

**Grundisburgh & Culpho Parish Council**  
**Minutes of a Meeting of the Council held on the 10<sup>th</sup> November, 2025**  
**in the Parish Rooms, Grundisburgh**

NOTICES had been posted according with regulations.

Present: - Messrs. G. Caryer,, B.Cook, E. Dingman, A. Dunnett, J. Dunnett, M. Harris, M. Rankin, R. Youngman, Mrs J. Bignell, Mrs. A. Willetts (in the chair), District Councillor C Hedgley, County Councillor E. Bryce and 10 members of the public.

**1. Apologies for absence** Mr. C. Dow

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

**3. Minutes** The minutes of a Meeting of the Council held on the 8<sup>th</sup> September 2025 had been circulated and were therefore taken as read. It was proposed by Mrs. Willetts seconded by Mrs. Bignell that these minutes be signed by the Chairman as a true record. Approved 6 members voted for, 3 members, whom were not at the meeting abstained, 1 member voted against.

**4. Devolution** The consultation process has not commenced.

**5. Public Open Forum** It was proposed by Mrs. Willetts seconded by Mr. Rankin to unanimous approval, that the formal meeting be suspended and members of the public invited to address the meeting.

The following issues were raised.

- Lower Road County Council Highways consider that, from the evidence of the traffic surveys, there is no need for any form of traffic calming or similar, Negotiations are ongoing to provide improved signage.
- SAVID Are advocating an over 7.5 HGV restriction ban for unsuitable roads over the whole area
- Village Green Bus Stop Road lines need repainting
- Flooding The Footpath & Environment Sub Committee will meet on Monday 17<sup>th</sup> November and will review the Grundisburgh Section 19 Report, discuss its findings and what actions the Parish Council should take, It will also review the preventive work carried out at Basts.
- Cranworth Close Camper Vans have been seen parked on the grass areas highlighting the lack of parking in the Close.

**6. Planning Report** Mrs. Willetts reported

**6.1 Appointment of a Tree Warden** It was agreed that Mr. John Willis should be appointed.

**6.2 Planning Sub Committee** The minutes of a Meeting of the Planning Sub Committee held on the 13<sup>th</sup> October, 2025 had been circulated to all councillors prior to this meeting. Mr. Rankin asked that the words "*and the applicant*" be added to "*Invitations should be sent to adjacent properties (stakeholders)*" Mrs. Willetts proposed seconded by Mr. Rankin to the unanimous approval of those members present at that meeting that these minutes, after amendment, be signed by the Chairman of the Committee as a true record.

**6.3 Applications refused by East Suffolk Council since last Parish Council meeting.**

DC/24/2708/FUL Land off Stoney Road Grundisburgh Change of use of the land for the proposed erection of a Scout Hall and use of the land for scouting activities.

This refusal was made at Officer Level. The application was not considered by the Planning Committee South. The reasons for the decision to refuse permission were:

1. By virtue of the siting, scale and design, together with the associated access and parking, the proposed development would form an intrusive and incongruous feature that fails to integrate with the settlement, complement local character and distinctiveness, or respond positively to its context. The development would also result in the loss of existing natural features, which contribute to the area's character.

2. The proposed development fails to demonstrate that it can provide safe and suitable access for all users.

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

This refusal was immediately challenged by the Scouts architect, who had made strenuous efforts to answer Planning and Highways Officers concerns, and caused widespread dismay to the many villagers who had supported this application. No objections had been made.

As a result of objections to the decision from District Councillor Hedgley, Grundisburgh Parish Council and many parishioners, Chief Planning Officer Ben Woolnough reviewed the decision. East Suffolk Council have agreed that the application can be re-submitted and will cover the fee involved. The Scouts will -submit the new application. The Parish Council had been the applicant on the original application in order to show support and reduce the fee.

Whilst the new application is awaited and being registered East Suffolk Council will initiate ongoing engagement with Suffolk County Council Highways and their Landscape Officer to seek to address and reduce any previous concerns.

Upon registration of the application there will be a site meeting including the case officer and a Principal Planner/Manager.

As soon as the submitted application has been verified and a new number issued the Parish Council will notify all councillors and parishioners so that comments can be sent to East Suffolk Council.

**6.4 Applications withdrawn by the applicant since last Parish Council meeting**

DC/25/2814/OUT The Gables, The Green Grundisburgh Construction of up to 2 no. dwellings (Access to be considered, all other matters reserved)

DC/25/2815/FUL The Gables, The Green Grundisburgh Conversion of outbuilding to 1 no. dwelling and associated alterations

DC/25/3058/LBC The Gables The Green Grundisburgh Listed Building Consent Conversion of outbuilding to 1 no. dwelling and associated alterations

**6.5 Applications approved by East Suffolk Council since last Parish Council meeting.**

DC/25/3295/FUL 21 Thomas Walls Close, Grundisburgh, Single storey rear extension and partial garage conversion (resubmission of DC/22/0879/FUL)

DC/24/2113/TPO 5 Thomas Walls Close Grundisburgh. A1 of TPO No. 29 / 1987 1no. Hawthorn (T1 on plan) - Fell 1no. Sycamore (T2 on plan) - Crown lift by removing six lowest branches back to trunk, and prune back upper side branches by 2 metres over neighbours property.

DC/24/4253/FUL\_ Otley College Of Agriculture and Horticulture Charity Lane Otley Suffolk HGV training facility for Otley College for HGV's up to 18.75m.

Mike Harris spoke to this application on Sept 23<sup>rd</sup> when the Planning Committee South agree to defer this application for a site visit. On 28<sup>th</sup> October Mike Harris and Otley Parish Council Chairman Mike Bowers again spoke against the application at the East Suffolk Planning Committee South. Highways were represented on screen offering no objection to the proposal. Otley College speaking for the proposal stated that the Bus and the HGV vehicle would be dual control. At the previous meeting it was stated that the HGV and the bus to be used could not be dual control. It was also agreed at this meeting that the instructor would drive the vehicle from the college and change over with the trainee at a safe distance from the college. At the previous meeting it was agreed that there were no passing places on the B1078 for 6miles. 4 members of the committee were changed from the last meeting. At the site meeting members were given a tour of the college not just the area covered by this application. It became clear during the debate that members were more interested in the education opportunities and influence offered by the college to the young students than the planning issues of a NEW HGV Training Centre on our narrow country roads. The Vote was 7 for the proposal 2 against.

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

**6.6 Application No objection TCA**

DC/25/3115/TCA Annex At, Basts Woodbridge Road Grundisburgh 1 no. Sycamore (marked on submitted plan) - Pollard to 4-5m from ground level

DC/25/3150/TCA 2 Gurdon Road, Grundisburgh 1no. Ash (marked on plan) - Re-pollard

DC/25/3173/TCA Meadowside Woodbridge Road Grundisburgh 3no. Plum and 1no. Horse chestnut (1, 2, 3 and 4 on plan) –Fell 1no. Group of Leylandii (5-11 on plan) - Fell 4no. Leylandii (12-15 on plan) –Fell 1no. Group of mixed species (16-27 on plan)

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

DC/25/3511/TCA 3 Laurel Cottages Rose Hill Grundisburgh removal of Holly Tree.

**6.7 Applications received since the last Parish Council meeting.**

DC/25/3675/FUL 3 Alice Driver Road Grundisburgh Existing conservatory structure removed and replaced with new rear extension on the same footprint.

DC/25/3737/FUL Bridge Farm Woodbridge Road Grundisburgh 22 No. photovoltaic solar panels to the roof of existing residential outbuildings

DC/25/3738/LBC Bridge Farm Woodbridge Road Grundisburgh 22 No. photovoltaic solar panels to the roof of existing residential outbuildings

**6.8 Applications still outstanding.**

DC/25/3128/FUL Hill Farm Barns, Hill Farm Road, Grundisburgh Conversion & alterations of barn to form self-build dwelling

DC/25/3129/LBC Hill Farm Barns Hill Farm Road Grundisburgh Listed Building Consent - Conversion & alterations of barn to form self-build dwelling

DC/25/3157/FUL Hill Farm Barns Hill Farm Road Grundisburgh Conversion & alterations of barn (including reconstruction of single storey element in North East corner) along with associated small extension on courtyard face of link to form self-build dwelling

DC/25/3158/LBC Hill Farm Barns Hill Farm Road Grundisburgh Listed Building Consent - Conversion & alterations of barn (including reconstruction of single storey element in North East corner) along with associated small extension on courtyard face of link to form self-build dwelling Awaiting decision

DC/24/1237/FUL Grundisburgh Baptist Chapel, Chapel Lane, Grundisburgh. Change of Use of redundant building (class F1) to create three dwellings (class C3) and associated landscaping. Comments sent 9th October, 2025 to Mick Gavin Officer dealing with the application.

Dear Mr. Gavin

Following your discussions with our Chairman, Mrs. Ann Willetts Grundisburgh & Culpho Parish Council considers that the whole setting of the chapel should be included within the boundary of this planning application. The whole site is in the ownership of the applicant and should be the subject of this change of use application. The long-term future of the burial ground and proposed Garden of Remembrance needs to be secured within this application. Future visitors to the Garden must have a secure well laid out pedestrian access through the site. There are already many burial plots reserved in the Garden and access to those must be secured. Some visitor parking must be provided on site as the access road is very narrow with difficult visibility. Our requested conditions still stand

1. All construction vehicles and materials must be stored within the site.
2. All vehicles of construction workers and visitors to the site must park within the site.
3. Provision must be made on the site to receive all deliveries.

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

DC/24/3618/ARM Approval of Reserved Matters of DC/22/1609/OUT - Land Off Cranworth Close Grundisburgh. - Outline Application (Some Matters Reserved) - Construction of up to six dwellings (Class C3), provision of parking, hard and soft landscaping, access, open space and other associated works - Reserved matters application (appearance, landscaping, layout and scale) for the erection of six dwellings, with associated infrastructure including the discharge of conditions 2, 4, 8, 9, 20 and 21 of outline consent DC/22/1609/OUT

Flagship have not listened to anything either Colin Hedgley, the existing residents the Parish Council or objectors have said. On October 15<sup>th</sup> submitted a ECOLOGICAL ENHANCEMENT STRATEGY & LANDSCAPE ECOLOGICAL MANAGEMENT PLAN. dated Jan 2024 updated Oct 2025. Same old communal open space and green washing, called wild flower lawns. A quote from the document 2.3.7 *Description and Evaluation of Habitat Enhancement Measures: 'Flowering Lawns' To benefit pollinating species such as bees, butterflies, hoverflies and, by proxy, foraging birds and bats the private gardens and community area will be sown with a diverse, native flowering lawn mixture which will include at least four native species of grass and eight native species of herbs, such as Naturescape's 'Flowering Lawn Mixture N14'4, Landlife Wildflower's 'Low Growing Wildflower Seeds LW12M'5 or similar.*

2.3.8 *Establishment and Management: 'Flowering Lawns'*

*Establishment of the flowering lawns will be as follows:*

- *Ground preparation: if any vegetation is present then this will be removed. The soil will not be pre-fertilised in any way as a nutrient-poor substrate is advantageous for floristic diversity.*
- *Sowing: the seed mix will be surface sown (not covered/buried) in autumn or spring and firmed in by rolling or treading.*
- *Aftercare – first year management: there will likely be a flush of annual 'weeds' in the first growing season, depending on nutrient levels and the existing soil seed bank. This annual weed growth will be controlled by regular mowing (every 7-10 days during the growing season) throughout the first year of establishment. The swards will be mown to 40-60mm and the arisings left in situ for 1-7 days, after which they will be removed to a compost heap or off site. Any residual perennial 'weeds' (e.g. docks and thistles) will be dug out.*

*Once the properties are sold, management of the private gardens will pass to the new owners. The long-term management of the community area 'flowering lawn' will be as follows:*

- *Aftercare – once established: best results will be achieved through regular, but not intensive, mowing at a height of 25-40mm. To permit flowering, mowing will be relaxed in June (ideally longer) and then cut again once the swards appear untidy. Arisings will be left in situ for 1-7 days and then removed to a compost heap or off site.*

*At no stage will fertilisers or herbicides be applied to the 'flowering lawn' areas.*

It is impossible to get Flagship to cut the bank between Cranworth Close and Stoney Road at the moment what they would do about the regime described above, and the point described in RED the selling of the properties all so questionable. We and our District Councillor have not had any questions answered since November 2024. I suggest we send another objection to the proposal submitted on 16<sup>th</sup> October.

Mrs. Willetts proposed the Parish Council submit an objection to the ECOLOGICAL ENHANCEMENT STRATEGY & LANDSCAPE ECOLOGICAL MANAGEMENT PLAN, and ask for answers to the previously submitted questions.

**6.9 Old School** Three flats are empty and will not be re-let. Flagship has stated that these properties are "being disposed of" All tenants of occupied flats and the School House have received letters from Flagship Housing offering inducements for them to vacate their homes. The Old School is Grade 2 listed and its development into housing for the elderly and its listing was instigated by the Parish Council and was funded by substantial grants in 1989 & 1991. District Councillor Colin Hedgley is contacting Flagship to establish their "disposal" plans. He has still received no answers.

**7. Community Infrastructure Levy (CIL)** The minutes of a Meeting of the CIL Sub Committee held on the 27<sup>th</sup> October, 2025 had been circulated to all councillors prior to this meeting. Mr. Harris proposed seconded by Mr. Caryer to the unanimous approval of those members present at that meeting, that these minutes be signed by the Chairman of the Committee as a true record.

Playing Field Pavilion A recent Fire Risk Assessment has revealed numerous, serious shortcomings which need immediate rectification costing £5,000.

Mr. Harris proposed seconded by Mr. A. Dunnett that the Parish Council should award a grant of £5,000 from its CIL allocation. Approved 9 members voting for 1 member abstained.

Basts Mrs. Willetts proposed seconded by Mr. Caryer that £10,000 allocated for flood preventive work at Basts be removed. Approved 9 members voting for 1 member abstained.

**8. District Councillor's Report** District Councillor Colin Hedgley's October 2025 Report is published on the Parish Council's Web Site Home Page - Important Documents <https://grundisburgh.suffolk.cloud/>

Mr. Hedgley had asked Flagship Housing to clarify their plans for the Old School but had received no response. As a listed building used for social housing for the elderly its public funded conversion he agreed that East Suffolk Council Housing & Planning Departments should be involved.

Mr. Hedgley's Enabling Communities Budget. (May 25-May 26) (£7,500) has now been fully allocated. Grundisburgh benefited from £1,000 for the Grundisburgh "Off the Bus" Project and £1,000 towards the Refurbishment of the Sports Pavilion Toilets.

Residents, developers, landowners, businesses and other organisations are being invited to submit locations which could be considered for planned future development.

Mr. Hedgley strongly advocates the One Council devolution option.

He is very disappointed in the manner in which the /Scouts New Headquarters Planning Application had been processed.

### **9. County Councillor's Report**

County Councillor Elaine Bryce October 2025 Parish Newsletter is published on the Parish Council's Web Site Home Page - Important Documents <https://grundisburgh.suffolk.cloud/>

Mrs. Bryce said that the Devolution Consultation launch was imminent, Many villages were unhappy with their proposed allocation to Ipswich Borough.

She strongly supported the Scouts Planning Application for a New Headquarters.

The County Council's 2026/27 Budget Consultation is now open, and it takes just a few minutes to complete. Visit [www.smartsurvey.co.uk/s/Budget2026-27](http://www.smartsurvey.co.uk/s/Budget2026-27) to share your thoughts. The consultation explains how the Council manages its finances, the cost-saving measures already in place and the different ways we can generate additional income to support essential services.

Councillors criticised County Council Highways responses to Planning Applications e.g. Otley College HGV Training Centre.

**10. Financial Matters** The Clerk reported

**10.1 2024/2025 Audit** The Audit has been satisfactorily completed and the Notice of Conclusion of Audit published on the Parish Council's Notice Board and Web Site. The Parish Council was selected for an intermediate review as part of the required 5% sample of those who would otherwise be subject to a basic review.

**10.2 Sub Committee** The Committee will meet on the 18<sup>th</sup> November to conduct a general review of the Council's financial position and a meeting in December will be held primarily to agree a recommended budget and precept for 2025/2026 to submit to the full council at its January 2026 meeting.

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

**10.3 Payments received since the last meeting**

East Suffolk Council	£10,500.05	Precept – 2 <sup>nd</sup> payment
Interest	£611.61	Premium Account

**Allotment Rents 2025**

Mrs.J.Burrows	£12.50	BACS
Mr.R.Piercy	£25.00	BACS
Mr.O.Bagley	£12.50	BACS
Mr & Mrs.Haddock	£25.00	BACS
Mr & Mrs. Swann	£25.00	BACS
Mr & Mrs. Shearing	£12.50	BACS
Mr & Mrs. Chittock	£25.00	BACS
Mr & Mrs. Henderson	£25.00	Cheque
Mr & Mrs. O-Kane	£12.50	BACS
Mr.D.A.Kersey	£50.00	Cheque
Mrs.A.Francis	£25.00	BACS
Mr & Mrs.Higgins	£25.00	Cheque
Mr & Mrs. Garrod	£25.00	Cheque
Mrs.C.Wells	£25.00	BACS
Mr & Mrs. Herbert	£37.50	Cheque
Mr & Mrs. Leech	£12.50	Cheque

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

Mr. C. Dow	£94.89	Decorating Materials Playing field Pavilion
East Suffolk Council	£123.00	Annual Parish Council Printing
East Suffolk Services	£65.52	St Mary's wheeled bin emptying
<i>Mr. B. Laxton</i>	<i>£227.97</i>	<i>Playing Field Pavilion – 18 folding chairs</i>
Doyle Electrical Services Ltd	£1,552.74	Playing Field Pavilion – Electrical Works
Mr. C. Dow	£41.00	Decorating Materials Playing field Pavilion

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

Mr.R.Fletcher	£245.00	Village Green Grass & War Memorial Hedge Cutting - July
HN Revenue & Customs	£128.20	Income Tax
Mr.G.Caryer	£148.58	Millennium Meadow Insurance
Anglian Water Business (National) Ltd	£223.12	Allotments water charges
Mr. J. Ager	£513.05	Clerk's Salary August/September 2025
	£65.54	Clerk's Expenses
	£83.00	Remembrance Wreaths
HM Revenue & Customs	£128.20	Income Tax
Business Services at CAS Ltd	£575.88	Insurance renewal from 01/10/2025
Mr.R.Fletcher	£115.00	Village Greens Grass Cutting – August

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

**10.5 Emergency payments made prior to the meeting**

PFK Littlejohn LLP	£504.00	2024/2025 Audit Fee
East Suffolk Services Ltd	£65.52	St. Mary's Wheeled Bin hire 1 October – 31 December 2025
Mrs.L.Clark	£180.00	Defibrillator Pads
Grundisburgh Playing Field	£44.00	Pavilion Hire 18 August 8 September
	£22.00	Pavilion Hire 15 September
Gala Tent Limited	£720.00	Gazebo – Grundisburgh Guides

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

**10.6 Other payment requiring approval**

Mr. J. Ager	£512.85	Clerk's Salary October/November 2025
	£63.72	Clerk's Expenses
	£89.92	Printer Toner Cartridges
HM Revenue & Customs	£128.40	Income Tax
SALC	£27.00	Payroll Service – 6 months ending 30 September
Suffolk Wildlife Trust	£100.00	Donation – replaces lost Cheque No: 103487
Grundisburgh Amateur Dramatic Soc	£63.92	4 Headset Microphones
	£629.88	Stage Deck Handrails
	£658.77	Modular Column DSP PA System
Mr R.Fletcher	£240.00	Village Green Grass Cutting September/October
	£60.00	Village Green Hedge Cutting
	£280.00	War Memorial Hedge Cutting

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

**10.7 Account Balances as at 10th November, 2025**

Business Premium Account	£180,542.61
Current Account	£10,655.55
VAT to claim	£3,582.35
TOTAL	£194,780.51

**10.8 Budget Report attached**

**11. Roads & Transport Report**

The minutes of a Meeting of the Roads & Transport Sub Committee held on the 22<sup>nd</sup> September, 2025 had been circulated to all councillors prior to this meeting.

Mr. Caryer proposed seconded by Mr. Harris, to the unanimous approval of those members present at that meeting, that these minutes be signed by the Chairman of the Committee as a true record.

Discussions are continuing with County Council Highways to install signs and road lining in Culpho to discourage speeding in the village. Culpho does not meet the criteria for installing speed limits.

The hedge on the Woodbridge Road adjacent to Thatched Cottage needs cutting.

**12. Footpaths & Environment Report**

Sub Committee Meeting Monday 17 November 7.00pm Parish Rooms

Phillip Isbell, the owner of the Meadow in Meeting Lane adjoining the allotments, has leased the Meadow to the new owners of Garden House, Teresa & Rinus Gregg, from the 20th of September.

The Gregg's will move into their new home on the 2nd of October and will use the land to locate their beehives.

**13. Flooding** Section 19 Grundisburgh Flood Investigation Storm Babet 2023 Report was Emailed to Councillors 6 September. The Footpaths & Environment Sub Committee will meet on Monday 17<sup>th</sup> November and will review the Grundisburgh Section 19 Report, discuss its findings and what actions the Parish Council should take, It will also review the preventive work carried out at Basts.

**14. Village Maintenance Report**

- The first bench near the church on the Village Green needs attention.. The joints are spreading.
- The Parish Notice Board on the Old Forge Stores needs either painting or replacing.
- The Meeting Lane seat needs renovation.

## **15. To receive reports from Council representatives to village organisations**

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

Mr. Caryer reported on a Meeting held on the 13<sup>th</sup> October

Under the heading of “Good News Stories”, the meeting received a presentation from the Grundisburgh Community Tech Hub on their activities. The tech hub having received a grant earlier this year.

*Requests for Community Partnership Grants:*

Just 42 requested a one-off £1000 as part of £7000 required to fund the “off the bus “ youth club held in Grundisburgh Pavillion. Approved

Grundisburgh Playing Field Management Committee requested a grant of £5000 as part of £15000 required to install a disabled toilet/Female Referee’s changing room. Approved

The Disability Advice Service (East Suffolk) requested a one-off donation of £5000 as part of £20000 required to purchase new IT equipment. Approved

**15.2 SAVID** Mr.Caryer reported that Road /Safety Week will be held 16 –22 November. A banner will be placed on the Village Green for the duration,

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

- Stoney Road A hedge overhanging the footpath had been reported to the owner, New Tide Housing Association, who have not responded. This is-a task which Grundforce could undertake. but is the responsibility of Flagship Housing.
- Road Safety Week Mrs. Hibble offered to place a banner on her home in Lower Road,
- Footpath 19 Meeting Lane/Post Mill Gardens No maintenance has been carried out for 18 months. County Council Highways and Flagship Housing are jointly responsible.

**17. Items for next meeting** No items were suggested.

## **18. Any other business**

**18.1 Christmas Tree** Mrs. Bignell will again organise the erection of a Christmas Tree on the Village Green. This year it will be illuminated directly from the new electricity supply on the Green.

**18.2 Torch Light Christmas Walk.** This year’s torchlight walk will be on the evening of 17<sup>th</sup> December starting at 6.15pm to Hasketon and walkers will be offered light refreshments hosted by Hillary and Trevor Hill

**18.3 2026 Council Meetings** 12 January, 9 March, 11 May, 13 July, 14 September, 9 November  
All meetings will be held in the Parish Rooms except for the July meeting which will be held in the Playing field Pavilion.