

**Grundisburgh & Culpho Parish Council**  
**Minutes of the Annual Meeting of the Council held on the 15<sup>th</sup> May, 2023**  
**in the Parish Rooms, Grundisburgh**

NOTICES had been posted according with regulations.

Present: Mrs.A.Willetts, G.Caryer, B.Cook, C.Dow, A.Dunnett, J.Dunnett, M.Harris, D.Higgins, R.Youngman, Mrs.Bignell, District Councillor C.Hedgley, County Councillor E. Bryce and 11 members of the public.

**1. Apologies for absence** Mr.M Rankin, Mrs.M.Coomber.

**2. Election of Chairman** Mr.Caryer proposed seconded by Mrs.Bignell that Mrs.A.Willetts be elected Chairman and, without further nominations, she was duly elected. Mrs.Willetts signed a Declaration of Acceptance of Office.

Cllr.D.Higgins formally requested that his objection against the role of Chairperson being retained by Mrs.Willetts, and the reasons for this objection, should be recorded in the minutes of this meeting.

Cllr Higgins read the following statement. *“The grounds for this objection are that Mrs.Willetts has repeatedly failed in her duty as Chair to provide me(and others) with specific information, legitimately requested, with reference to the underlying, fundamental FP20 policy objectives. In doing so she has obstructed and prevented me (and inevitably others) from discharging our responsibilities to the public to appraise and scrutinise the soundness, viability, value for money and justification for the policy she has advocated since mid December 2022”*

Retiring Councillor Dr.E.Hodges, before leaving the meeting, appealed to Mr.Higgins to moderate his disruptive behaviour which, she claimed, was having a detrimental effect on the reputation and work of the council. Mr.Harris complained that Mr.Higgins had canvassed him for his support before this meeting which he considered breached the Suffolk Code of Conduct. Mr.Higgins rejected all these criticisms.

**3. Election of Vice Chairman** Mrs.A.Willetts proposed seconded by Mr. Harris, that Mr.G.Caryer be elected Vice Chairman and, without further nominations, he was duly elected. Mr.Caryer signed a Declaration of Acceptance of Office.

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

**5. District Councillor’s Report** District Councillor Colin Hedgley reported that he and Dan Clery had been elected Councillors for the Carlford & Fynn Valley District Ward at the election on the 4<sup>th</sup> May. The political make up of the new council is..

Greens	16
Cons	15
Labour	12
Lib Dem	11

The District Council continued to help access to affordable food for East Suffolk residents in need.

The Government instructed local Councils not to raise Council Tax by more than 5%. East Suffolk Council have set theirs at 2.8% for 2023/2024.

He asked anyone who had knowledge of problems with voter ID at the election to contact him.

District Councillor Colin Hedgley’s full report is published on the Parish Council’s Web Site Home Page - Important Documents <https://grundisburgh.suffolk.cloud/>

**6. County Councillor’s Report** County Councillor Elaine Bryce reported that she is still in the process of arranging meetings concerning Olde Forge Stores forecourt and Lower Road/Park Road traffic issues. She was reminded that planned multiple roads works and subsequent road closures in Grundisburgh will cause traffic chaos.

County Councillor Elaine Bryce’s full report is published on the Parish Council’s Web Site Home Page - Important Documents <https://grundisburgh.suffolk.cloud/>

**7. Minutes** The minutes of a Meeting of the Council held on the 13<sup>th</sup> March 2023 had been circulated and were therefore taken as read. It was proposed by Mr.Caryer seconded by Mr. Harris, that these minutes be signed by the Chairman as a true record. Approved 6 members voting for and 3 against.

Mr.Youngman proposed seconded by Mr. Harris that Mr..Higgins draft notes for Item 4 for the meeting held on the 13<sup>th</sup> March submitted to the Clerk by Mr.Higgins on 16<sup>th</sup> March 2023 be added to the minutes as an appendix. This resolution was approved, against the advice of the Clerk who stated that there were several inaccuracies and errors in Mr.Higgins draft and it was therefore not a true record . 6 members voting for 3 against 1 member abstained.

**8. 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 owner, Mrs.Smith, repeated her request that the Parish Council should take over its repair, future maintenance and insurance. She would consider selling the Parish Council a right-of-way. The condition of the forecourt continued to deteriorate with massive pot holes forming. County Councillor Elaine Bryce was still trying to arrange a site meeting with a County Council Highways Officer to discuss a way forward as their involvement was key to any progress being made.
- **Scouts** The Scouts were given permission to clean the Village Green Stream on Monday 22<sup>nd</sup> May in preparation for the Duck Race on the 25<sup>th</sup> June. The Scouts had a very successful day at a recent Archery Championship event.
- **Vandalism** Damage has been caused recently to the Scout Hut, Village hall and Telephone Box apparently by a group of young people. The police have been informed and residents are encouraged to report any suspicious activity to the police,

**9. Chapel Field development** Mrs.Willetts thanked the residents of Lower Road for their vigilance in reporting traffic planning condition breaches.

**10. East Suffolk Planning Alliance (ESPA)** Prior to this meeting all councillors had been provided with a copy of the aims and objectives of the Alliance. A meeting of the Alliance Steering Group and East Suffolk Council's CEO Mr. Chris Bally is expected very soon.

Mrs.Willetts proposed seconded by Mr.Caryer that the Parish Council formally apply for affiliation to the East Suffolk Planning Alliance, Approved 8 members voting for 2 against.

**11. Allotments** Most plots are being cultivated and in good condition. The few tenants of plots needing attention will be reminded of their responsibility to maintain their plot in good order.. Investigations are continuing into improving the surface of the entrance to the allotments.

**12. Old Forge Stores Forecourt** See Item 8

**13. Coronation** Mrs.Willetts reported that at very enjoyable and well attended programme of events had taken place in the Village Hall on Sunday 7<sup>th</sup> May.

**14. Annual Parish Meeting** Thanks were expressed to councillors who helped in the distribution of an Invitation and Annual Report to every household in Grundisburgh and Culpho. Preparations for the evening were well in hand.

## **15 Planning Report.** Mrs.Willetts reported

### **15.1. Applications approved by East Suffolk Council since the last Parish Council meeting**

DC/22/4445/FUL Stone Acre, Otley Road, Grundisburgh. Construction of Replacement Dwelling and Garden Room. Comments sent.

DC/22/4695/FUL. Land near Culpho.

Proposal. To construct an 80,000 cubic metre reservoir covering an area of approximately 3.85 hectares, with the reservoir basin water surface area being 2.48 hectares. The reservoir is to be situated south of Ipswich Road, and located within the site so that the embankment toe is set back 25m from the public highway and the site is screened from the public highway by the existing hedgerow. The total site area including reservoir, banks, grassland fallow areas surrounding the reservoir is 5.27ha. The reservoir will be used to store and supply water to the in hand farming business for the irrigation of crops during the summer months. The site is accessed directly from the public highway to the North of the site. The site is well situated, and is well screened by the surrounding hedgerows and in-hedgerow trees.

DC/23/0324/FUL. 25 Pound Cottages Ipswich Road Grundisburgh.

Two storey side extension and internal alterations.

DC/23/0667/TPO 5 Thomas Walls Close A1 of TPO No. 29 / 1987 1no. Thuja (T1 on plan) - Crown reduction in height by 50% Grundisburgh of existing height 1no. Horse chestnut (T2 on plan) - Crown lift by removing 4 lowest branches 1no. Elm (T3 on plan) - Fell 1no. Sycamore (T4 on plan) Crown lift by removing lowest branch.

DC/23/0810/FUL 1 Red Barn Piece New walls under bay windows and cladding to front elevation. New porch canopy and single storey rear extension.

DC/23/0977/TCA Purbrook House, The Green Eucalyptus tree (T1 on plan) - To reduce back 1x side limb overhanging onto neighbouring property by 50%, back to suitable growth union.

### **15.2 Applications received by East Suffolk since last Parish Council meeting.**

DC/23/1197/FUL Finndale House Woodbridge Road, Grundisburgh Installation of 7 domestic solar panels on modern garage

DC/23/1277/FUL 43 Stoney Road Erection of two storey rear and single storey front extensions.

DC/23/0696/FUL Flat at Stoney Cottage Stoney Road, Grundisburgh

Retrospective Application - Retain Garage and Erection of Boundary Fencing, Woodbridge

## **16. East Suffolk Community Partnerships** Mr.Caryer reported

### **Kesgrave, Rushmere St Andrew, Martlesham, Carlford and Fynn Valley Community Partnership Meeting**

Mr.Caryer reported that a meeting is to take place on Monday 19 June 2023, 14:00 at Adastral Park, Martlesham. Is anyone able to attend to represent the Parish Council ?

## **17. Financial Matters**

**17.1 2022/2023 Accounts & Audit** The Clerk reported that the Accounts had been prepared on a Receipts & Payments basis with Balance Sheet, Earmarked Reserves, 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 Mrs.Willetts proposed seconded by Mr.Cook, 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, 2023 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.

***Annual Governance Statement cont...***

- 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.Harris proposed seconded by Mr.Dow, to unanimous approval, that the 2022/2023 unaudited/audited accounts be approved.

**17.2 Periodic Review** Barclays Bank Periodic Review has been successfully concluded.

**17.3 Millennium Meadow** Resolution: Mr.J.Dunnett withdrew a proposal that the Millennium Meadow bridges and dipping platform should be restored at an estimated cost of £3,900 as this was being considered for CIL funding – see Agenda Item 17.4.

**17.4 Community Infrastructure Levy working group report** Mr.Caryer reported Draft Summary of Meeting to discuss CIL Proposals Parish Rooms on 17<sup>th</sup> April, 2023  
Attendees: Ben Cook, Chris Dow, Judith Bignell, Mike Harris, Ann Willetts, John Ager, Geoff Caryer  
The meeting reviewed the around 100 proposals collected from the CIL consultation and agreed the to further study 13 or them. A number of other, non CIL funded projects were also identified which should be further studied.

**Note:** Additional financial commitment may be required to achieve full funding of larger projects proposed.  
Proposals for further study for CIL funding

- Refurbish Pavilion toilets
- Solar panels on Pavilion roof
- Tennis Courts - Resurface and install floodlights
- Traffic Calming Culpho
- Traffic Calming Grundisburgh Corner
- Traffic Calming Lower Road/Park Road
- Sand Box for Cranworth Close
- Pedestrian Crossing Outside New Village Hall
- Improve signage at junction of B.1079 and Lower Road to deter vehicles from using Lower Road
- Review Dog Poo bins and provide additional where required
- Improve access to allotments (e.g. better surface or steps and handrail)
- Rebuild bridges etc Millennium Meadow
- Remove notice board at end of Vine Cottages and replace with street name (Vine Cottages)

Proposals for further study for non CIL activities

- Improved lighting Cranworth Close (possibly as part of new house building project)
- Provide Bat Boxes, Swift Boxes and other bird boxes (could get assistance from college)
- Get Hopkins Homes to refurbish path from Playing Field to Post Mill Orchard
- Get new nets for basketball court. (Playing Field Management Committee)

It was agreed that an Extraordinary Meeting of the Council should be held on the Monday 12<sup>th</sup> June to finalise the working groups recommendations and to present these to a public meeting on the 14<sup>th</sup> August ..

**Financial Matters cont...**

**17.5 Payments received since the last meeting**

East Suffolk Council	£1,963.09	Community Infrastructure Levy (CIL) DC/21/5367 Old Village Hall development
	£10,500.05	Precept 1 <sup>st</sup> instalment

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

Suffolk Coastal Norse Ltd	£119.00	Emptying St.Mary's wheeled bins
Grundisburgh Parochial Church Council	£52.62	Photocopying CIL consultation leaflet
Mr.J.Bignell	£40.50	Christmas Tree Gratuities
Upbeat	£200.00	Grant – event flags
Grundisburgh Primary School	£500.00	Play equipment refurbishment
Anglian Water Business (National) Ltd	£51.76	Allotment water charges
Grundisburgh Village Hall	£75.00	ESPA Meeting 25/03/2023
Grundisburgh Playing Field	£30.00	ESPA Meeting 04/02/2023
Suffolk Coastal Norse Ltd	£59.54	Emptying St.Mary's Church wheeled bin
Pretty's Solicitors LLP	£2,000.40	Professional charge for legal advice and services
Mr.J.Ager	£513.45	Clerk's Salary February/March 2023
	£90.44	Clerk's Expenses February/March 2023
HM Revenue & Customs	£128.50	Income Tax - to be paid 05/04./2023
SALC	£27.00	Payroll Service

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

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

Mr.J.Ager	£577.00	Clerk's Office Allowance 2022/2023
Suffolk Cloud	£150.00	Web Site hosting 2023/2024
Mr.R.Fletcher	£112.00	War Memorial hedge renovation
	£32.00	Village Green Steam – clearing
	£185.00	Village Green grass cutting
	£57.55	Fence repair materials
Suffolk Coastal Norse Ltd	£119.09	Emptying St Mary's wheeled bins
Westcotec Limited	£4,168.80	Speed Indicator Device (CIL purchase)
Vertas Group Ltd	£271.69	Playing Field Grass Cutting 01/04/23-30/06/23

**17.8 Other payments requiring approval**

Mr.J.Ager	£513.05	Clerk's Salary December 2022/January 2023
	£105.77	Clerk's Expenses December 2022/January 2023
	£41.90	Printer toners
Suffolk Assn of Local Councils	£568.58	SALC Subscription 2023/2034
Grundisburgh Parish Rooms	£180.00	Room Hire
Bags of Food	£500.00	Donation
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
1 <sup>st</sup> Grundisburgh Scout Group	£160.00	Grant
Headway	£50.00	Donation
Lighthouse Woman's Aid	£100.00	Donation
Suffolk Accident Rescue Service	£100.00	Donation
Starlight	£50.00	Donation
St. Elizabeth's 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	£350.00	Grant towards cost of maintaining church yard
	£100.00	Grant Benefice Magazine
Grundisburgh PCC	£640.00	Grant towards cost of maintaining church yard

***Other payments requiring approval cont...***

Mr.R.Fletcher	£260.00	Village Green grass cutting
Suffolk Coastal Norse Ltd	£54.29	Trade Waste Collection Agreement – St.Mary’s Churchyard
	£64.80	Emptying waste bins – St.Mary’s Churchyard
Williams Stores	£36.00	Dog waste bags
HM Revenue & Customs	£128.20	Income Tax
Mr.D.Keates	£990.00	Coronation Celebration Village Hall 7 May 2023
		Go Awesome £270
		Skedaddle £360
		Larkside £360

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

**17.9 Account Balances as at 15<sup>th</sup> May, 2023**

Business Tracker Account	£62.69
Current Account	£94,336.09
Post Office Investment account	£21,396.54
VAT to claim	<u>£1,165.08</u>
TOTAL	£116,960.40

**17.10 Budget Report attached**

**18. Election of members to Committees**

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

Planning	Messrs. B.Cook, D.Higgins, C.Dow, M.Rankin, Mrs.A.Willetts
Finance	Messrs. A.Dunnnett, D.Higgins, R.Youngman, Mrs.J.Bignell
Footpaths and the Conservation	Messrs. G.Caryer .A.Dunnnett, J.Dunnnett, M Harris.
Roads & Transport	Messrs. G.Caryer, B.Cook, M.Harris, Mrs.J.Bignell,
Staff	Messrs. R.Youngman, Mrs.J.Bignell

**19. Appointment of representatives to Village Organisations**

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

*Current Representatives*

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

**20. Parish Council appointments**

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

*Current appointees*

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

**21. Roads & Transport Report** Mr.Caryer reported that no meetings of the Sub Committee had been held since the previous meeting.

Clopton Parish Council had requested input on HGV issues in our area for a proposed meeting with County Council Highways. Comments sent. Details available on request.

Correspondence from Lower Road resident had been circulated to members. Details available on request.

**22. Footpaths & Conservation Report** Mr.Caryer reported that no meetings had been held since the previous meeting.

**23. To receive reports from Council representatives to village organisations**

Grundisburgh Playing Field Management Committee Mr.Caryer reported that.

the Committee's AGM took place on 14<sup>th</sup> April (draft minutes available on request)

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

- Lower Road The Parish Council was asked to look favourably on the allocation of its CIL allocation to alleviate traffic problems in Lower Road. It was pointed out that the cost of Highway works are enormous and the prime responsibility of the County Council and should be funded by the much larger District CIL allocation.

**25. Items for next meeting** The next Council Meeting will be held in St.Botolphs Church on the 10<sup>th</sup> July.

**26 Any other business**

- Old School Mr.Dunnnett complained about the poor state of the centre of the village especially the Old School wall. The Clerk had reported its condition, with other maintenance problems at the Old School, to Newtide Homes, the Housing Association managing the site, whose asset management team will investigate.
- Lower Road Mr. Higgins reported that a resident of Lower Road had complained to him that his letters proposing solutions to mitigate current and foreseen traffic problems caused by the Chapel Field development had not been answered. Mr Caryer responded that he had replied to this email.
- 2023 Council Meetings 10 July, 11 September, 13 November. Annual Parish Meeting 26 May  
All meetings will be held in the Parish Rooms starting at 7.00pm except the July meeting which will be held in St.Botolphs Church, Culpho and the Annual Parish Meeting which will be held in the Village Hall.

**27 Co-option – one member for Grundisburgh and one for Culpho (closed session)**

The Parish Council can proceed with the co-option of these members as there were insufficient nominations to fill the allocated spaces at the recent election. The Clerk will publish notices asking for residents to put themselves forward for co-option.