

PARISH of KIRTON & FALKENHAM

Dear Sir/Madam,

NOTICE OF MEETING

I HEREBY GIVE YOU NOTICE that a meeting of the **Parish Council** of the above Parish will be held at:

THE RECREATION GROUND PAVILION
on **Monday the 9th day of January 2017 at 7.30 pm**

Signed **C A Shaw**
Clerk

To: All Councillors

A G E N D A

PUBLIC OPEN FORUM

1. Police Report
2. Parishioners questions
3. County Councillor's Report
4. District Councillors' Reports
5. PTLO report

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 28th November 2016
3. Declaration of interests *Councillors are reminded that they should consider declaring any interest, pecuniary or otherwise, relating to any agenda item, that could be seen as affecting their impartiality.*
4. Matters arising
 - i) Verge/hedge cutting (c161271)
 - ii) Falkenham notice board/footpath sign/footpath survey
 - iii) F & GP Committee Meeting report (c161241)
 - iv) Community Emergency Plan (c161172)
 - v) Wellgate Cottage
5. Lorries Past School
6. Highway repair/signs matters (c161187/88/89, c161214/51, c161254/5/6)
7. Administrative matters (see correspondence)
8. Acceptance of written Committee Reports
 - a) Planning (attached)
 - i) Durilda Green/TW footpath
 - ii) 1 Burnt House Lane (c161215)
 - iii) Correspondence (attached)
 - b) Finance (attached)
 - i) Expenditure monitor/Community projects (attached)
 - ii) Invoices
 - iii) Correspondence (attached)
 - c) Environmental & Transport
 - i) Grass cutting contract (c161232)
 - ii) Correspondence (attached)
 - d) Recreation Ground (attached)
9. SALC Report (see correspondence)
10. Other Correspondence (attached)
11. Matters for inclusion in future Agenda
12. Date of next meeting:- Monday 6th February 2017 in the R G Pavilion at 7.30pm

CORRESPONDENCE

Matters arising

161271 D Kemp Church Lane Hedges **(circ)**
161241 SALC IMPORTANT: Precept Referendums and other news **(circ)**
161172 Lickert/Colvill Community Emergency Letter
161187/9 G Walker/P O'Brien Re:FW:Kirton - various
161188 G Walker Falkenham Rd survey request
161214/51 S Highways/counc Bucklesham Road, Kirton **(circ)**
161240 SCC Amendment to Notification for Temporary Traffic Order **(circ)**
161254/64 SCC Problem Report 00157254 Trimley rdbt Ordered
161255 SCC Ref. 157252 - Highways Update Bucklesham Heath direction sign replaced
161256 SCDC Problem Report: Street sign, Bucklesham Road, knocked down

Administration

161223 Therese Coffey Post Office Consultation **(circ)**
161262 G Walker Fwd: Buckingham Palace Garden Party nomination
161170 onesuffolk One Suffolk Websites File Re-Ordering Update gw/dj
161177 CAS New CAS Quality Standard

Planning

161215 S Harvey 1 Burnt House Lane **(circ)**
161166/84 Scottish Power Information events about EA ONE Pre-enabling works **(circ)**
161191 Sc Pw/Bawdsey PC Re: Information events about EA ONE Pre-enabling works **(circ)**
161167 Bawdsey PC Update from Bawdsey windfarm sub-group **(circ)**
161168 eastsuffolk Proposed merger of Suffolk Coastal and Waveney District C **(circ)**
161173 SCC Suffolk Minerals & Waste Local Plan - Issues & Options Cons **(circ)**
161218 S Harvey/SCDC FW: Adastral Park - Planning meeting with Parish 25th January **(circ)**
161219 SALC December Sizewell A and B report dj
161221 eastsuffolk Notes from Sizewell C Stage 2 parish and town engagement **(circ)**

Finance

161238 D Cope A/C for VG tree/shrub work £300
161220 Phone Co-op Phone Co-op a/c for Nov £43.79
161265 Namesco Namesco purchase confirmation £16.79
161222 HMRC VAT refund £476.28
161202 Barclays Statements Business/Comm a/c Sept- Dec 16
161185 SCC Grants Update - December 2016
161190 Fresh Start Appeal for grant

Environment

161232 SC Norse Grass cutting in your parish
161247/63 east Suffolk/PL Meeting to discuss the Strategic Flood Risk Assessment **(circ)**
161182 SCC/CAS/SALC Wild Bird Surveillance - 2016 (Bird Flu) **(env comm)**
161268 SCC Enforcement Case, Church Lane, Kirton dj
161213 eastsuffolk FW: Update for Poultry Keepers re Avian flu guidance
161228 J Tingle Re: Additional dog waste disposal boxes
161231 CAS New Volunteer Suffolk events | Book training
161235 eastsuffolk FW: CEP Newsletter pl
161171/267 SCC AONB Monthly Update: Nov 2016/Dec **(env comm)**
161226 Tree Council Tree Guardian Update **(env comm)**

Recreation Ground

161229 Charity commission ANNUAL RETURN 2016: 304780 - KIRTON REC

SALC

161236 SALC Report following Suffolk Coastal area meeting **(env comm)**
161239 SALC FW: LAIS1395 Video Conferencing **(circ)**
161269 SALC Local Councillor winter edition **(circ)**

OTHER CORRESPONDENCE

161164/74 IC/DJ/MP/AC REMOVAL OF VG TELEPHONE BOX
161169 eastsuffolk reminder - Town and Parish Council event for Sizewell C Stage 2 cons
161248 G Walker Re: PARISH COUNCIL : Bucklesham Road, Kirton (circ)
161246 Hutchinson Ports Signs MOU for development of Chornomorsk Port in Ukraine
161199 CAS 16 Dec: FREE networking event in Saxmundham
161195 CAS Is your organisation safe, professional and well run?
161178 CAS 8 Dec: FREE networking event in Lowestoft
161227 CAS Merry Christmas from everyone at Community Action
161163 Jobbydoo UK Website Update gw/dj
161233 SCDC Register of Electors 2016/2017
161175 Epsom Epsom Store order confirmation - Order no. 4415851
161179 S Comm Foundation Grants Update - December 2016
161186 Hutchinsons Ports New Steel Handling Facility for London Thamesport
161192 S Harvey December DC report (circ)
161196 HMRC Employers – PAYE made easier for you
161197 HMRC New National Minimum Wage webinar for employers
161207 HMRC Successful Receipt of Online Submission
161208 HMRC An introduction to health and safety
161210 HMRC Get your employee information right
161242 HMRC Important information for employers
161244 HMRC Payroll software and avoiding penalties
161252 HMRC Paying the minimum wage - updated e-learning
161201 Tunstall PC Facebook page for Suffolk Clerks
161203 SCC FW: Bucklesham and Kirton, C355 Dec 2016 (circ)
161204 Felixstowe Port Ship to Shore No 25 (circ)
161211 St Elizabeth Hospice News from St Elizabeth Hospice
161212/59 St Elizabeth Hospice Christmas greetings
161216 SCDC Coastline Lite - December 2016
161225 sutcliffe play Merry Christmas 2016
161237 Portof FelixstowePort of Felixstowe Celebrates 50 Years
161245 ageuk suffolk Acknowledge of grant
161249 Headway Season's Greetings from Headway Suffolk
161250 Barcham Trees FW: Tree planting in your area
161258 SCC Suffolkonboard.com Newsletter - December 2016 th
161261 EDF December Sizewell C Update

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 28th November 2016 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 9 Parish Councillors, Mr T Hatrick (PTLO), Mrs P O'Brien (CC),
1 Parishioner.

1. **Police Report**

No further update since September, which recorded an incident in Oakdene. The letter from the Chief Constable on the Suffolk Local Policing Review (c161123) had been circulated; there were no comments.

2. **Parishioners Questions**

A parishioner raised the issue of the provision of a footpath along Falkenham Road in the interests of safety. It was explained that this was a provision that had been under discussion for many years and had been revived in connection with the new TW development. The problem lay with insufficient land available. The Council will write to the County Councillor to determine whether a physical survey of this part of Falkenham Road can be undertaken and considered the matter at a future meeting.

3. **County Councillor's Report**

Mrs O'Brien's report (c161147) recorded that the Local Highways Budget would continue for another and could report that improvements could be seen in children's schooling and safety initiatives. She gave an update on the future of devolution, if necessary Suffolk will go ahead on its own. Policing issues noted a request for an overview of Community Safety from the PCC.

4. **District Councillor's Report**

Mrs Harvey had sent a written report (c161088) and drew attention to the East Suffolk Performance Report, devolution, the merger of the Waveney and Suffolk Coastal DCs and the Local Plan Modifications; encouraging submission of views on both. Feedback from Mrs Harvey had established that SCDC no longer registered "Green Land" sites.

5. **PTLO Report**

Mr Hatrick had nothing to report currently.

The Chairman closed POF at 8.15pm and opened Parish Council meeting.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs, F H Last, P J Lickert, S W Livingstone (from 8.45pm), G J Walker (chair), Ms EY Choi, Mesdames J L Shaw, E A Colvill, Mr T Hatrick (PTLO), Mrs P M O'Brien (CC) and 1 Parishioner.

1. **APOLOGIES:** M Paul (school run), Mrs S Harvey (DC)

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 19th October 2016 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Nothing declared.

ACTION

4. **MATTERS ARISING**

i) Village Green/roadside verges Nothing further on Village Green. **GW/SCC**
Chairman will ask CC to raise verge cutting again with SCC Highways.

ii) Falkenham footpath sign Ongoing

iii) Falkenham Notice Board Ongoing through Councillor Shaw. **JS**

iv) Falkenham area footpaths Yet to be carried out by Councillors Jacobs, **DJ/FL/MP**
Last and Paul. Letter from P & S Austerfield (c161124) on missing/broken
signs in this area noted and Clerk will respond. **CLERK**

5. **FINANCE & GENERAL PURPOSES COMMITTEE**

i) Clerk's salary from 1st April 2017 The Council considered in this context

1) There is a minimum legal requirement to conform to pay the National Living Wage.

2) The Clerk has indicated that he would like to hand over Responsible Financial Officer (RFO) responsibilities when possible

3) Planning for the longer term it needed to consider that the Clerk will wish to hand over full responsibilities.

4) The expected position is that it should pay in line with nationally agreed Spine rates for government employees.

The Council agreed the following:

5) Undertake a review of pay rates and hours aligned to NLW and Spine

6) Seek a candidate to take on RFO role

7) Budget increase of 3% to Clerk's salary to ensure NLW conformance (note - this may need to be modified if it still falls short of NLW following the 'review of hours')

8) Overall salary budget increase to £5,500 as a starting point to align to Spine, and to enable engagement of an RFO (split of salary between Clerk & RFO to be decided following analysis of hours)

9) The council also thanked the Clerk for his continued diligent work over the past year.

GW
GW & DJ

ii) Parish Income and Payments Account The Clerk presented accounts to 28th November 2017 (attached).

Cheques written since October meeting:-

CAS/Zurich	£923.93	PC Insurance
SPS	£30	Subscription
C A Shaw	£280	Clerk's salary
HMRC	£70	PAYE
G Walker	£65.50	Travel expenses
RG	£2250	½ yr grant
D Cope	£155	VG hedge cut.
C A Shaw	£280	Clerk's salary
	HMRC	£70 PAYE
CAS	£60	onesuffolk registration
Income since last meeting:-		
Nil		

iii) Project List & Budget Monitor (attached) Updates (c161144) circulated

iv) Expenditure Forecast/Precept The following was proposed for adoption

	£
Clerk's salary	5500
Subscriptions	600
Electricity	80
Insurances	1800
Miscellaneous	800
Clerk/Councillor Exp	450
Training	200
Grants	1800
Publicity	200
Environment	800
Reserves	0
Community Projects	0
Vat payments	<u>-100</u>
GENERAL A/C	12130
RG grant	<u>4500</u>
TOTAL	16630

Precept letter had been received from SCD (c161148) suggesting precept should rise from £14995 to c£15072 to avoid any increase in tax charge. There will be no precept grant in the coming year. Agreed decision on Precept be postponed until January 2017 meeting. Also to determine the maximum the precept can be raised.

CLERK

v) Annual grants for 2016/7 The following proposed.

	£
DAS	100
Avenues group	100
CAB (felix)	200
SARS	100
AgeUK Suffok	50

MAGPAS	100
St Elizabeth Hospice	100
Homestart	100
EA Air Ambulance	100
EACH	100
Kirton Lunch Club	50
Alzheimer	<u>200</u>
TOTAL	£1300

vi) Invoices Agreed the following are approved.

Community Action Suffolk	£60	One Suffolk registration (c16104)
Royal British Legion	£100	Poppy Wreaths (c161085)
D Cope	£155	VG hedge cut (c161094)
Namesco	£13.99	Email renewal (c161128)
SC Norse	£494.40	VG grass cutting (c161157)

vii) Correspondence

a) Insurance Confirmation from CAS/Zurich (c161024) that PC insurance was renewed.

b) Broadband Invoice for October (c161109) for £39.01 and notice of increase in charges (c161133) noted.

c) Grants Requests from MAGPAS (161118) together with draw tickets noted; latter ignored. Request from Revitalise not considered locally appropriate.

6. **CHURCH LANE**

Agreed Clerk should write to Mr Kemp to request hedges along Church Lane be cut back in response to Councillor Cade's note (c161127) on the reduction of width of the lane. **CLERK**

7. **COMMUNITY EMERGENCY PLAN**

Councillor Lickert presented his updated proposals for Parish Emergency Plan (c161129) including household questionnaire. Proposed D Jacobs, seconded J Shaw and carried that proposal be accepted and that a post box circulation to households be undertaken; Councillor Livingstone undertook to print off within a budget of £30-£40. **SL**

8. **ADMINISTRATIVE MATTERS**

i) NHS health checks Initiative from healthysuffolk (c161061) to provide health checks for 40-74 age range circulated and posted on website.

ii) Eastern Angles Confirmed in response to question from KAFPA (c161130) that Council is still prepared to underwrite Eastern Angles production in the Parish.

9. **COMMITTEE REPORTS**

a) **Planning**

i) Planning applications

a) DC16/4364 Lazy Acre, Falkenham **CLERK**
Rear and Side extensions
Noted that documentation still not available on line or notices posted
Observation to be made about possible conflict over rear access.

b) DC16/4709 (TPO) Swiss Farm, Falkenham **CLERK**
Fell mature decayed beech tree to rear of house
No comment.

ii) Wellgate Cottage Councillor Shaw to forward to Clerk photos and other **JS**
information to question, with enforcement, changes to porch construction

iii) TW development Progress on Durilda Green footpath from Mrs Harvey **P'OB**
(c161011) noted. Back Road repairs and gully have still to be undertaken
(c161020); Mrs O Brien to chase up with SCC.

iv) 1 Burnt House Lane Mrs Harvey's reports (c161016/54/140) suggesting
progress being made on use of commuted sum, noted.

v) Call for sites Response from M Edgerley (eastssuffolk) (c161044) noted.

vi) EAONE/THREE Various correspondence among affected councils **DJ**
(c160963/70/81/102/105/132/138) noted and circulated, specifically to Councillors
Paul and Jacobs, noted. Agreed Councillor Jacobs should attend any meetings
arranged by Bawdsey PC, noting Councillor Paul's declaration of interest.

vi) Cartway Cottage Noted that Council not advised of referral meeting
(c161023) or that meeting had not been held; application had been granted tho'
with changes from flint to brick.

vii) Neighbourhood planning Latest LAIS 1394 (c161115) circulated and
noted.

viii) District Councils merger Consultation (c161126) circulated for comment.

ix) Felixstowe Port Minutes of liaison committee meetings (c161042/43/112)
circulated to delegates; information on crossing closures (c161017) circulated.

x) Sizewell Updated statement of Community Consultation (C161107/15)
circulated.

c) **Environment & Transport**

i) Dog bins Request from parishioner for additional bin in Burnt House Lane **CLERK**

(c161071/76) not supported as would require locating on private land. Clerk to respond.

ii) Surviving Winter Appeal from CAS about Winter Fuel Payments (c161096) noted .

iii) Support during power cuts Information on power cut support (c161121) to be placed on web site.

GW

d) **Recreation Ground** (attached)

i) Fencing between ground and new development Various problems associated with security of the fencing from the ground (c161064/66/74) resolved.

10. **SALC REPORT**

i) Area meeting Not attended. Agenda and reports (c161139/27/86) circulated.

ii) Annual meeting Not attended

iii) Lobbying allowances Survey about matching allowances across different levels of Councils (c161133) noted. -

iv) Annual subscriptions Level of subscriptions for 2017/8 (c161154) noted for future reference.

11. **OTHER CORRESPONDENCE**

Other correspondence as listed on the agenda noted.

12. **MATTERS FOR INCLUSION IN FUTURE AGENDA**

VG verges, Lorries past school.

13. **DATE OF NEXT MEETING**

Monday 9th January 2017 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 10.15 pm.

Signed.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC/16/3231	Land rear 16 - 22 Falkenham Rd, Kirton Variation on conditions on occupation	Object on road/safety issues	Granted
DC/16/4005	Grange works, Falkenham Rd, Kirton Change of use; agricultural to store for landscape materials.	Object, over industrialism	Granted
DC/16/4240	1 Burnt House Lane, Kirton Install wrap around external wall insulation Demolish rear store & Chimney	Object, more information?	Granted
DC/16/4354	Methodist Church, Kirton Construct link for disabled WC access	No comment	Granted
DC/16/4431	Lazy Acre, Falkenham Rear and side extension	No comment Lack of plans. Access?	Granted
<u>New applications</u>			
DC/16/4790	Swiss Farm, Falkenham Fell mature beech tree	No comment	No objection
DC/16/4993	Land opposite Stanley Cottage, Falkenham New 2 Storey house + assoc. works	No comment	

FINANCE

i) Cheques Written since November meeting:-

SC Norse	£494.40	VG grass cutting
RB Legion	£100	Poppy wreaths
Age UK	£216	Grant/tree collection
C A Shaw	£280	Clerk's salary
HMRC	£70	PAYE
S Harvey	£50	per Lunch club
D Cope	£300	VG tree/shrub pruning
RG	£403.08	VAT refund

Income since last meeting

Barclays	£2.73	Bank interest
HMRC	£476.28	VAT refunds

ii) Invoices

SC Norse	A/C for VG grass cutting	£494.40
D Cope	A/C for VG tree/shrub work	£300 (c161238)
Namesco	Renewal of email a/c	£16.79

iii) Correspondence

ENVIRONMENT

Nothing to report

RECREATION GROUND

Pavilion : The new defibrillator has been fitted to the front of the pavilion. This has been sponsored by Kirton Kestrels FC and the Felixstowe Road Runners. Many thanks go to Dave Cox who installed the facility free of charge. There will be an official opening at some stage and a training course for club members. We have had another serious water leak from under the floor in the pavilion. This time it was under the showers in one of the changing rooms. Sadly things can only get worse with the underground pipework. It appears the pipe lagging is not good enough in places and the copper pipes are being eaten away within the concrete screed. It is only a matter of time before we get another leak. As the pavilion is nearly 13 years old we have no comeback against the original plumber who carried out the work as a contractor for the builders HERONBUILD. It is costing us several hundred pounds every time this happens so drastic action is required and we are getting a quote to move all the pipework up into the loft space.

Hopefully we may be able to get some funding to allow this to happen in the summer. The CCTV system has been upgraded to the latest HD formats. We could only afford to change 2 of the existing cameras at the moment. We have had to replace 2 of the emergency lighting fittings over the last month.

Play-Area : No further work will be done in the play area until the new equipment arrives sometime late March.

Fitness Equipment / Zip wire : Paintwork touching up on the fitness equipment will now have to wait until the spring.

Ground : The area of the Recreation Ground adjoining the TW site has now been completely blocked off until they leave the site around August 2017. In conjunction with Derek Jacobs, we need to write to TW to let them know our final requirements – this involves the possibility of some sort of gate/barrier in the path exiting the ground. We also now have the quote from Steve Jacobs for a new gate to the play area, which TW have said they will pay for. The floodlights failed in the middle of December. The suspicion is that the continuous damp weather has got into the fittings and caused the system to ‘trip out’ when switched on. All the fittings at the bottom of the poles have been rewired and the lights now work. It could not be established exactly where the problem was.

Beer Dec 2017

J