



## CORRESPONDENCE

### Matters arising

170469 Scottish Power pre-enabling works - highways improvements (circ)  
170500/9/16 G Walker/counc Follow up to presentation to Kirton & Falkenham PC (circ) 11 EMAILS  
170541 Scottish Power RE: SPR presentation to Kirton & Falkenham Annual Meetings  
170381 G Walker Re: The White Horse

### Administration

170412/47 CAS Your invitation to the Suffolk Volunteering Conf 25<sup>th</sup> May  
170435 Kate Versey The footpath on field opposite the bus stop  
170497 G Walker Grass cutting complaint

### Planning

170389 Trimley St Martin PC RE: Meeting on 16 March - Innocence Farm gw/ic/dj  
170441 Trimley St Martin PC Innocence Farm Scoping Opinion  
170394 Felixstowe Port Port of Felixstowe LALC Minutes of Meeting 17.03.17 (circ)  
170436 Scottish Power East Anglia ONE - start of construction notification  
170442 Bawdsey PC Notes from meeting with Scottish Power (circ)  
170459 eastsuffolk Adoption & publication of local plan docs (circ) 2 copies of 2 docs

### Finance

170458 e-on VG electricity account £32.90  
170543 SALC Subscription for 2017/18 £524.01  
170365/72 Heelis & Lodge Re: Kirton & Falkenham PC Audit  
170457 BDO Audit package for 3rd July  
170367 CAS Confirmation of pavilion insurance renewal  
170368 CAS Community Action Suffolk Membership is due for renewal  
170385/519 SCDC Remittance Advice: KIR001 for Kirton & Falkenham PC/Precept £8037.50  
170392 D Lines RE: Kirton & Falkenham RFO position gw/ic/ac  
170405 G Walker per D Lines Re: Kirton & Falkenham RFO position  
170406 G Walker Appointment of RFO to K&F PC (circ)  
170408 Kirton councillors Re: Appointment of RFO to K&F PC (circ) 8 emails  
170439 D Lines RE: Appointment of RFO to K&F PC  
170395 G Walker per E Eliss Re: Responsible finance officer  
170468 D Lines Unity Trust Account  
170502 G Walker Clerk/ RFO salaries and budget build for 17/18 (circ)

## Other circulated correspondence

170433 Police Connect SNWA Annual General meeting  
170375 Tr St Martin PC Dogs Out of Control  
170418 SCC AONB Monthly Update March 2017: SCH Parish Councils env comm  
170426 SCC Practical Volunteers Programme 2017-18 env comm  
170366 S Harvey Great Bealings Neighbourhood Plan  
170400 Scottish Power Blue Line boundary marking and vegetation clearance  
170413 I Cade per Liz Beighton FW: Innocence Farm Scoping  
170415 D Jacobs per SCDC Innocence Farm FOI 2 emails  
170421 I Cade Innocence Farm Scoping Request 2 emails  
170442 Bawdsey PC Notes from meeting with Scottish Power  
170362 SALC Suffolk Preservation Society Archaeology Training  
170492 SALC Information Bulletin w/c 10 April 2017  
170514 SALC Weekly Bulletin w/c 17 April 2017  
170456 SALC Local Councillor" Spring issue, Training programme  
170536 Therese Coffey Therese Coffey MP - Annual Report  
170540 Hutchinsons Port Port of Felixstowe Service Update

## Other correspondence to note

170402/51 eastsuffolk Tasking Meeting- Tuesday 28th March 2017 2pm/Tier 1 Minutes  
170481 Suffolk Police FW: Felixstowe SNT Newsletter April 2017  
170383/86 CAS Minding The Gap | Volunteer Suffolk | Return Recycle/voluntary sector survey  
170483505/7 CAS How are we doing? CAS and voluntary sector survey/Stimulus Fund - Apply Now!  
170486 CAS One Suffolk - Silverstripe Upgrade Update gw/dj  
170391 Scottish Power RE: KIRTON & FALKENHAM PC ANNUAL MEETING gw  
170471 G Walker Re: PARISH COUNCIL Fwd: Tier 1 Minutes - 28/03/17  
170360 HMRC Employer help and support from HMRC  
170376 HMRC Important information for employers  
170398/04 HMRC Payroll and end of year – what you need to know/Payrolling benefits and what's new.  
170416/24 HMRC Final end of year support sessions for employers/Keeping employers up to date  
170431/62 HMRC What's new for 2017 – and other payroll topics/New tax year- start by getting the facts  
170488 HMRC Successful Receipt of Online Submission  
170420 uk Power Netwks Newsletter from UK Power Networks  
170452 Headway Suffolk Appeal for support staff adverts  
170455 John Bercow MP UK Parliament Week  
170461 Pageantmaster Battle's Over - A Nation's Tribute & WWI Beacons  
170466 Anglian Water Can you help us reach your local community?  
170475 EA air ambulance Recycling in your community  
170390 G Walker per D Lines Kirton & Falkenham RFO position ic/ac  
170410 G Walker NLW increase from April 17 2 emails  
170425 G Walker Re: NLW increase from April 17  
170428 A Colvil/G Walker Re: Appointment of RFO to K&F PC 2 emails  
170472 Barclays Community a/c statement Feb - 4th April  
170474/94 J Beer Recreation Ground Accounts/Re: New RG equipment  
170482 Phone co-op A/C for March £40.26  
170512 D Lines Year-end accounts - Trial Balance gw  
170399 Waldentelecom Proposed base station installation at B & M Concrete,  
170373 SCDC RE: Meeting on 16 March - Innocence Farm  
170397 Bawdsey PC Meeting with Scottish Power  
170463 Glen Thimblethorpe Park  
170363 SALC SALC Annual Training Programme  
170380 SALC FW: Cemetery Management Workshop  
170384/88 SALC Beacons/RE: Beacons  
170403 SALC Important Information Bulletin gw  
170437 SALC FW: Information Bulletin w/c 3 April 2017 gw  
170380 SALC FW: Cemetery Management Workshop  
170491 SALC Bogus House Calls

## KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on  
Monday 13<sup>th</sup> March 2017 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), Mrs S B Harvey (DC), 7 Parishioners.

#### 1. **Police Report**

Nothing direct received, but police newsletters were now being received and circulated as appropriate which is an improvement.

#### 2. **Parishioners Questions**

The issue of the Innocence Farm development was raised and discussed. It was emphasising that it was not a planning application but essentially an Environmental Assessment application to which the Council had submitted a rebuttal. Ways of improving communication on issues such as this were debated. A delegation from the affected surrounding Parishes were shortly to meet the SCDC Head of Planning to discuss concerns.

Interest in preparing a Neighbourhood Plan was raised by John Fothergill and agreed Council would pursue.

#### 3. **County Councillor's Report**

Mrs O'Brien gave updates on social care and the new joint role lead between N&S Trust and the CC, the improving situation with Suffolk Schools, and the police partnership with other services. She continues to flag up the need for action over closures of the Orwell Bridge.

#### 4. **District Councillor's Report**

Mrs Harvey reported that she had spent all of her Community Budget spread over 7 parishes, from which she had authorised a grant to the PC towards protecting the edges of the VG. Reference were made to the recommendation in the Planning White Paper to Neighbourhood Plans, volunteers needed to assess areas of tranquillity around the Deben Estuary and an update on the Scheme of Delegation in relation to planning.

#### 5. **PTLO Report**

Mr Hatrick had nothing to report but anticipated that changes to bus services might arise in the next month.

### PARISH COUNCIL

**PRESENT:** Messrs I Cade, D Jacobs, P J Lickert, M A Paul, S W Livingstone, G J Walker (chair), Ms EY Choi, Mesdames J L Shaw, E A Colvill (until 9pm), Mr T Hatrick (PTLO), Mrs P M O'Brien (CC), Mrs S B Harvey (DC), 7 Parishioners.

1. **APOLOGIES:** A P Hutton (indisposed), F H Last (family business).

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 13<sup>th</sup> February 2017 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Nothing declared

**ACTION**

4. **MATTERS ARISING**

i) Mobile PO Mrs Harvey continues to make enquiries. **SH**

ii) School Double Lines On-going.

iii) Community Emergency Plan Through Councillor Lickert Community Emergency Plan questionnaires had been circulated to all households and some 38 responses had been received, but further responses of needs or offers of help are sought. He had attended the Emergency Plan AGM.

iii) Audit & Governance An update and review of the Audit & Governance Statement having been circulate was agreed and signed by the Chairman.

iv) Village Green Agreed some form of posts (dragons teeth) should be pursued. **DJ**  
Grant of £300 towards provision approved by SCDC (c170181/197/302).

v) Mobile Phone mast Application from Waldontelecom (c170215/18/41/35) noted. Council regretted that if this site went ahead there would be no direct financial benefit to the community. Questions raised on why could not be put on existing mast and that RG site not suitable.

5. **ANNUAL MEETING**

Clerk would issue invitations to usual participants. Chairman would arrange refreshments within a budget of £60-70. Agreed Scottish Power be invited to give a presentation on the local works associated with the Off -Shore wind farm. **C’K/GW**

6. **NEIGHBOURHOOD PLAN**

Councillor Shaw who had attended the Planning for All Conference (c170217/257) gave an introduction on the such plans derived from that meeting. Proposed J Shaw, seconded P Lickert and carried that the initiative from John Fotheringgill be supported and put to the Annual Meeting with a lead from Councillor Shaw. **C’K/JS**

7. **PUBLIC SPACE PROTECTION ORDERS**

Agreed the Councillor Lickert should pursue production of PSOs to cover Dog Fouling on the Village Green and recreation Ground and casual parking restrictions on the Village Green. **PL**

## **8. EAONE**

Archaeological work is about to begin and more activity can be expected in the next few months. Marker pegs going in currently.

## **9. ADMINISTRATIVE MATTERS**

- i) Highway matters Issue 9 (c170189) from SCC circulated.
- ii) Suffolk Cloud Website Offer through SALC (c170221/75/96) not to be pursued.

## **10. COMMITTEE REPORTS**

### **a) Planning (attached)**

i) Innocence Farm scoping application The Council had forwarded a rebuttal on the proposals and is in discussions with associated Parish Councils on questions to be put to Phillip Ridley (SCDC) at a meeting at end of March (c170178/99/202/288). Councillor Jacobs had lodged a FOI request to SCDC about earlier meetings (c170244/65).

### **b) Finance (attached)**

i) RFO vacancy 2 candidates will be interviewed on 21<sup>st</sup> March by Councillors Walker, Cade and Colvill (c170246/61/68/71/79).

ii) Pensions The Clerk had made the declaration to Pension Commissioner (c170207).

iii) Pavilion Insurance Proposed M Paul, seconded S Livingstone and carried that the renewal of the pavilion insurance in the sum of £724.38 (c170222/259) is approved. **CLERK**

iv) Village Green Electricity E-ON had given notice of a price increase in the VG un-metered supply (c170282/95).

v) Section 137 Notified by SALC that for 2017/18 (c170283) Section 137 limit increases to £7.57.

vi) New Recreation Ground equipment Proposed D Jacobs, seconded M Paul and carried that request from J Beer (c170287) for advance of £4947 against VAT liability is approved. Council will recover Council and RG VAT as usual around June but retain this sum. **CLERK**

### **c) Environment**

i) Strategic Flood Risk Assessment Councillor Lickert had attended this event. Notes of the proceeding received and circulated (c170185).

ii) National Plant Monitoring Scheme Details (c170239) to be passed to Councillor Shaw for perusal. **CLERK**

d) **Recreation Ground** (attached)

**11. SALC REPORT**

i) Area meeting Area meeting on 20<sup>th</sup> March (c170306) circulated and noted.

ii) Housing White Paper LAIS 1396 (c170284) circulated and noted.

iii) Assets of Community Value ACV info event at Bentley (c170236). Agreed **CLERK**  
ACV should be on next agenda.

**12. OTHER CORRESPONDENCE**

Other correspondence as listed on the agenda noted.

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

Yellow Lines, EAONE, Neighbourhood Plan, Community Assets.

**14. DATE OF NEXT MEETING**

Annual Parish Council Meeting Monday 8<sup>th</sup> May 2017 in the R G Pavilion at 7.30 pm  
There being no further business the meeting closed at 9.50 pm.

Signed.....  
Chairman

Date.....

## COMMITTEE REPORTS

### PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC/17/0010	Land On The North East Side Of A14 Trimley St Martin East Bound, T St Mn Proposed Scoping Opinion for proposed logistics facility at Innocence Farm	Object	Responded
DC/170228/TPO	TW development, plots 33 & 34 T6 &T8 oaks, sympathetically branches and canopy to aid construction of garages	No comment	Granted
<u>New applications</u>			
DC/17/1314	B & M Concrete, Base station installation	No comment	
DC/17/1379	Blacksmith Cottage, Falkenham Single storey front extension to enlarge hall	No comment	
DC/17/1567	34 Falkenham Road, Kirton Single storey garage.		

### FINANCE

Cheques written since last meeting:-

Pavilion insurance	CAS Ltd	£724.38
Training re J Shaw	SALC	£95.00
VAT Advance	Recreation Ground	£4947.00
Clerk's Salary	C A Shaw	£352.80
PAYE	HMRC	£88.20
Clerk's Expenses	C A Shaw	£154.19

Agenda Item 5 b

The following resolutions will require approval

1. The Council wishes to open an account with Unity Trust Bank plc (“the Bank”) and produced to the meeting a copy of the Bank’s [Terms and Conditions](#) for operating an account;
2. The Bank’s [Terms and Conditions](#) are approved and we appoint the Bank as its Bankers;
3. The Bank’s [Terms and Conditions](#) may vary from time to time and we agree to be bound by them;
4. The Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank’s procedures;
5. The Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it.
6. The Council confirms that accounts with Barclays continue for the time being.

### TRANSPORT

There were no changes/alterations to the village bus timetables in this April’s review.



## **DATES FOR MEETINGS 2017/18**

2017	June 5 <sup>th</sup> or 12 <sup>th</sup>	2018	Jan	8 <sup>th</sup>
	July 10 <sup>th</sup> or 17 <sup>th</sup>		Feb	12 <sup>th</sup>
	August meeting if earlier July date?		Mar	12 <sup>th</sup>
	Sept 4 <sup>th</sup>		April	9 <sup>th</sup> or 16 <sup>th</sup> (AM)
	Oct 16 <sup>th</sup>		May	7 <sup>th</sup> (APCM)
	Nov 27 <sup>th</sup>		June	11 <sup>th</sup>

Please give these dates some thought; Chairman and I have had to do some juggling to fit in with our availability which accounts for the options.

## **CURRENT COMMITTEES**

### **Financial & General Purposes**

All Councillors

#### **Recreation Ground**

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

#### **Planning**

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

#### **Environment**

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