

KIRTON & FALKENHAM PARISH COUNCIL

NOTICE OF MEETING

I HEREBY GIVE NOTICE that the ANNUAL PARISH COUNCIL MEETING will be held at the Recreation Ground Pavilion, on Monday 13th May 2013 at 7.30 pm.

Signed *C A Shaw*

Clerk

A G E N D A

10 MINUTE PUBLIC OPEN FORUM

- i) Community Shop update

ANNUAL PARISH COUNCIL MEETING

1. a) Election of Chairman b) Election of Vice-Chairman
2. Apologies
3. Appointment of Committees
 Finance & General Purposes Planning
 Recreation Ground Environment
- 4 a) Confirmation of Signatories of Cheques and PO accounts
 b) Appointment of Responsible Financial Officer, confirm duties
5. Approval of Annual Accounts, Annual Return & Governance Statement (**attached**)
6. Appointment of Representatives
 a) SALC b) Village Hall Committee c) Police Forum
7. Confirmation of School Governor
8. Appointment of Public Transport Liaison Officer
9. Confirmation of Local History Recorders - Falkenham 1; Kirton 1
10. a) Confirmation of Trustees of Nassau Trust, Kirton
 b) Confirmation of Trustees of Kidd, Roddam and Webb Charities, Falkenham
11. Dates for meetings 2013/2014 (attached)
12. Minutes of
meeting of 18th March 2013
13. Matters arising i) Scout Community Week
 ii) Community Action Suffolk
 iii) Bird scarers
 iv) B & M entrance
14. Boundary Review (**c130313/4**)
15. Tree survey (**c13025**)
16. Administration (**see correspondence**)
17. Planning/Finance Reports (**attached & see Planning/ Finance correspondence**)
18. Environment (**see correspondence**)
19. Other correspondence to note (attached)
20. Matters for inclusion in future agenda
21. Date of next meeting: Monday 10th June 2013 in the R G Pavilion at 7.30pm

CORRESPONDENCE

Boundary review

130313 SCDC Electoral review consultation to 3rd June (**circ**)
130314 LG Boundary Comm DITTO

Tree survey

130259 D Jacobs Tree survey report

Admin

130252 G Harding Resurfacing of A14 past Trimleys (**circ**)
130263 Comm Action Suffolk Invitation to network lunch 17th May
130272 LexisNexis LA publications
130301 Mail Free public sector news and directory
130306 SCC Programme for Resilience Workshop 31st May
130310 SCDC Summer holidays children's activities enquiry
130317 SCDC Community Awards October 6th
130318 NALC/SALC Feedback on APPG meeting on 24th April (**circ**)

Planning

130231 SCDC Development Control Contact list (**circ**)
130234 P O'Brien Core strategy - copy letter to SCDC (**circ.plcomm**)
130338 Trimley St Martin PC Copy letters to Pickles and Coffey
130280 Felix Docks LALC meeting 21st March minutes }
130282 Felix docks Star article }
130284 Rory Landman Comment on c130283 } (**circ.delg**)
130286 Bidwells Trimley Estates non commercial report }
130305 I Cade Response to enquiry from K Effiss
130309 K Effess Response to c130305
130308 Flagship Proposal for meeting with chairman

Finance

130242 BDO Audit 2012/3 1st July 2013
130258 SALC Subscription demand 2013/4 £468
130283 Wildwood contracting Account for tree survey £540
130304 E-On Tree electricity a/c £23.99
130267 SAcre Confirmation of Pavilion insurance
130293 SAcre Confirmation of insurance queries
130244 T Coffey MP Copy letter response to SALC on precepts
130250 SALC Further on precepts from T Coffey MP (**circ**)
130334 SALC LAIS - 1351precept referendum bill update (**circ**)
130273 Gateway Successful registration on Real Time
130289 HMRC Employers bulletin
130238 NS&I A/C balances for PO accounts 31 Dec '12
130261 Barclays Community A/C statement Feb - April 4th
130315 Barclays Copy of cheque 1064
130290 Suffolk Foundation Grant opportunities update
130296 J Beer RG vat claim
130312 Magpas Newsletter and grand draw tickets

Environment

130223 SCC Revised bus services
130230 Paul Davey Marine Conservation Zone consultation (**circ**)
130324 SALC Training 2013/4, Flood Risk Strategy per SCC
130239 Barcham Tree planting services
130271 EACH onesie Walk 25th May
130285 SCDC Tree Council bulletin-tree health
130292 SCDC Ground Maintenance Satisfaction survey
130302 Environment agency Community Emergency workshops 9&14 May (**circ**)

OTHER CORRESPONDENCE

130236	D Houchal	Notcutt lecture 28th March
130249	P O'Brien	Report for AM
130256	S Harvey	Annual meeting report
130257	SCC	CC elections- Candidates nominated
130332	Deben Radio	April newsletter
130235	D Houchal	Woodbridge cycle festival 15 June
130237	R Kerry	Inter village Rounders May - July 2013
130245	SCC	Community newsletter
130254	SCDC	April May Felixstowe events
130264	SCC	Community Games Initiative
130253	SCDC	Master Compostor course 13th/14th April
130241	SCDC	Tree Council message
130247	SCDC	Tree Council bulletin March 2013
130255	SCDC	Tree planting grants available
130265	St Elizabeth Hospice	Acknowledgement of grant
130291	SCC	S Coast & Heaths spring newsletter
130222	SCC	elections division lists
130224	SALC	LC bulletin
130225	Rural Services Network	Twitter service
130226	Suffolk Police	Tasking meeting 25th March cancelled
130228	SCC	Weather report
130229/51/74/94/311/335	Rural Services Network	Weekly Hinterland
130233/60/79/98/323	Rural Services Network	Weekly Digest
130266	Rural Services Network	Opportunities bulletin
130232	Amandacarlin	Crazy Sandsurvey
130243	SCC	Healthy lifestyles in suffolk boosted
130246	EELGA	March newsletter & move to B StE
130262	SALC	Allotment course reminder
130268	SCC	Funding boost for sports legacy programme
130269	insiteowl	Find out what you parish thinks of you
130270	EACH	Swish event 2nd May
130275	SCC	Parkrun update
130276	SCC	Emergency workshop in Babergh
130277	SCC	Suffolk chosen for key cycling event
130278	L Lanigan	Report for AM
130287	Monster Play	Youth shelters
130288	Cyan civic park benches	Free brass plaques
130295	Go shelters	Bus shelter brochure
130297	Glason	LA equipment 10% discounts
130299	Creating Green Suffolk	Publicity enquiry
130300	NALC	Request to contact MP for meeting on 24th
130303	SCDC	Notice CC poll
130307	Glasdon	Exciting new products for LA
130320	Clerks/counc Direct	April issue
130321	Insidegovernment	Making final preps for Universal Credit
130322	Sutcliffe Play	Playback newsletter
130323	Rural Services Network	Digest w/b 29th April
130327	SCC	Mid Suffolk cycle race date
130328	SCDC	Felixstowe events newsletter
130329	Monster play	Edgy modern playspace
130332	SCC	Fitness awareness campaign
130333	NALC	NALC London event

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 18th March 2013 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 9 Parish Councillors, Mr G A Harding (DC), Pc G Bown and 1 parishioner..

1. **Police Report**

Pc Bown reported on 2 thefts from cars over the past month; possibly from unsecured vehicles. Nevertheless, crime in the Felixstowe area had been declining.

2. **Parishioners Questions**

Nothing raised.

3. **County Councillor's Report**

Mrs O'Brien sent a written report, (c130202), and confirmed there would be no increase in Council Tax and the budget for 2013/4 had been agreed. She also reported on the Schools Organisation Review and the Suffolk Growth Strategy to create an environment to develop economic growth; a new site www.investinsuffolk.com has been set up. 10 vehicle activated speed signs are being made available to villages.

4. **District Councillors' Reports**

Mr Harding (DC) spoke on the latest Scrutiny meeting and the proposals to get all private lets registered. He had accompanied a Highway Agency engineer on a survey of pot holes on A14 which should now be dealt with and a "quiet" surfacing laid in the Trimleys area. Mrs Harvey (DC) sent a written report (c130217) referred to Scrutiny meetings and problems identified over placing people in housing and lack of transport facilities. She is having the bird scarer noise monitored, and reported on the Community Shop study which had produced a lot of interest and possible sites are being pursued. Approaches had been made to SCDC on reducing access to Park Lane by cable works lorries.

5. **PTLO Report**

Mr Negus had nothing to report.

Chairman closed POF at 7.55pm and opened Parish Council meeting.

PARISH COUNCIL

PRESENT: Messrs A P Hutton, D Jacobs (Chair), F Last, G Walker, Ms EY Choi, Mesdames , C M Cooper, J L Matthews, J L Shaw, Mrs P M O'Brien (CC), Mr G A Harding (DC), Pc G Bown, and 1 parishioner.

1. **APOLOGIES:** M A Paul (school meeting), I Cade (sick), E Colville (sick), P Negus P. O'Brien , S Harvey, R Kerry.

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 4th February 2013 having been previously circulated were taken as read, approved and signed.

ACTION

3. **MATTERS ARISING**

i) Community shop Options for a site are being pursued, in particular whether the Village Hall might be a possibility.

ii) Deben Estuary Chairman and District Councillor Harvey had attended meeting at Waldringfield on 16th March (c130177). A maintenance update had been received from the Environment Agency (c130180).

iii) Tree survey Chairman would press Wildwood to undertake the survey by end of March. The Clerk, in his report (attached), drew attention to information gleaned on insurance and liability at the Clerks networking meeting. Trees in general still with Woodland Group.

iv) Wind Farm cabling Chairman had investigated the effect lorry routes would have on footpaths (c130095) and Parks Lane (c130164) and circulated information to Councillors. Scottish Power had advised on forthcoming site investigations (c130120); the Council had registered as with the Planning Inspectorate as an interested party (c130168).

v) Boundary review Notes on the Boundary Commission meeting had been received from SCDC (c130101), notices of consultation expected in April; Councils advised to be vigilant

vi) Emergency Planning Ongoing; chairman had received templates from SCDC.

4. Scout Community Week Chairman would discuss with Mr B Barker what activities might be appropriate.

DJ

5. **ANNUAL MEETING**

Usual arrangements agreed for the meeting; Councillor Walker would arrange provision of nibbles and drinks. Confirmed Councillor Christine Block would give presentation on the Deben Estuary Partnership.

GW

6. **ADMINISTRATIVE MATTERS**

i) Electronic agenda Clerk had confirmed with SALC at Clerk's meeting, that circulation of agenda etc is legitimist if approved by Council. Proposed A Colville, seconded J Shaw and carried that agenda be circulated by Email in future to those able to receive it; paper copies would not be provided.

CLERK

ii) Healthwatch in Suffolk Councillor Colville had put forward response (c130099) which had been circulated

iii) Grays Orchard Following representations, SCC had agreed to and carried out pruning of trees in the close and to deal with moss on paths (c130138).

iv) Community Action Suffolk Proposed A Hutton, seconded G Walker and **CLERK** carried that Council would support the transitional arrangement (c130185), Clerk to check how this affects subscription to SAcre. Put on next agenda.

7. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) Scrutiny meetings Notice received of public meetings on 4th and 11th March, (c130113); committee currently nearing final stages of its work.

ii) LDF & Core Strategy See Councillor Cade report in Planning Reports.

b) **Finance** (attached)

i) Bank accounts Statements for Dec/Feb community a/c (c130104) and Dec/March Business Saver a/c (c130186) received.

ii) PO Bank accounts Interest on RG repair account of £2.37 received (c130111).

iii) HMRC end of year returns Clerk had received information from HMRC **CLERK** about end of year salary returns and registration for RealTime (c130148/60) for action.

iv) Village Green grass Proposed G Walker, seconded J Shaw and carried **CLERK** that quotation from SCDC Services to cut VG grass during 2013 (c130105) for £425 + VAT be accepted. Contract confirmed (c130153).

v) Invoices Proposed J Shaw, seconded A Colville and carried that **CLERK** following invoices are approved.

SCDC £18 Clerk's Networking Day (c130106) .

SAcre £616.36 for renewal of RG insurance (c130159). Proposed J Shaw, seconded G Walker and carried with 1 abstention that the Clerk should have SAcre clarify with Zurich that they are agreeable to the PC carrying the insurance for the RG.

vi) Audit 2013 Briefing from BDO (c130181) received. Heelis & Lodge confirmed appointment as internal auditor (c130154)..

vii) Locality Budget Cheque for £800.40 received from SCC (c130107) towards cost of additional Christmas tree lighting and tree survey.

viii) S137 limits Advice from SALC of increase in S137 limits (C130170) noted.

ix) Grants Acknowledgments received from RBL, Magpas, SARS, St Eliz Hospice, Victim Support. Request received from Optua (c130150)

c) **Environment & Transport**

i) Christmas tree lighting Salvation Army acknowledge receipt of collection; (c130109); SA band booked for 6th December 2013.

ii) Trees SCDC had circulated on Hedgerow Survey vote (c130162), Tree bulletins (c13041/65), and request for land for Ash tree research (c130142).

d) **Recreation Ground** (attached)

8. **SALC REPORT**

i) Area meetings Notice of area meeting on 18th March (c130156) circulated and noted; unable to attend.

9. **CORRESPONDENCE**

Other correspondence as listed on the agenda noted.

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

Bird scarer noise, community shop, tree survey, boundary review, B&M entrance.

11. **DATES OF FUTURE MEETINGS**

Following Annual meeting on 15th April. Annual Parish Council meeting Monday 13th May.

There being no further business the meeting closed at 9.40 pm.

Signed.....

Chairman

Date.....

COMMITTEE REPORTS

PLANNING

Existing applications

		<u>PC</u>	<u>SCDC</u>
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	Pending on S106
C12/2059	Land @ Walk Farm, Croft Lane, Stratton Hall Application for development of solar panels and ancillary works; inverter h'se, access tracks, security fences.	Support Monitor screening	
C12/2519	31 Burnt House Lane, Kirton Erection of rear extension.	Support	Granted
C13/0097	22 Burnt House Lane, Kirton Erection of rear extension	No response	Granted

New applications

None

FINANCE

Cheques written since March meeting:- SALC £18 (Clerk's day, C A Shaw £209.60 (Clerk's salary), HMRC £52.40 (PAYE), SAcre £616.36 (insurance), E Colville £7.20 (mileage), C A Shaw £90.21 (Clerk's exp), Wildwood Constr £540 (tree survey), C A Shaw £254.80 (clerk's salary), HMRC £36.20 (PAYE).

DATES FOR MEETINGS 2013/4

2013

10th June
15th July
9th September
21st October
25th November

2014

6th January
3rd February
17th March
21st April (Annual Meetings)
12th May (Annual PC Meeting)
9th June
14th July