

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 **25th** day of **July 2016** at **7.30 pm**

Signed **C A Shaw**
Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Report (c160609, c160671)
2. Parishioners questions
3. County Councillor's Report
4. District Councillors' Reports
5. PTLO report (c160578/653, c160616, c160668 (CIRC))

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 6th June 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) Horse riding signs/green lanes/white pickets
 - ii) Village green repairs
 - iii) Gravel incursions
 - iv) EAONE/THREE (c160595,c160598/602/24/29,c160677)
 - v) Village footpath sign
 - vi) Queen's birthday events
 - vii) Youth Club
5. Administrative matters - see correspondence below
6. Acceptance of written Committee Reports
 - a) Planning (attached)
 - i) TW development (c160581/87/97, c160614/18)
 - ii) FPAAP (c160626)
 - iii) Correspondence below
 - b) Finance (attached)
 - i) Internal audit report (c160617/36, c160632, c160588)
 - ii) Update on Standing Orders/Financial Regulations, Code of Conduct
 - iii) Budget monitor/Project list (Falkenham Notice Board) (c160625, c160576/77)
 - iv) Invoices
 - v) correspondence
 - c) Environmental- see correspondence below
 - d) Recreation Ground (attached)
7. SALC Report
8. Correspondence (attached)
9. Matters for inclusion in future Agenda
10. Date of next meeting:- Monday 5th September 2016 in the R G Pavilion at 7.30pm.

CORRESPONDENCE

Police

160609 SALC/Suffolk Police FW: Attached - Access to SNT Newsletters **(CIRC)**
160671 Suffolk Police Speeding Vehicles Kirton Road outside Trimley St Martin Primary **(CIRC)**

Transport

160578/653 P Negus/T Hatrick Kirton PTLO appointment
160616 P O'Brien FW: Ipswich Park & Ride
160668 SCC Traffic Order - C355 Bucklesham Road Kirton 1st to 8th August **(CIRC)**

Matters arising

160606 Broxap Low Maintenance Stainless Steel Bollards
160595 Bawdsey PC Letter from Bawdsey PC
160598/602/24/29 Martlesham PC/Alderton PC/Lt Bealings/Little Blakenham Re: Letter from Bawdsey P
160677 EATHREE Rule 8 Letter including Examination Timetable

Administration

160575 SALC/SCC Level Crossing Reduction Strategy - June public consul
160585/650 CAS new Volunteering Services Officer/New CAS senior management | NCVO Brexit
160621 CAS STOP PRESS: Charitable Incorporated Organisation
160631 eastsuffolk Engagement Forums (Sept 2016)
160638 PRS for music Have your say in our Local Authorities consultation
160663 SALC/east Suffolk Suffolk Coastal and Waveney Wi-Fi Map
160681 SALC UK Armed Forces Day events in your community
160688 SCDC Raising awareness of prevent

Planning

160581/87/97 I Cade/TW/SHarvey FW: Falkenham Road - Footpath Link
160614/18 I Cade Fwd: Falkenham Road, Signage
160626 I Cade/SCDC FW: Submission of Local Plan Documents to the Planning Inspectorate
160644/45 P O'Brien/SCC FW: Route Strategies
160634 SALC/DoT FW: Road Investment Strategy - Road Period 2 **(CIRC)**
160682 SALC The Upper Orwell Crossings - consultation
160691 eastsuffolk Devolution Consultation Norfolk, Suffolk, Cambridge event **(CIRC)**
160656 eastsuffolk Neighbourhood Planning Event
160658/702 EDF/eastsuffolk Sizewell C June Update
160611 eastsuffolk World of Planning **(CIRC)**

Finance

160617/36 Hellis & Lodge Re: Kirton & Falkenham PC Audit
160632 G Walker Re: PARISH COUNCIL Fwd: Re: Kirton & Falkenham PC Audit
160588 J Beer Revised risk assessments
160625 T Brown Fw: Suffolk Local Code of Conduct 2014
160576/77 D Jacobs Updated PARISH COUNCIL FINANCIAL REGS/SOs June not July
160623 SALC 10th edition Baker LC admin £73.60
160580 Barclays Business a/c Mar-June, Community a/c April-June
160586/696 The Phone Co-op May invoice £36.19, June invoice £35.14
160665 St Elizabeth Hospice Acknowledgement of grant for cloches
160680 Ipswich Hospital Ward signs - photo opportunity

Environment

160593/605 SCC Countryside Access Consultation **(CIRC)**
160637 SCDC The Old Maltings Tree Work DC/16/2525 **(CIRC)**
160640 SCC AONB Monthly Update for June 2016 SCH PCs
160652 SCC/eastsuffolk CEP Newsletter
160676 SCC Suffolk Coast & Heaths - Opportunity for Volunteer Help
160667 SC Norse Is the grass growing under your feet
160686/704/707 M Paul/P O'Brien RE: Verge cutting
160796 Anglian Water Can you help us find Private Pumping Stations in your Parish?

SALC

160619 SALC Getting from A-B, Talking Travel Options event

Other Correspondence

160591	CAS	16 Jun: FREE networking event in Wrentham
160590	CAS	Community Buildings newsletter: The importance of governance
160608	CAS	Funding 4 Suffolk Volunteers' Week story Suffolk Show
160694	CAS	Volunteer Development Forum,
160613	SALC	Clerks Information and Networking event
160594	SALC	Community Resilience Transformation Officer post
160600	SALC	FW: Joint Summer Employment Seminar
160607	SALC	FW: Forthcoming Courses
160627	Ipswich BC	Have your say...
160639	eastsuffolk	June Edition - Coastline Lite
16047/64/78	east Suffolk/SALC	Community Roadshows/SCDC & WDC Community Enabling roadshow events
160659	EELGA	East of England LGA e-bulletin
160662	SCDC	Felixstowe Events Listing - August 2016
160672	Diss & Thetford	Free and Impartial" Pension Wise service
160675	SALC	BBC ONE TV SERIES - SHOP WELL FOR LESS is back!
160628	Hopkins Homes	Hopkins Homes - Annual Review 2015
160589	HMRC	Employers – make sure you're on the front foot
160596	HMRC	Join other employers and sign up for this week's webinars
160660	HMRC	Don't miss the deadline
160646	HMRC	New help for employers
160610	HMRC	Important Information for employers
160685	HMRC	Important info on PAYE credit on K&F account
160615	HMRC	New dates for employers' webinars
160633	G Walker	Financial Information on line
160693	HMRC	Successful Receipt of Online Submission
160689	Hutchinsons Port	Another Daily Rail Service from the Port of Felixstowe
160690	Rural Services Network	Weekly Email News Digest - Monday, 11 July,
160579	Rural Vulnerability Serv	Fuel Poverty - June 2016
160641	Rural Vulnerability Serv	Rural Transport - June 2016
160700	Rural Vulnerability Serv	Rural Broadband - July 2016
160603	Rural Services Network	Rural Economy Spotlight
160592/642/661/701	Rural Services Network	Hinterland w/b 10 th June/24 th June/1 st July/8 th July/14 th July
160649	Rural Services Network	Spotlight on Older People from RSN
160695	IBC	Ipswich News & Events: Cornhill Consultation
160697	CAS	New training courses Nominate for a CAS award
160698	SALC	The Local Councillor 2nd edition 2016
160699	G Walker	Budget monitor for July meeting
60702	eastsuffolk	Sizewell C - July Councillors update
160703	eastsuffolk	July News Briefing from Felixstowe Forward
160705	Port of Felixstowe	Ship2Shore July issue
160573/584/679	Ipswich BC	Ipswich News and Events/Find out what's on in Ipswich this summer! ?
160582	SCC	Pigs Gone Wild! Suffolk County Council unveil "Ed Sheer-ham"
160599	Broxap	Derby Standard Litter Bin
160601	Sutcliffe Play	Playback 11
160604	Felixstowe Forward	June Newsletter
160612	Komplan	Fair Play - play equipment price reduction initiative
160620/36	SCC	Suffolk New Walks programme July - October 2016/June Update
160622	SCC	Still time to enter 'biggest and best' Orwell Walk
160635	Broxap	Heavy Duty Tree Grilles and Tree Guards...
160643	SCC	Suffolk's biggest ever mass participation art event
160651	SCC	Global children's running campaign comes to Suffolk
160666	Clerks/counc direct	July issue
160669	S Comm Foundation	Grants Update - July 2016
160670	Broxap	Revitalise your Parish...
160673	Rural Services Network	Rural Opportunities Bulletin

KIRTON & FALKENHAM PARISH COUNCIL

**Minutes of Parish Council Meeting held on
Monday 6th June 2016 at 7.30 pm in the Recreation Ground Pavilion**

PUBLIC OPEN FORUM

PRESENT 6 Parish Councillors, Mrs S B Harvey (DC), K Shepherd

1. **Police Report** No up-to-date report was available on line. The future proposals for Tasking Meetings (c160542) noted and circulated.

2. **Parishioners Questions**

Through a councillor a complaint was made about dogs getting into a garden of a resident bordering on the Play area. The Councillors considered that the problem is presumably no worse for that owner than for any other resident whose property abuts the RG. However, dogs should not be in the play area. It was said that a notice to that effect should be displayed and it was believed that is so. It was noted from the RG report that the gate repair is still in hand and that probably is the priority. Clerk to raise with J Beer.

3. **Wellgate Cottage, Falkenham rationale**

Acknowledged that the decision on the cart lodge development at this property was approved before the current criteria of only 3 objections merited delegation. The Parish Council did object at the time but not sufficient others were forthcoming. Agreed the best approach would be for the parishioners who are unhappy with the outcome would be to voice their concerns directly to SCDC.

4. **County Councillor's Report**

Mrs O'Brien sent apologies but had nothing to report.

5. **District Councillor's Report**

Mrs Harvey's report (c160571) advised of a new Noise Complaints Service (01502 527132 working hours, 01502 562111 8pm - midnight Friday/Saturday), updates on the Woodbridge library one stop, the joint authorities website www.eastsuffolk.gov.uk, and the Public Space Protection Order covering legal highs. She has a further £5500 in her Community Enabling Budget. The Connecting Communities transport initiative, providing links to existing services was promoted for which posters and cards are available. Contact is made through 01728 635938.

6. **PTLO Report**

The Council accepted with regret the resignation of Paul Negus (c160545) from this position through family commitments and expressed its gratitude for the work he had done over the years. Proposed F Last, seconded J Shaw and carried that the offer from Mr Tom Hatrick of Burnt House Lane to fill the position be accepted. Copies of SuffolkOnBoard newsletter (c160530) noted and acknowledge that time tables in future would only be available on line.

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

PARISH COUNCIL

PRESENT: Messrs A P Hutton, D Jacobs, F H Last, S W Livingstone, G J Walker (chair), Mesdames J L Shaw, Mrs S B Harvey (DC).

1. **APOLOGIES:**

Messrs I Cade (business), P J Lickert & M A Paul (holiday), Ms EY Choi & Mrs E A Colvill (unwell), Mr Negus(PTLO), Mrs P M O'Brien (CC), Suffolk Police.

2. **MINUTES OF LAST MEETING**

The minutes of the Annual Parish Council Meeting held on 9th May 2016 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

None offered.

ACTION

4. **VILLAGE GREEN VERGE REPAIRS**

Being an issue raised at the Annual Meeting Councillors Jacobs and Hutton agreed to look into options. **DJ/AH**

5. **GRAVEL INCURSIONS ON CARRIAGEWAYS**

Being an issue raised at the Annual Meeting Councillor Jacobs agreed to inspect Rectory Lane and assess the problem. **DJ**

6. **WARNING SIGNS**

Agreed that horse warning signs should be provided and suitable posts sought. Alternative options of White Picket Fence signs and Quiet Lanes would be examined by Councillor Jacobs and photographic mock ups by Councillor Livingstone. **DJ/SL**

7. **YOUTH CLUB**

New youth club will open in the Pavilion on 10th June for a trial period. Councillor Shaw has posters to advertise the club.

8. **EMERGENCY PLAN**

This is now in the hands of Councillor Lickert. **PL**

9. **EAONE/THREE**

Notifications of Preliminary Meeting concerning EATHREE (c160533) noted

and notice posted (c160544).

10. ADMINISTRATIVE MATTERS

- i) Centenary Fields Agreed (c160531) not applicable to the Parish
- ii) Fly the Flag Request related to Armed Forces Day (c160518) noted but not pursued.
- iii) Fostering and Adoption SCC campaign (c16048/9) noted and posted on web site.
- iv) EU Referendum Clerk had posted notices (c160524) as requested by SCDC.
- v) Queen's Birthday Choral evensong Noted (c160543); S Harvey (DC) had 2 tickets if required.

11. COMMITTEE REPORTS

a) **Planning** (attached)

i) Planning applications

a) DC/16/1955 Wellgate Cottage, Falkenham, Entrance Hall extension **CLERK**
Considered by Councillors present and agreed Council had no comments.

b) DC/16/1859 34 Falkenham Rd K. Proposed bungalow and detached garage **CLERK**
Considered by Councillors present. Agreed with one abstention that the Council objected to the proposals. The PC believes development not required as agreed with SCDC through FPAAP. The current TW development provides a sufficient supply of housing for the foreseeable future. It does not believe this qualifies as sustainable development as is claimed in the 3598 supporting statement, as the village lacks a shop or adequate transport services.

ii) Scheme of Delegation/Planning Procedures Following discussion on Wellgate Cottage, above, agreed the current criteria on SoD is understood. The Clerk had confirmed with SALC that the Council's procedures were adequate (c160485/98) with one exception; proposed D Jacobs, seconded A Hutton and carried that the Clerk has delegated authority to prepare responses of Councillors verbal views on minor applications when called upon to do so.

iii) Planning Committee Councillor Cade had indicated his wish to stand down as Chairman of the committee (c160484) while remaining a member, the delegate to SCDC consultations and Innocence Lane developments, which was accepted with thanks for his past efforts. Chairman proposed chairmanship should be left open at the moment and applications dealt with at council meetings

iv) Port Liaison Committee The minutes of the March meeting (c160503/4)

received and circulated.

b) **Finance** (attached)

i) Annual Return & Annual Governance Statement Section 1 completed and **CLERK** signed by chairman and clerk. Proposed D Jacobs, seconded J Shaw and carried that Section 2 with restated column 1 reducing fixed assets to accord with Audit Regulations 2011, as required by external auditor in 2015, is approved. Requirements for publication of accounts on web-site (c160547) noted.

ii) Budget monitor Updated monitor (c160572) circulated to Councillor present.

iii) Community Projects Deferred to next meeting.

iv) Invoices Proposed D Jacobs, seconded J Shaw and carried that the following invoices are approved. **CLERK**

Recreation Ground	£105	(½RG hedge cut c160500)
SALC	£510.27	(Subscription 2016/7)

v) Village/Footpath sign for Village Green Mock-up of sign, displayed before meeting by Kevin Shepherd, with comments given general approval to proceed. **GW**

vi) Broadband Phone-Co-op a/c for April (c160490) received and noted.

vii) Queen's 90th birthday Mrs S Harvey (DC) is arranging events for children on the RG on 11th June and agreed she could make over a sum of money from her Community Account to the Parish Council a/c (c160527) towards defraying hiring expenses. **SH/C'K**

vii) Grants Request and draw tickets from MAGPAS (c160497) noted, acknowledgement from EACH (c160493) of beacon donation received.

viii) Salaries NJC salary scales for 2016/18 noted.

c) **Environment & Transport**

i) Definitive maps PDF copies (c160507) received from SCC and circulated.

ii) Street lighting Proposals by SCC to re-introduce part time lighting (c160509) considered but agreed did not affect the Parish.

iii) Tree Guardian Latest newsletter from Tree Council (c160505) noted.

d) **Recreation Ground** (attached)

12. **SALC REPORT**

i) Coastal Communities funding Round 4 (c160513) noted.

ii) Grass cutting/weed spraying SCC current policy (c160539) noted.

13. **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted.

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

“Horse” signs, Green Lanes, White picket fences, Youth Club, EATHREE.

15. **DATE OF NEXT MEETING**

Monday 25th July 2016 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 9.45 p.m.

Signed.....
Chairman

Date.....

COMMITTEE REPORTS

PLANNING

	<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>		
DC/16/1955/FUL Wellgate Cottage, Falkenham Entrance Hall extension	No comment	Granted
DC/16/1859 34 Falkenham Road, Kirton. Proposed bungalow and detached garage	Not supported re FPAAP	Refused

New applications

DC/16/2525/TPO The Old Maltings, Kirton
T1 Ash - crown lift by 5m.
T2 Scots Pine - crown lift by 5m.
T3 Ash - Fell, suppressed by T1 and T2

DC/16/2399/FUL
Innocence Cottage, Innocence Lane, Kirton
Building of detached garage to rear

FINANCE

Cheques written since June meeting

SALC	£510.27	Annual subscription
C A Shaw	£280	Clerk's salary
HMRC	£70	PAYE
G Walker	£4.20	Councillor expenses