

**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 **8th** day of **June 2015** 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 Councillor's Report
5. PTLO Report

**PARISH COUNCIL MEETING**

1. Apologies
2. Minutes of the APCM meeting of 18h May 2015
3. Declaration/Registration of Declarations 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. Dates for meetings 2015/16 (attached)
- 5 Defibrillator
- 6 Facilities survey
7. Community Project List for 2015/6
8. Footpath cutting and signs
9. EAONE/THREE,
- 10 Administrative Matters
  - i) Training
  - ii) Correspondence below
- 11 Acceptance of written Committee Reports
  - a) Planning (attached)
    - i) TW/B&M development update,
    - ii) FPAAP
    - iii) Correspondence below
  - b) Finance (attached)
    - i) Internal audit, Annual Return/The Annual Governance Statement (attached)
    - ii) Budget monitor
    - iii) Correspondence below
  - c) Environment (see correspondence below)
  - d) Recreation Ground
- 12 SALC Report (see correspondence below)
13. Other Correspondence to note (below)
14. Matters for inclusion in future Agenda
15. Date of next meeting:- To be arranged

## **CORRESPONDENCE**

### **Administrative Matters**

150509 SCDC Examiners report on Community infrastructure Levy  
150530 SCC East Suffolk supporting lives conf 15th July  
150531 eastsuffolk Felixstowe – taking the town forward

### **Planning**

150514 I Cade/M Paul Nassau Trust Letter

### **Finance**

150510 Comm Action Suffolk European & local funding  
150516 Heelis Lodge Re: Kirton & Falkenham internal audit  
150520 Phone Co-op Clearer call rates for everyone from 1st July  
150523 Comm Action Suffolk Funding Survey - ACTION NEEDED  
150532 Comm Action Suffolk CAS Membership Confirmation  
150528 J Beer RG grant for 5aside facility  
150534 St Elizabeth Hospice Appeal for grant towards kitchen cloches

### **Environment**

150513 Greenprint forum Event in July  
150527 R Macmillan Drainage Ditch Problem in Church Lane  
150529 Tree Council1 Tree Guardian Update

### **Recreation Ground**

### **Other Correspondence**

150505 SCC Lowestoft in fun challenge to walk, jog and cycle  
150506 SALC FW: Extra OneSuffolk Training course  
150507 Rural Services Network Rural Broadband - May 2015  
150515 Rural Services Network Hinterland w/b 22 May  
150517 Rural Services Network Spotlight on older people  
150524 Rural Services Network Rural Crime Survey 2015  
150525 Rural Services Network Hinterland w/b 29th May  
150508 Broxap Broxap's Durable and Lightweight Duracast™  
150518 Broxap Heavy Duty Concrete Seats and Bench  
150519 Messagemaker Guide to Vehicle Activated Signs  
150511 LCPAS Change of address  
150512 Suffolk Comm Found Grants Update - Funds closing soon  
150521 HMRC Expenses and Benefits Deadline – 6 July  
150522 EELGA East of England LGA e-bulletin  
150526 LG News & updates Local authorities fail to protect sensitive data  
150533 Glasdon Special offers for Councils  
150535 Hutchinsons Port SHIP2SHORE EDITION 20  
150536 UKpower networks Spring/Summer 2015 Stakeholder News  
150537 SuffolkComm Foundation Grants update

## **KIRTON & FALKENHAM PARISH COUNCIL**

### **Minutes of Annual Parish Council Meeting held on Monday 12th May 2014 at 7.30 pm in the Recreation Ground Pavilion**

**PRESENT:** Messrs I Cade, A P Hutton, D Jacobs (Chair), F Last, P Lickert, S Livingstone, M A Paul, P G Walker, Mesdames A E Colvill. J L Shaw, and 2 parishioner.

**APOLOGIES** Mrs P O'Brien (CC), Mrs S Harvey (DC), Mr J Beer.

#### 1. **NEW COUNCIL /DECLARATIONS OF ACCEPTANCE OF OFFICE**

Mr D Jacobs in the chair welcomed the Council and those new to the Council. Declarations of Acceptance of Office were signed, countersigned and deposited with the Clerk.

#### 2. a) **ELECTION OF CHAIRMAN**

Mr D Jacobs in the Chair, Mr G Walker was proposed by J A Hutton, seconded by A Colvill and carried. Mr Walker thanked the Council for their support, and signed a Declaration of Acceptance of Office.

#### b) **ELECTION OF VICE-CHAIRMAN**

Mr I Cade was proposed by D Jacobs, seconded by P Lickert and carried.

#### 3. **DECLARATION OF INTERESTS**

i) The Clerk explained the procedure which required Declaration of Interests to be registered or confirmed personally with SCDC on line.

ii) No Interests were declared for matters on the agenda.

ii) The Clerk drew to the attention of Councillors that the Standing Orders, Financial Regulations, Code of Conduct and Transparency Code are available on the Council's website for reference or download. Councillors were reminded that overall responsibility for the financial affairs of the Council was with them. The Clerk would circulate again NALC Finance Briefing (c1504239).

#### 4. **COUNCIL VACANCY**

As only 8 Councillors had been elected for Kirton the Council was required to co-opt. Proposed A Colvill, seconded D Jacobs and carried unanimously that Ms Eun Young Choi be co-opted to fill the vacancy. Ms Choi being present was welcomed to the Council and signed an Acceptance of Office declaration.

#### 5. **APPOINTMENT OF COMMITTEES**

Proposed A Hutton, seconded J Shaw and carried that these should constitute the committees..

**Financial & General Purposes:** All Councillors

**Recreation Ground**

G Walker (ex officio)  
P Barker (chairman)  
J Beer (treasurer)  
B Barker  
F Last

**Planning**

G Walker (ex officio)  
I Cade (chairman)  
A Hutton  
F Last  
S Livingstone  
M Paul  
J Shaw  
A Colvill

**Environment**

G Walker (ex officio)  
D Jacobs  
A Hutton  
P Lickert  
M Paul  
J Shaw

6. **FINANCIAL**

a) Confirmed that Messrs D Jacobs, I Cade, F Last (any two) are signatories of cheques; and Messrs I Cade, F Last, M Paul (any two) be signatories of NS&I accounts.

b) Proposed A Colvill, seconded E Choy and carried that the Clerk be appointed Responsible Financial Officer (RFO), that the SALC model RFO duties be accepted.

7 **ANNUAL ACCOUNTS**

Councillors were provided with copies of the Annual Accounts and Supporting Statement for 2014/15; proposed D Jacobs, seconded A Colville and carried that the accounts, be approved as representing a Fair Statement of the Parish finances. The accounts were signed and countersigned by the Chairman and Clerk.

8. **APPOINTMENT OF REPRESENTATIVES**

a) **SALC**

Proposed M Paul seconded E Choi that Mrs A Colvill continue in the position, but attendance is open to any councillor.

b) **VILLAGE HALL**

G Walker being on the Village Hall committee accepted as the Council's representative.

c) **POLICE FORUM**

D Jacobs, J Shaw and I Cade confirmed.

d) **PORT LIAISON COMMITTEE**

The Clerk, A Hutton, G Walker, I Cade as available.

9 **SCHOOL GOVERNOR**

Confirmed that Mr D Kemp currently remains a Governor.

10 **PUBLIC TRANSPORT LIAISON OFFICER**

Mr P Negus

11 **LOCAL HISTORY RECORDERS**

Confirmed Mrs J Shaw for Falkenham and Mr L Lanigan for Kirton.

12. **CHARITIES**

a) **NASSAU TRUST**

Confirmed trustees are Messrs G Mayhew, F Nunn, Mesdames A Clarke, S Harvey.

b) **AMALGAMATED CHARITIES OF KIDD RODDAM AND WEBB**

Agreed Trustees confirmed Mesdames M Posford, S Abbot, J Haines; Mrs P Adams (Clerk).

**PUBLIC OPEN FORUM**

The Chairman opened POF at 8.40 pm.

A parishioner raised and provided a copy of a letter, expressing the concerns of residents of Durilda Green to the proposal to route a footpath through the close from the Taylor Wimpey development to Trimley Road. The Clerk and Councillor Cade confirmed that the letter had not been received by the Council. Councillor Cade agreed to discuss the issue with Mrs Harvey (DC0, Taylor Wimpey and SCDC planners and report back. The Chairman closed POF at 9.15pm and reopened Parish Council.

**PARISH COUNCIL**

13 **DATES FOR MEETINGS 2015/2016**

Agreed Clerk and Chairman would discuss and prepare proposals for next meeting.

14. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 16<sup>th</sup> March 2015 having been previously circulated were taken as read, approved and signed.

**ACTION**

15. **DEFIBRILLATOR**

This had now been delivered (c150338). Councillor Paul would arrange for purchase payment; Councillor Jacobs to pursue the cabinet, installation and electrical work with David Cox. SCC has agreed a grant towards installation. **MP/DJ**

16 **FOOTPATHS**

Resident in Croxton Close had confirmed that replacement of road sign and repair of footway (c150325) had been completed. The issue over the new hedge on Back Road, Capel Hall had been dealt with by S Harvey (DC) and Capel

Hall. Lay by will be dealt with ASAP, other work to move the hedge will be undertaken after the nesting season. .

17. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) **FPAAP** Councillor Cade reported that further discussions would be resumed following the May elections.

ii) **Taylor Wimpey (B&M) development** Revised proposals have been put forward (c150377) and the SCDC response is awaited. Councillor Cade had responded to comments on the Council's position which appeared in a local paper (c150426/61)..

iii) **Off shore wind farm** The latest information on surveys for EA One and THREE have been received (c150409) and comments from Bealings PC (c150431) noted. Councillor Paul gave an update on the programme as he understood it, which expected work to proceed in 2017. He expected a report on the survey in the next few weeks.

iv) **Facilities survey** A request from SCDC for help in confirming village facilities (c15019/20) will be responded to by the Clerk, noting the 2 additional halls in Kirton.. P Negus will be asked to consider a response on bus services **CL'K/PN**

v) **Sizewell C** Feedback from event on 11<sup>th</sup> March (c150462/68) noted.

b) **Finance** (attached)

i) **Invoices** Proposed M Paul, seconded J Shaw and carried the following invoices are approved. **CLERK**

Paul's Tree Services ££500 + £240 (RG/Vg Tree work), SC Norse £597.60 (3 dog bins), Comm. Action Suffolk £30 (subscription), SALC £490.

ii) **VG grass cutting** SC Services had confirmed contract to cut VG during 2015 (c150375).

iii) **Barclays** Community and business a/c statements (c160402) to 2 April received .

iv) **Precept** 1<sup>st</sup> instalment of precept and support grant (c150448) £7705.44 received.

v) **Locality Budget Grant** through Mrs O'Brien of £150 towards installation of defibrillator (c150322/39) confirmed by SCC.

vi) **External audit** BDO have fixed audit for 29<sup>th</sup> June 2015 (c150334)

vii) **Pavilion insurance** Zurich had confirmed renewal of insurance (c150425); Clerk/Chairman/J Beer had discussed retention of youth equipment in pavilion with regard to disposal and All Risks cover. Agreed to leave for the time being.

viii) **RG accounts** Accounts for 2014/5 received from J Beer (c150390).

ix) Broadband/telephone Newsletter and monthly account (c150318/393) received from Phone Co-op; still in credit.

x) Pensions Clerk had registered details with Pensions Regulator (c150374/401).

xi) Risk Assessments Review of Village Green Risk Assessment carried out by G Christian and D Jacobs (c150394) received.

xii) HMRC Revised tax code for Clerk received (c150444).

18. **OTHER CORRESPONDENCE**

ii) UAE Study Search for volunteers to study health values of blueberries (c150475) noted but not of interest; poster to be put up. **CLERK**

19. **SALC**

i) The following LAIS documents received and noted.

- LAIS1374.1(travel expenses) LAIS13779 (prayers) (c159381)
- LAIS1378(parking) and LAIS1379(Unauth encampments) (c150382)
- LAISU2D150428(up-to-date info) (c150456)
- LAIS1380 Local Government Ombudsman (c150434)

ii) Annual Training Programme (c150328) filed.

iii) Other correspondence as listed on the agenda noted.

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

Project list, TW/B&M development, Footpath cutting and signs, EAONE/THREE, Community Projects, Budget monitor.

22. **DATE OF NEXT MEETING**

Monday 9<sup>th</sup> June 2014 in Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 9.35 pm.

Signed.....

Chairman

Date.....

## COMMITTEE REPORTS

### PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC14/4225	Land rear of 16 to 22 Falkenham Road, K'n Demolish existing building; and redevelop site to provide 39 dwellings etc, etc.	Object	
DC15/0413	29 Burnt House Lane, Kirton Front garden oak, reduce crown 50%, & balance lower limbs, remove over cables and garage	No objection	Granted
DC15/0430	39 Meadowlands, Kirton Proposed 2 storey side extension	No objection	Granted
DC15/0484	Blacksmiths Cottage, Falkenham Proposed 2 storey side extension and alterations	Support with comments	Granted
DC15/0699	Part west garden, Longridge, Back Road, Falk'm Erection of pre-fab wooden barn structure for Smokehouse business, retail space, small café Vehicle access and parking	Support with comments	Granted
DC15/1314	35 Bucklesham Road, Kirton Single Storey ground floor extension, erect side elevation chimney, alter 1 <sup>st</sup> floor dormer and roof	Support with comment on light	Granted

### New applications

DC15/2023 Homeleigh, Falkenham Road, Falkenham  
Erection of detached house

### FINANCE Cheques written since APCM meeting:-

C A Shaw £275 (clerk's salary)  
HMRC £68 (paye),  
G Walker £60.12 (AM expenses),  
Comm Action Suffolk £30/SALC £490 (subscriptions),  
Recreation Ground £2250 (½ year grant).

### DATES FOR MEETINGS 2015/6

2015	2016
20th July (note change)	11th January
7th September	15th February
12th October	14th March
23rd November	11th April Annual Meeting
	9th May Annual PC meeting
	6th June