. Cook,
Playing Field	Mr. G. Caryer, Mrs. A. Willetts
Grundisburgh Charities	Mrs. Bignell
SALC	Mr. S. Barnett
SAVID	Mr. G. Caryer, Mr. R. Crouch
Parish Rooms	Mr. A. Dunnett

Parish Council appointments

Internal Auditor	Mr. C. Grimwood
Backup data storage	Mr. G. Caryer
Tree Warden	Mr. K. Muttitt
Millennium Meadow Warden	Mr. P. Franklin

19. Roads & Transport Report Mr. Caryer reported that no meetings of the Highways Subcommittee were held.

19.1 Lorry Route Review Nothing to report

19.2 Lower Road Weight Limit A letter requesting comments on the proposal to introduce a weight limit on Lower Road was distributed to all properties in Lower Road and other nearby residents. It was also circulated on Grundisburgh Google.

Responses from resident contained in Annex 1 to this report

Issues for resolution based on responses received, we need to resolve the following issues:

Do we request:

- a. Ban all vehicles except for access?
- b. Ban all HGVs except for access ?
- c. Ban over 7.5 ton HGVs except for access?

Should the scheme be extended to include:

- a. Park Road?
- b. Meeting Lane and Chapel Road?
- c. Half Moon Lane?

There is a possibility that vehicles diverted from Lower Road by new signage may attempt to use Half Moon Lane or Meeting Lane to re-join their intended route.

Whatever solution we propose, an implicit or explicit "except for access" or "except for loading" indication is required to avoid potential problems of deliveries to residents. I need to confirm if the signs banning access have an implicit exception for deliveries.

Possible Ways forward:

Either:

An open meeting of the Parish Council, or the Highways subcommittee, with local residents

Or Form a group of interested local residents to make proposals.

19.3 Speedwatch/SID

Speedwatch activities continue. The shared SID will return to Grundisburgh on 1st June. Update awaited from SCC on ANPR SID trial.

19.4 Quiet Lanes

Wave 1 & Wave 2 Quiet Lane Designation took effect from the 9th March 2022. Signage that isn't already in place can then be put up as the final step in the designation process, bringing the lanes into operation.

Quiet Lanes signs at the junction of Half Moon Lane/B.1079 and Park Road/Ipswich Road have been moved as a result of requests from residents.

Contractors are installing remaining posts. Once installed Parish Councils will be fixing signs to posts.

Road/Traffic Signs

Damage to Meeting Lane/Chapel Road sign and to the S bend warning sign on the Woodbridge Road (B.1079) have been repaired/replaced.

Roads & Transport Report cont...

19.5 Litter Pick Over the May bank holiday, a litter pick was organised around the streets and footpaths of Grundisburgh, as part of the East Suffolk District Council's "Clean for the Queen" campaign. 15 volunteers and a team from the scouts collected litter during the weekend. The reports back were that most roads, within the village, were relatively litter free, but there were a few hot spots. I am still gathering data on the problem areas, but most are along roads used cars as short cuts through the village.

19.6 Grundisburgh Corner Mr. Harris reported

The following is an update on the Highways situation at Grundisburgh Corner. The affect of the closure of Otley Bottom from 28 March to 4 May 2022 for essential carriageway repairs, was both extensive, intrusive and dangerous to all the residents at Grundisburgh Corner. With no diversion route signs posted along the B1078 or B1079, all manner of traffic used the Charity Lane/Otley Road resulting in significant damage to the carriageway and roadside verges.

5 May 2022: Otley Bottom Re-Opened Many reports, by the residents, have been raised on the Suffolk Highways website and there has been good engagement from both County & District Councillors, including a site visit by Elaine Bryce on 12 April 2022. The residents hope that the repairs will be expedited and look forward to the reinstatement of the western Grundisburgh Corner Gate sign in the near future.

20. Footpaths & Conservation Report Mr.Caryer reported that no meetings of the Footpaths and Conservation Subcommittee were held.

20.1 Footpath Repairs The steps at the end of footpath 18 (round Felgate Way), have been repaired.

20.2 Path on Green Awaiting repair

20.3 Discovering Suffolk Project Volunteers have completed fixing Discovering Suffolk Plaques on Footpath Finger Posts.

20.4 Grit Bin The Grit bin, on the verge outside the new village hall, has been moved a few feet to the right. The new location is directly in front of the pedestrian gate where the footpath dog legs to one side to meet up with the pavement. The aim is to make it less likely that children running through the gate could run straight out into the road.

20.5 Millennium Meadow Working parties continue every month. New volunteers are always welcome.

20.6 Sunday Walks Sunday walks were held in April and May.

20.7 Benches Collin Grimwood, on behalf of the Baptist Chapel have offered to replace the bench in Rose Hill at the end of Alice Driver Road. The current bench is dedicated to the Baptist Chapel.

20.8 River Water Testing As part of the testing scheme proposed by Woodbridge Town Council to test the River Deben and its tributaries, Great Bealings Parish Council decided to test the water quality in the Lark from Boot Street bridge and found unacceptable levels of E.coli . They have purchased their own equipment for regular testing.

To try and identify the source of the E.coli, in the River Lark, I collected water samples from the river, as it flows under the Woodbridge Road (B.1079) and also from a tributary of the Lark as it flows across The Green in Grundisburgh.

The analysis of the sample from the river across The Green showed no reason to be concerned, however the River Lark showed worrying levels of E.coli.

It is planned to carry out further tests to confirm these results and to continue to investigate the source of the E.coli.

Great Bealings Parish Council are happy for us to use their incubator but we will need to purchase test plates (these are single use and available in lots of 50 at a current cost of about £90), pipets etc..

Dr. Hodges proposed seconded by Mr.Rankin, to unanimous approval, that the Parish Council authorise expenditure of up to £200 in 2022/23 for river water testing.

21. To receive reports from Council representatives to village organisations - Playing Field

Mr.Caryer reported/

21.1 Play Area The upgraded play area was officially opened on April 19th.

21.2 Election of Elected Members The six elected members, Mr. John Broad, Mr. Richard Garnham, Mrs J Crowe, Mrs E Dixon, Mrs F. Nixon, Mrs A Garrod all wished to stand as elected members of the committee and with no further nominations they were duly elected.

21.3 Changes to Charges It had been agreed at the committee meeting held on 22nd February 2022 that all current charges relating to the use of the pavilion and field would remain in place for the calendar year. Between 40-50% of expenditure is for electricity and with our current contract being in place until May 2023 the committee are able to hold charges. Charges to be reviewed towards the end of 2022.

21.4 Footpath 20 It was agreed to request erecting no cycling signs relating to Footpath 20 and the Parish Council were requested to examine the issue with Highways.

21.5 Litter Bins It was agreed to install an additional 2 waste bins, one either end of the play area, to encourage litter to be disposed of responsibly. Suitable bins are being sought.

22. Public Open Forum

It was proposed by Mrs.Willetts seconded by Mrs.Bignell, 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** The effective, long term restoration of the forecourt will have to encompass the whole area including the road and involve all the interested parties, the owner (Mrs.Smith), Pub, Shop, Bowls Club, Parish Council. Nothing can be agreed until a County Council Highways Report is received,

23. Items for next meeting Mr.Dunnett asked the Clerk why "Correspondence" had been dropped from the agendas of Council Meetings. The Clerk replied that Correspondence had not been included in the agenda for many years ****.

Correspondence received is now reported under the appropriate item in the agenda.

24 Any other business

- **Venues for future meetings** The July meeting will be held in St.Botolphs Church, Culpho and all subsequent meetings will be held in the Parish Rooms.
- **2022 Council Meetings** July 11, September 12, November 14

**** *the last meeting when Correspondence was include in the agenda was in on the 9th January, 2012*

Action Summary

7. Footpaths & Environment Committee
8. Clerk
9. Clerk
12. Mrs.Willetts

Appendix "A"

Terms of the Conditions of Letting Agreement for Plot Holders

The Allotment Conditions of Letting document was discussed point by point by the Allotment Holders Group and recommended changes to the document were agreed.

In suggesting the changes the following approach was agreed:

1. The Conditions of Letting should be the final fall back position and not the point of first reference. Wherever possible relations between plot holders and between the plot holders and the PC should be managed on an informal basis, with good communication key. Where it is felt that a plot holder is significantly ignoring a letting condition and informal communication has not addressed the issue, the plot holders may refer the matter to the PC for resolution.
2. However, during the meeting three situations that had occurred in the last few years were raised that had not been resolved through an informal approach. As such, it was felt that some of the terms needed to be more specific to ensure that such events could be dealt with effectively in future. The three situations were as follows:
 - The leaving on the site of a dilapidated shed and other rubbish once a tenancy has been given up (hence the need for current rubbish clearance).
 - The refusal of a tenant to give up their untended plot for over 5 years, in spite of regular informal requests, finally resulting in an eviction. The non-communication of a current tenant, contacted about the state of their plot.
 - A dispute between plot holders over items left on a plot at the end of a tenancy. This dispute was referred in the first instance to the Parish Clerk, who informed the tenants that they needed to resolve it themselves. This ultimately, led to the matter being reported to the police.
3. The suggestions have been written in such a way as to place the emphasis on self regulation rather than obtaining written consent from the PC. This has been done to minimise the administrative burden.
4. It was noted that the terms as they currently stand do not include any provision for the PC to give notice to a tenant in any circumstance. Given that the PC's agreement with the landlord does include a 'notice to quit' provision, this may be something the PC wishes to review.
5. A copy of the Conditions of Letting with the suggested revisions are included below.

Grundisburgh & Culpho Parish Council

Mr. John Ager - Clerk to the Council,
8 Post Mill Close,
Grundisburgh
WOODBRIDGE,
Suffolk IP13 6UU

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Email: johnager1936@gmail.com
WebSite: <http://grundisburgh.suffolk.cloud>

ALLOTMENTS CONDITIONS OF LETTING

1. Tenancies shall be yearly from 1st April - 31st March.
2. The yearly rent shall be paid by the 31st March to the Parish Clerk. The Parish Council reserves the right to issue a notice of eviction to any tenant who has not paid their rent, within 6 weeks of receiving notice it is due.
3. Allotments shall only be used for the production of vegetables, flowers and fruit crops **on a non-commercial basis.**
4. Allotments should be kept in good order throughout the period of the tenancy, including the non-growing season. Where tenants are unable to tend the greater part of their plot, the Parish Council reserves the right to split the plot for letting to another tenant. Where the tenant is unable to tend the plot due to exceptional circumstances they can inform the Parish Clerk and this will be taken into consideration. As a minimum tenants should ensure that:
 - A significant part of the plot should be under cultivation (cultivation taken to mean the crops identified in point 3 above) during the growing season. In the case of new tenants, some part of the plot must be cleared and tended in the first 3 months of the lease, with further improvement taking place over time.
 - Fruit bushes are pruned annually and any trees and shrubs planted should be maintained to a maximum height of 3 metres.
 - Paths should be mown regularly.
 - All structures (sheds, storage units, fruit cages, cloches, vegetable tunnels, etc.) on the plots are maintained annually and kept in a good state of repair, with any damage rectified as soon as possible.
 - All rubbish and redundant gardening equipment is removed off site for disposal and any required equipment is stored neatly when not in use.
 - Where patches have been left deliberately for wildlife, these should be set up and maintained to ensure no spread of unwanted plants onto adjoining plots.
 - Any light trimming of boundary hedges and trees should be undertaken to assist the maintenance of the boundary line and any land adjacent to the path, opposite to, but not part of the plot should be trimmed back. It is not the expectation of the Parish Council that the tenant should be responsible for any heavy duty maintenance of such areas.
5. No tenant shall underlet assign or part with possession of any part of his allotment without the written consent of the Council.
6. The tenant shall not annoy or obstruct any other plot holder.
7. No animal shall be kept or let loose on the allotments. Dogs must be kept on a lead at all times.
8. A tenant who wishes to terminate their agreement must notify the Parish Clerk in writing. A minimum of one months' notice is required. The tenant is responsible for leaving their plot tidy and ready for the new tenant **(as per condition 4 above). At the end of the notice period, any item left on the plot can be utilised or disposed of by the new tenant or the Parish Council.**

Parish Council

Grundisburgh & Culpho Parish Council leases the land from the owner, R.J. Isbell & Son (East Anglia) Ltd under the terms of an Agreement dated 8th February 1999. This agreement can be viewed by arrangement with the Parish Clerk.

The Parish Council's tenancy of the allotments can be determined in any of the following ways

- (a) by either party giving to the other 12 months previous notice in writing expiring on or before the 31st March or on or after the 30th September in any year.

- (a) by re-entry by the owner at any time after giving at least six months previous notice in writing to the Parish Council expiring on the 31st March or 30th September in any year on account of the allotment being required for building mining or any other industrial purpose (whether granted planning permission or not) or for roads or sewers necessary in connection with any of those purposes.

- (c) by re-entry by the owner at any time after giving one months notice to the Council:
- (d) if the rent, paid by the Parish Council, or any part of it is in arrears
- (d) if there has been a breach by the Council of any of the conditions and agreements contained in the agreement between the owner and the Council.

I/we _____ *[tenant(s) name(s)]*
accept and agree to comply to the conditions laid out in the Allotment Conditions of Letting agreement supplied by the Parish Council.

_____ *[signature]* _____ *[date]*

_____ *[signature]* _____ *[date]*

Appendix “B”

District Councillors Report to Grundisburgh and Culpho Parish Council

For 9th May 2022

Carlford and Fynn Valley Ward.

Rushmere Village, Great Bealings, Little Bealings, Playford, Bredfield, Grundisburgh & Culpho, Witnesham and Swilland, Westerfield, Hasketon, Clopton, Charsfield, Dallinghoo, Tuddenham, Boulge, Burgh, Debach, Otley.

From District Councillor

Cllr Colin Hedgley and Cllr Tony Fryatt.

I am sure that CCllr Elaine Bryce will keep you up to date on all the highways work that is in the pipeline, including the Otley Bottom completion, the Meeting Lane verge and the Old Forge Stores forecourt. The road outside the Stores has now been repaired.

Managing Director appointed to lead East Suffolk Services



The creation of a new trading company in East Suffolk - delivering crucial services such as waste and recycling collection, grounds maintenance and street cleansing - has moved a step closer with the appointment of its first Managing Director and confirmation of the

organisation's trading name.

Cassandra Clements arrives from Babergh & Mid Suffolk Councils, where she is currently Assistant Director for Environment & Commercial Partnerships, to lead the newly created East Suffolk Services. She will be tasked with driving the highest possible standards of service delivery, while seeking the best possible value for money for residents, businesses and all local stakeholders.

This Local Authority Trading Company (LATCo) will operate as an 'arms-length' commercial business, separate to the Council, following the conclusion of the contract East Suffolk Council holds with Norse for the provision of operational services in July 2023.

Supporting customers to get online

Our Customer Services Team now have fully trained 'Digital Champions', who are available to help customers use our online services at the Marina Centre in Lowestoft and at desks within local libraries, by appointment. Most East Suffolk residents now use our online services to report issues, make payments and find out information, however some people find it more challenging to use these services.

The Digital Champions are available for anyone who needs support to get online, not only to learn how to use our online services but to also feel more comfortable with online shopping, banking, using email and connecting with people.

Appointments are available at the Marina Centre and at desks within libraries across the district. To make an appointment with a Digital Champion, please call 03330 162000.

Response to planning consent for major offshore windfarm projects

The Secretary of State for the Department of Business, Energy and Industrial Strategy has awarded planning consents for ScottishPower Renewables East Anglia One North and East Anglia Two Offshore Wind Farms. The projects will contribute up to 1.7GW of renewable energy, once constructed, and help towards achieving the Government's ambitions of 40GW of offshore wind by 2030.

The Council will now be responsible for discharging a number of the requirements imposed on the developer via the Development Consent Orders, with the potential that the projects may commence construction in 2023.

Sale completed for former Melton Hill offices in Woodbridge



We have completed the sale of our former Melton Hill offices in Woodbridge, to the family-run Manningtree building firm, Rose. The site has been vacant for more than six years since the offices moved to Riduna Park in Melton.

Rose has a history of working in the town – most recently on the Queens Drive development of 33 new homes.

Our wild spaces are back

Returning for its third year, our ‘Pardon the weeds, we’re feeding the bees’ campaign is back, with over 100 wild spaces where grass and wildflowers are left to grow to help wildlife thrive.



These areas, which are large enough to provide an environmental benefit and do not present any safety issues for local communities, will be marked with our eye-catching yellow signs to make residents and visitors. Town and parish councils, supported by Norse, will monitor the conservation areas to remove litter and control any invasive plant species.

This year, we’re also encouraging town and parish councils to create wild spaces on their own land – these will be marked with special green ‘Pardon the Weeds’ signs.

See a full list of all our wild spaces here: www.eastsuffolk.gov.uk/news/wild-spaces-return-to-east-suffolk/

New programme agreed to drive down number of empty long-term homes

An ambitious three-year programme has been agreed to drive down the number of long-term empty homes in East Suffolk. Long-term empty properties are defined as residential properties that have been empty for at least two years. In East Suffolk, 280 properties in private ownership have been empty for more than two years. These will be prioritised for action according to type, location, duration unoccupied, and housing need in the surrounding area. The appointment of a dedicated Empty Homes Officer was among proposals put forward to drive policy.

Delivering sustainable homes in East Suffolk

A new planning document has been adopted in East Suffolk to help guide the development of sustainable buildings in the district. The new Sustainable Construction Supplementary Planning Document provides planning guidance on a wide range of sustainable construction topics include energy efficiency, renewable energy, water management and conservation, construction methods, and use of materials.

View the plan at www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/supplementary-planning-documents/

Grant funded training providing lifesaving first aid skills A group of publicans and licensed premises staff from venues across Felixstowe have picked up some potentially lifesaving skills thanks to training funded by East Suffolk Community Safety Partnership (CSP).

Funding for up to 24 places on a first aid training course was provided by East Suffolk CSP for members of the Felixstowe Nightsafe network.

The Felixstowe Nightsafe network was formed in 2002 by local licensees, supported by Suffolk Constabulary and the CSP, with the aim of working together to prevent and reduce disorder around local licensed premises. The dedication of local licensees has previously been commended for helping to make the town a safer place with a co-ordinated approach to identifying and preventing potential problems.

East Suffolk CSP was established to help improve the quality of life of people living in the district by promoting safe and healthy communities, with the co-operation of the police, district and county councils, probation, fire and rescue service, and public health.

New community play area is officially open

A new play area in Grundisburgh, created by the local community, has been officially opened.

Supported in part by community fundraising, historic Section 106 contributions and funding from the Kesgrave, Martlesham and villages Community Partnership, the creation of the new Grundisburgh Community Play Park has been a community effort, with involvement from across the village, including the Grundisburgh Playing Field Committee and the local Horticultural Society who helped with planting.

Funding was also provided by East Suffolk ward councillors, Cllrs Colin Hedgley and Tony Fryatt through



their Enabling Communities Budgets.

Designed and built by contractors Kompan, the play area has equipment suitable for children of all ages and also benefits from a community garden with new flower beds, trees and shrubbery to increase biodiversity and provide habitat for local pollinators.

Surveys and consultations

ESC are currently running a number of consultations and, as always, we want to encourage participation as feedback from people in East Suffolk is invaluable and helps us ensure we're making the right decisions for our communities.

- **Firework displays on council-owned land**

As part of a review into firework displays on council-owned land, we have launched an 8-week consultation to better understand how residents feel about them and whether the rules need to be reconsidered. The consultation closes on Friday 20 May: www.eastsuffolk.gov.uk/features/new-consultation-seeks-views-on-firework-displays/

Appendix 'C'

Budget 2022/2023

01/04/2022 Through 31/03/2023 Using Budget 2 (in Pound)

14/05/2022

Page 1

Category Description	01/04/2022 Actual	- Budget	31/03/2023 Difference
INCOME			
Allotment Rent	0.00	400.00	-400.00
Bank Interest	0.00	100.00	-100.00
CIL payments	127.57	0.00	127.57
Precept	10,500.00	21,000.00	-10,500.00
TOTAL INCOME	10,627.57	21,500.00	-10,872.43
EXPENSES			
Administration			
Audit Fee	0.00	200.00	200.00
Clerk			
Expenses	109.05	500.00	390.95
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
TOTAL Clerk	878.50	5,166.00	4,287.50
Clrs. Exp.Train	0.00	300.00	300.00
Conference calling	0.00	100.00	100.00
Data Protection	0.00	40.00	40.00
Hire of Rooms	20.00	400.00	380.00
Insurance	0.00	300.00	300.00
Laser Printer	0.00	200.00	200.00
Parish Meeting	85.00	500.00	415.00
Photocopying	20.00	110.00	90.00
SALC	561.58	580.00	18.42
Stationery	19.72	100.00	80.28
Website	0.00	110.00	110.00
TOTAL Administration	1,584.80	8,106.00	6,521.20
Run Costs			
Bus Shelters			
Cleaning	0.00	300.00	300.00
Repairs	0.00	200.00	200.00
TOTAL Bus Shelters	0.00	500.00	500.00
Defibrillator	0.00	250.00	250.00
Highways			
SAVID	0.00	100.00	100.00
Snow Clearing	0.00	200.00	200.00
Speedwatch	0.00	200.00	200.00
TOTAL Highways	0.00	500.00	500.00
Jubilee	66.10	0.00	-66.10
Local Fighting Fund	0.00	2,500.00	2,500.00
Pks Open Spa			
Allotments	270.00	1,455.00	1,185.00
Dog Fido Bins	53.32	0.00	-53.32
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
Playingfield	202.16	1,000.00	797.84
St.Bots	195.00	195.00	0.00
St.Mary	640.00	640.00	0.00

Budget 2022/2023

01/04/2022 Through 31/03/2023 Using Budget 2 (in Pound)

14/05/2022

Page 2

Category Description	01/04/2022 Actual	- Budget	31/03/2023 Difference
Village Greens			
Mowing	290.00	2,000.00	1,710.00
Posts & Rails	0.00	300.00	300.00
Stream	0.00	1,000.00	1,000.00
Xmas Tree	0.00	180.00	180.00
TOTAL Village Greens	290.00	3,480.00	3,190.00
War Memorial	0.00	120.00	120.00
Wheeled Bin	214.58	800.00	585.42
TOTAL Pks Open Spa	2,060.06	9,235.00	7,174.94
Youth Club	600.00	600.00	0.00
TOTAL Run Costs	2,726.16	13,585.00	10,858.84
Section 137			
British Legion	0.00	100.00	100.00
BSEVC	50.00	50.00	0.00
Citizens Advice	100.00	100.00	0.00
CPRE (Suffolk Preservation Soc)	0.00	36.00	36.00
Disability Advice Service	100.00	100.00	0.00
East Anglian Air Ambulance	100.00	100.00	0.00
Freshstart	50.00	50.00	0.00
Headway	50.00	50.00	0.00
Lighthouse	100.00	100.00	0.00
Lunch Club	200.00	200.00	0.00
Mothers & Toddlers Group	300.00	0.00	-300.00
Sflk Accid Resc	100.00	100.00	0.00
St Elizabeths Hospice	50.00	50.00	0.00
St.Botolphs Benefice Magazine	100.00	100.00	0.00
Starlight	50.00	50.00	0.00
Suffolk Family Carers	100.00	100.00	0.00
SWLT	100.00	100.00	0.00
TOTAL Section 137	1,550.00	1,386.00	-164.00
TOTAL EXPENSES	5,860.96	23,077.00	17,216.04
OVERALL TOTAL	4,766.61	-1,577.00	6,343.61