

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 23rd** day of **July 2012** at **7.30** p.m.

Signed.....
Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Report (c12548)
- 2 **Olympic Torch Relay Report - Personal appearance of John Beer with his torch**
3. Parishioners questions (c12560/69)
4. County Councillor's Report
5. District Councillors' Reports

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meetings held on 25th June 2012
3. Matters arising
 - i) Retention of beacon
 - ii) Emergency Plan (c12530)
 - iii) Cable routing (c1244/38)
 - iv) Croft Cottage (c12433)
 - v) Healthwatch report
 - vi) Fish/chip van stops
 - vii) VG Wild Flowers
 - viii) Parish web-site
4. Adoption of Code of Conduct (c12531/32/45/62/77)
5. Deben Estuary Report
6. Administrative matters (c12552, c12537, c12555, c12567/74)
7. Acceptance of written Committee Reports
 - a) Planning (attached) (c12542, c12556, c12578)
 - i) Innocence Lane/Walton Green (c12565/75)
 - b) Finance (attached)
 - i) Back-up disk
 - ii) Hard-standing for recycling bins
 - iii) Jubilee expenses
 - iv) Dog bin repairs/replacement (c12553/61)
 - v) Increases to insurance cover (c12578/79/87)
 - vi) Grant advance request from Recreation Ground
 - c) Recreation Ground (attached)
 - d) Environmental (C12547, c12559, 12540)
8. SALC Report
9. Other Correspondence for note (attached)
10. Matters for inclusion in future Agenda
11. Date of next meeting:- Monday 10th September 2012 in the R G Pavilion at 7.30pm.
Councillors are reminded that they should consider declaring any interests, pecuniary or otherwise, relating to any agenda item, that could be seen as affecting their impartiality.

CORRESPONDENCE

Police

12548 Suffolk Police Minutes of community meeting 25th June

POF

12560 SCC Share photos of Olympic torch in Suffolk **CIRC**

12569 SCC Olympics - Call for Balls

Matters arising

12530 SALC Flash flooding

12544 Joanna Young Section 48 notices for cable routes

12538 EAOW Consultation docs phase 2 29/6-3/8 **CIRC**

12533 D Jacobs Croft Cottage

Code of Conduct

12531 SALC C of C update of code and registration forms **CIRC**

12532 D Jacobs Action on 12531

12545 SCDC Code of Conduct and members details

12562 SCDC Online review of members interest **CIRC**

12577 SALC CoC briefings - 24 July, 2nd, 15th, 22nd August

Administrative matters

12552 SCDC Family carer workshop 11th, 26th July 15th Aug **CIRC**

12537 SCC Flood Management public summary

12555 SALC LAIS 1338 Sustainable Communities ACT **CIRC**

12567 SALC Council Tax support by NALC

12574 SALC NALC July bulletin **CIRC**

Planning

12542 SCDC Update of planning contact list

12556 SCDC Core Strategy Examination Assessment

12558 Hopkins Homes Acknowledgement of response on Buck Rd

12565 D Jacobs LDF letter from steering group

12575 G Harding Walton Green update **CIRC**

Finance

12553 SCDC Defective dog bins response

12561 J Beer Views on RG dog bins

12578 SACRE Insurance of new RG equipment

12579 SACRE Confirmation of temp cover re 12579

12587 SACRE Agree temp cover from 16th July

Environment

12547 SALC Greening Plan slides

12559 SCDC Revised Sandlings environment statement consultation

12540 G Walker Response on AONB management plan

OTHER COREESPONDENCE FOR NOTE

12528	Rural Services Network	Hinterland w/b 26/6/12
12543	Rural Services Network	Seminars
12546	Rural Services Network	Hinterland w/b 29 June
12549	Rural Services Network	Digest w/b 2 July
12557	Rural Services Network	Rural opportunities digest
12563	Rural Services Network	Hinterland w/b 6 july
12566	Rural Services Network	Digest w/b 9 July
12580	Rural Services Network	Hinterland w/b 12 July
12584	Rural Services Network	Digest w/b 15 July
12529	SALC	E-Bulletin
12534	Suffolk Police	Tasking meeting 2 July cancelled
12535	SCC	Suffolk Schools celebrate olympics
12536	SCC	Business guide re Olympics
12539	Kit	Response re Croft cottage and Swedish enquiry
12541	schaonb	Acknowledgement of 12540
12550	SCDC	Sandlings environment statement consultation
12551	SCC	Ipswich Olympic legacy run
12554	SCC	Bury St Edmunds in the olympic news
12564	SCC	Olympic torch lights up Suffolk
12568	Clerk's/Councils direct	July issue
12570	Suffolk Foundation	Suffolk Dog day 29th June
12571	SACre	Quartly update from local suffolk foods
12572	Sutcliffe Play	Final offers
12573	SACre	AGM reminder
12576	SMP	10% off offers
12581	SCDC	Liaison meeting 27th July reminder
12582	SCC	Free insulation advertisement
12583	J Beer	RG report for 23 July
12585	Littlethorpe	Shelters brochure

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on
Monday 25th June 2012 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 9 Parish Councillors, Mrs P O'Brien (CC), Mr G A Harding (DC),
Pc G Bown, 3 Parishioners.

1. **Parishioners Questions**

It was agreed that an appeal to establish a wild flower area at the south end of the Village Green should be discussed at the next meeting.

2. **Police Report** Pc Glynn Bown reported on an incident of criminal damage from air gun pellets, together with a request for information.

3. **County Councillor's Report**

Mrs P O' Brien's report had been circulated. It referred to the Leader's administrative priorities for the coming year; economic growth, education, vulnerable people, localism and building strengths. Underpinning this must be strong financial management. Plans to help young people with travel costs, residential care home providers, fire and rescue services, "Raising the Bar" conference and textile recycling were also outlined. She gave her final report as Chairman. The Locality Budget for Kirton will be £1300 this year. She was asked to raise with the County the failure to notify the Parish about pending closures of the A14 for resurfacing; noted that quiet surfacing was to be applied.

4. **District Councillors' Reports**

Mr Harding gave an update on the boundary proposals which could result in meetings being reduced and the number of District Councillors being reduced from 3 to 2. He had approached Liz Bacon (S area enforcement officer) over Croft Cottage entrance and trading and would report back. Mrs Harvey had sent a written report which was taken as read. Following a resume of the Jubilee celebrations in the village; she reported that she was enquiring about hiring the Trimley tennis courts for the use of parish youngsters, the summer holiday activities for children, and she had attended the judging of the Village of the Year competition.

The chairman closed POF at 8pm and opened the Parish Council meeting.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs (Chair), M A Paul, G Walker,
Ms EY Choi, Mesdames , C M Cooper, J L Shaw, E A Colville, Mrs P M O'Brien (CC),
Mr G A Harding (DC), Pc G Bown.

1. **APOLOGIES:** F Last (Hospital for operation), J L Matthews (school meeting),
Mrs S Wardner, Mrs S B Harvey (DC)..

2. **MINUTES OF LAST MEETING**

The minutes of the annual Parish Council meeting held on 21st May 2012 having been previously circulated were taken as read, approved and signed.

3. **MATTERS ARISING**

i) Dates for meetings Proposed M Paul, seconded C Cooper and carried that meetings in 2012/3 should held on the following dates.

<u>2012</u>	<u>2013</u>
July 23 rd	January 7 th
September 10 th	February 4 th
October 22 nd	March 18 th
November 26 th	April 15 th (AM)
	13 th May (APCM),
	June 10 th
	July 15 th

ii) Jubilee/Beacon report Numerous events had been held, including a service in Kirton Church, a breakfast in the Methodist Chapel, a history exhibition in the Village Hall by the W.I., a barbecue held in the grounds of the White Horse, culminating in the lighting of the Beacon on the Village Green attended by some 400 parishioners. Clerk asked to send letters of appreciation to bodies involved. (c12431/40/44/45/60). Councillor Colvill had purchased mugs on behalf of the Council for the Mothers and Toddlers Group; a letter of thanks had been received (c12499). Proposed G Walker, seconded A Hutton and carried that the beacon be retained. A decision to be made at the next meeting how this should be achieved. Thanks were given to the Chairman and Councillor Walker for all their efforts in organising the pub and Green events.

CLERK

iii) Beacon Risk Assessments Mr P Cearns (soils engineer) had provided criteria and much help for the erection (c12459), SAcre had provided insurance statements (c12447), and a beacon fire assessment prepared..

iv) Appointment of PTLO Mr Paul Negus of Falkenham Road had volunteered to take over from Mrs Wardner. This was accepted by the Council with grateful thanks, and he was welcomed to the Council. The Clerk would write to Mrs Wardner thanking her for her previous service.

CLERK

v) Cable routing EAOOW had advised that there was no intention to leave trenches open (c12500). Information on further consultations over the period 6th July to 3rd August received and noted (c12508); Clerk had posted notices.

vi) Footway lighting SCDC had advised that lighting in Weir Place was maintained by the DC (c12511). Proposed I Cade, seconded M Paul and carried that the Clerk should respond to earlier letter, stating that the Council has no wish to take over the maintenance of any lighting in Kirton; not having the appropriate experience.

CLERK

vi) Web Site On going.

DJ

vii) Early Day Motion A response to the appeal to support an Early Day Motion over appeals by Parish Councils (c12429) had been sent (c12490).

4. **INNOCENCE LANE DEVELOPMENT**

A cross Parish Council group had been set up. Possible future actions to include meetings with the Evening Star, Mr Ridley (SCDC), letters to Master of Trinity College, (c12435, c12488/505).

5. **CROFT LANE CAR SALES/ACCESS**

With SCDC enforcement officer.

6. **EMERGENCY PLAN**

Councillor Shaw will pursue this with Councillor Last once he returns from hospital treatment.

JS

7. **ADMINISTRATIVE MATTERS**

i) Visit of Therese Coffey The MP visited Trimley on 22nd June (c12441); not attended.

ii) SACre AGM AGM on 18th July (c12478) noted; no attendance.

iii) Oil purchase scheme Promotion of scheme noted (c12502); suggested forwarded to R Parker.

CLERK

iv) Textile recycling Proposal by SCDC to begin collecting textiles (c12448) commencing July 2012 circulated and noted.

v) Code of Conduct SALC had advised that a new Code of Conduct would come in force on 1st July 2012 and new Declaration of Interests would be required of Councillors (c12456). Documents circulated, noted and to be placed on next agenda.

CLERK

vi) De-clutter event Car boot sale on 29th July in aid of EACH (c12449) noted.

vii) Radio Castle, Framlingham Invitation to visit (C12462) may be taken up by Councillor Hutton.

vii) Healthwatch Survey report (c12473) noted and circulated to Councillor Colvill for comment.

EAC

ix) Rural insight survey Survey from Rural Services Network (c12487) circulated for interest.

x) CAB AGM on 4th July may be attended by Councillor Cade.

IC

xi) Qlty Business Survey Clerk had completed (c12524) and sent return.

8. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) Core Strategy An Inspector had been appointed (c12435), and a pre-hearing meeting will take place on 12 July at which Councillor Cade will attend. A response had been prepared by Councillor Cade (c12505) and following consultation forwarded to SCDC on 21st June.. **IC**

ii) Planning Services changes SCDC had advised of reorganisation of the planning services (c12454/79) to which Council had responded (C12491), suggesting 6 week consultation period

iii) Planning review Recommendations of scrutiny committee (C12458/69) circulated and noted.

iv) Potential building site on Bucklesham Road Proposed J Shaw, seconded C Cooper and carried that the proposal from Hopkins Homes (c12472) would not be supported, on the grounds that were put to SCDC previously and supported by public meeting of 80 parishioners; Councillor Cade to provide Clerk with details of response. **CLERK/IC**

b) **Finance** (attached)

i) Recycling credit A credit of £9.26 for glass (c12489) had been received from Norse/SCDC. Agreed that dispersment of the credit should be left for the present.

ii) Internal Audit Report Accounts had been satisfactorily audited by Heelis & Lodge (c12503). Proposed M Paul, seconded G Walker and carried that report be accepted, that the recommendations on amending the entries on the Return relating to content of salaries (amended and signed by Chair and Clerk), and increased Fidelity Cover be implemented in due course. .

iii) Invoices Proposed Councillor Choi, seconded C Cooper and carried that a/c for maps from AW £36 (c12446), Jubilee bunting and barrier tape £56.28 per S Harvey (c1293/94), Audit fee £55 per Heelis & Lodge (c12504).

iv) Laptop hard-drive Chairman's suggestion that a back-up hard-drive for the Council's computer be obtained agreed and to be left with Chairman and Clerk to pursue. **CH/CLERK**

c) **Environment & Transport** (attached)

i) Ground maintenance Enquiry for contracts from ecoservices (c12436) noted for future reference.

ii) Tree Warden newsletter May edition (c12450) passed to Councillor Choi.

iii) Deben Estuary Area meeting dates (C12461) noted; Councillor Paul to **MP**

report at next meeting.

iv) Shoreline management plan Advised that 1st review of plan (Lowestoft to Landguard) had been adopted (C12501)

v) Consultation on AONB Response in preparation through Councillor Walker. **GW** (c12481/523).

d) Recreation Ground

Nothing to report apart from the ongoing preparations for zip wire.

9. SALC REPORT

i) An updated Local Authority Information Service listing had been received (c12438), together with agenda for area meeting on 18th June (c12474/84)

10. CORRESPONDENCE

Other correspondence as listed on the agenda noted.

11. MATTERS FOR INCLUSION IN FUTURE AGENDA

Jubilee beacon, website, VG flowers, Back-up disk, Innocence Lane/Walton Green, Croft Cottage, Deben Estuary, Emergency Planning, fish/chip van calls.

12. DATE OF NEXT MEETING

Monday 23rd July 2012 in the Recreation Ground pavilion at 7.30.pm

There being no further business the meeting closed at 9.56 pm.

Signed.....

Chairman

Date.....

PLANNING COMMITTEE

The Planning Committee met prior to the PC meeting at 7.15 pm to consider the applications

C12/1039 12 Oakdene, Kirton - Erection of rear Extension.

C12/1169 10 Rectory Lane, Kirton - Use of flat roof as balcony

**C12/1255 56 Falkenham Road, Kirton - Proposed rear Ss rear extension
& alterations**

The three applications were supported, apart from C12/1255 where questions were raised about parking. following conversion of the garage to living accommodation

Signed.....
Chairman

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
C11/2346	Land to rear of 44/86 Meadowlands. Kirton Application for development rights	Comments submitted	Awaiting legal view
C11/2802	The Cockles, Back Road, Kirton Construct new access to B & M concrete, close existing access, change of use of agricultural bldgs to B1 use, Remove Agric from “Cockles” and replace S106 on B& M dwelling.	Support with comment on access	
C12/1039	12 Oakdene, Kirton Erection of rear extension	Support	Granted
C12/1169	10 Rectory Lane, Kirtom Use of flat roof as balcony	Support ? loss of garage	Granted
<u>New applications</u>			
C12/1255	56 Falkenham Road Proposed rear Ss extension and alterations	Support	
C12/1208	58 Meadowlands Erect Ss rear extension for sun room, Erect 1.8m wall. Add front/side block paving	Support sun room, not wall	

RECREATION GROUND

Pavilion : We have had problems with the ‘anode’ which is linked to the hot water system. As usual, the part was expensive !! Also took the opportunity to have the gas boiler serviced as well. Due to this extra expenditure, the plan to redecorate 2 changing rooms will be left until next year.

Play-Area : All equipment in the play area now in good running order. The adult swings still noisy in dry conditions – so we have not had any problems lately !!!

New Equipment : Aerial runway and 6 items of outdoor fitness equipment due for installation on Mon/Tue July 16th/17th. We will be using temporary signs, and will get ‘Labelcraft’ to produce some larger ones. We have been in touch with Suffolk ACRE regarding insurance on the new equipment. Expected money from the SCDC Open Play Space funds has been part received (last receipt will be when work completed).

Ground : Reseeding carried out by SCDC in first week of June - good growing weather since !! We have had to put rope around one area of the ground as some 16 year olds where using that reseeded area virtually every day to kick a ball about (using the pavilion as a back stop !!!). They refused to move elsewhere !! The ‘old barn’ (rusty corrugated shed) opposite the pavilion will be demolished shortly. Some of the more unruly kids have been climbing onto it, and have created a hole in the top. It is therefore too risky to leave in this condition, as, no doubt, we would be the ones sued if anything happened to the kids

FINANCE

Cheques written since June meeting:- C A Shaw £208.80 (Clerk's salary), HMRC £52.20 (PAYE) Heelis & Lodge £55 (audit fee), S Harvey £56.64 (jubilee bunting etc).

2012/2013 BUDGET MONITOR

Income to date **£7,509**

	Budget	16 July '12
	£	£
Clerk's salary (incl £55 Tel rental)	3188	783
Administration, post,tel audit stationary etc	800	259
Councillor's Expenses: Travelling, Courses	750	160
Insurances	2000	0
Subscriptions SALC etc	600	457
Grants	1000	
Contingencies	nil	nil
Electricity - Christmas Tree	27	0
Publicity	500	48
Environmental Services	1730	
Reserves	nil	nil
	10595	1707
	-----	-----
Less VAT Refund	100	0
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GENERAL ACCOUNT PRECEPT	10495	1707
RG GRANT + VAT REFUNDS	4500	2250
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TOTAL PRECEPT	14995	3957