

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 **5th** day of **January 2015** at **7.30** p.m

Signed.....
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 Councillors' Reports
5. PTLO report

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on Monday 24th November 2014
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 from minutes
 - i) Damaged signs
 - ii) Casual vacancy
 - iii) Audit effectiveness review
 - iv) Hastoe/Durilda Green
 - v) Healthwatch
 - vi) Neighbourhood Plan
5. Administrative matters (see Correspondence)
 - i) Update of Standing Orders/Financial Regulations (c141047/8).
6. Acceptance of written Committee Reports (see Correspondence)
 - a) Planning (attached)
 - i) Site specific allocations report
 - ii) Felixstowe Action Plan report/Parish Meeting
 - iii) B&M site
 - b) Finance (attached)
 - i) Confirm precept
 - ii) Invoices
 - iii) Community projects
 - c) Environmental
 - d) Recreation Ground
7. SALC Report
8. Other Correspondence (attached)
9. Matters for inclusion in future Agenda
10. Date of next meeting:- Monday February 2nd 2015 in the R G Pavilion at 7.30pm

CORRESPONDENCE

Public Open Forum

141021 P O'Brien December SCC report (**circ**)

Administration

140970 SALC Neighbourhood planning (**circ**)
141107/8 D Jacobs New model standing orders/New model financial orders (**circ**)
141086 eastsuffolk Car Park Proposals (**circ**)
141042 icpas Parish Polls Consultation Deadline
141056 Rural Services Ntwk Network Manifesto (**circ**)
141059 S Comm Foundation News from Suffolk Community Foundation (**circ**)
141083 eastsuffolk Coastline Lite (**circ**)
141089 Uk Power netwks Info on coping with power cuts
141091 Port of Felixstowe Port of Felixstowe Releases My Port App

Planning

141023 SCDC Site Allocations and Area Specific Policies
141028 SCDC Inaugural meeting site specifics 8th Dec
141047 I Cade/eastsuffolk Joint Site Allocations and Area Specific
140985 eastsuffolk AAP - Working Group representation
141046/48/57/67 I Cade Peninsula Area Action Plan/PC initial queries/SCDC responses/Village meeting

141075/79 SCDC/I Cade Issues & Options Consultation - Felixstowe Area
141101 SCDC Publicity re Felix Pen action plan
140965 Boyton PC Letter re planning application process
140967/74/75/76 I Cade/D Jacobs/I Cade/Melton PC Responses RE: letter re planning application process
141024 Therese Coffey Planning issue responses
141027 SCDC Response on Wellgate Cottage comments
141049/105 Port of Felixstowe/I Cade Port of Felixstowe Logistics Park Launched/comments
141100 B Owen/Smith Pre notice of Planning application

Finance

140994/1009 SCDC/I Cade 2015/16 Precept Letter/RE: 2015/16 Precept Letter
141025 Suffolk Coastal Norse A/C for grass cutting £510
140984/91 I Cade/D Jacobs KAFPA Staging/Grant Support
140987/102 A Hutton/Realise Future RE: Quote Number: SQUO10526/Invoice for VG benches £982.80
140989 G Walker Church Hall Ladies Toilets
140959/1051 M Paul/D Jacobs Defibrillator donation/Project
141065/68/80/104 The Phone Co-op Broadband /Telephone changeover
141103 BT Notice of transfer of telephone service
141002 SALC National salary award 2014-2016
141034/35 Barclays Community a/c statement Oct -Dec/Business a/c statement June-Dec
141090 Local Gov Chronicle Sector-led improvement grant cut by 10%
141092 SALC Provisional LG Financial Settlement 2015/16
141093 SALC Transparency Code published
140997 SCDC/R Kerry RE: Town and Parish Budget Liaison Meeting (**circ**)

Environment

140962 SCC Last Winter Gritting Workshop of 2014
141005 CGM Landscaping services
141007 eastsuffolk Free birch saplings
141014 SCC Footpath 44 - 45 blocked by tree, Kirton
141066 Tree Council Tree Guardian Update

SALC

140963 SALC Filming seminar at SALC
1409/68/79/104 SALC Suffolk Coastal area meeting/amended minutes/Sizewell A & B Stakeholder
140986 SALC SALC Bulletin
141000 SALC Confirmed salary pay scales
141077 SALC LAIS 3171 on Parish Polls/Local Councillor/Membership subscription scales

Recreation Ground

141019/20 Charity Comm Strategy launched to build on legacy/2014 - confirmation of receipt
141074 Suffolk Police Community Panel Meetings

Other Correspondence

CAB/HAGS/Rural Services/LCPAS/Phone Co-op/Sutcliffe Play/Playquip Christmas wishes

141063	SCDC	Holocaust memorial day
141097	Comm Action Suffolk	Annual Review 2013/14 published
140957	Phone Co-op	Autumn news and updates
140981/1058	HMRC	Annual Investment Allowance/making tax easier
140973	D Jacobs	Defibulator Fw: Fwd: Quotation
140978	D Jacobs	PC Budget
141037	Gateway	Successful Receipt of Online Submission
141043	A Hutton	Bench Positioning on Village Green
141045	SCDC	Weekly List of Applications for week ending 05/12
140969	SALC	Clerk's Information and Networking event
141041	J Beer	VAT return for RG
141050	eastsuffolk	Business & Communiy Awards 2015
141031	A Hutton	Re: Benches for Kirton Village Green
141095/22	Realise Futures	Delivery note for VG benches/Are you ready for Winter?
141076	Suffolk Wildlife Trust	Have you seen a hedgehog?
140988	SCDC	2nd part of precept £7852.66
141026/33/61	Avenue Group/Headway/CAB	Acknowledgement of grant offer and appeals for grants
141032/71	Kirton PCC/KAFPA	Acknowledgement of community grant
141078	SALC	Suffolk's Greenest County Awards 2015
141085	SALC	Royal Garden Party 2015
140990	LGC	LGS Awards
140992	Active Comm SCDC	Suffolk Coastal Leisure Strategy
140993	SCC	Suffolk activity programme one of the best
140995	Boyton PC	Stainless Steel Litter and Recycling Bins
140996	Rural Services Ntwk	Spotlight on Heart of the Village
141003	Rural Services Ntwk	Hinterland w/b 28 November, 5 Dec, 12 Dec, 19 Dec
141012	Rural Services Ntwk	Rural Opportunities Bulletin
141055	Rural Services Ntwk	Fuel Poverty - December 2014
141081	Rural Services Ntwk	Rural Transport - December 2014
141114	Rural Services Ntwk	spotlight on Small Businesses
141119	Rural Services Ntwk	Results of the Parish Rural Sounding Board Survey
140998	EELGA	East of England LGA e-bulletin
140999	eastsuffolk	Christmas in Felixstowe
141001	LCPAS	Passionate About Play!
141008	Public Sector exe	plans for £15bn Road Investment Strategy
141010/44	Broxap	Cast/Ductile Iron and Duracast™ (PU) Post/Don't get caught out this Winter!
141011	SCC	Strategy launched to build on legacy
141013	SCC	Raising the Bar & Get Suffolk Moving
141015	SCC	Walking Football gathers pace
141016	SCDC	Visit Felixstowe Newsletter - Dec
141017	P O'Brien	December SCC report
141018	Comm Action Suff	Why Rural Matters Successful Volunteering
141030	R Kerry	FW: Christmas recycling collections
141036	Public exe	Air pollution now a "public health crisis"
141039	Ipswich BC	Council News December
141053	SALC/UK Power Ntwk	Preparation for possible severe weather event
141054	HAGS	Introducing our newest member
141060	Russell play	Amico: new Inclusive Play equip
141070	Public exe	Council senior staff pay-offs 'unacceptable'
141073	Fenland leisure	New Website Launched
141087	SCC	Spotlight on active ageing
141088	Helping hands	Can we advertise in your Parish mag
141106	SCC	Workplace physical activity challenge starts on 5th
141109	Deben Radio	Deben Radio December Newsletter 2014
141113	Pub Sec Exe	Council spending power to be cut by 1.8%

KIRTON & FALKENHAM PARISH COUNCIL

**Minutes of Parish Council Meeting held on
Monday 24th November 2014 at 7.30 pm in the Recreation Ground Pavilion**

PUBLIC OPEN FORUM

PRESENT 9 Parish Councillors, Mrs P O'Brien (CC).

1. **Police Report**

Advice had been circulated about telephone scams.

2. **Parishioners Questions**

Nothing raised

3. **County Councillor's Report**

Mrs O'Brien's written report had been circulated and reported the success of the Suffolk Skills Show supported by great numbers of businesses, £6m funding for blue-light services, positive results from the Schools Organisational Review, and her chairing of the Police Crime Panel Conference in Nottingham. She also expressed views on the latest delays on train services to London.

4. **District Councillors' Reports**

Mrs Harvey's report, read by the Clerk, outlined the meeting she had had with SCC about flooding in Weir Place, other areas of flooding and a commitment to cut back the footpath from the VG to the school. She had attended a presentation on loneliness and the opportunity for a talk from Trading Standards on creating Cold Calling Zone. The East Essex Ambulance event on 21st November had raised £1600.

5. **PTLO Report**

Mr Negus had noted that buses seem to be running smoothly and he had received no complaints.

Chairman closed POF at 7.50 pm and opened Parish Council meeting.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs (Chair), F Last, G Walker, Ms EY Choi, Mesdames J L Matthews, J L Shaw, E A Colvill, Mrs P M O'Brien (CC), , Pc N Howard, PcsO G Bown, PcsO S Baddeley, and **Parishioners.

1. **APOLOGIES:**

M Paul (family commitment), P Negus, Mrs S B Harvey (DC), Mr G A Harding (DC), Mr R A Kerry (DC)

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 29th October 2014 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Councillor Cade registered an interest in any discussions on KAFPA, and Councillor similarly declared an interest in Avenue/Optua. Accepted and agreed could remain but not to enter into any discussion on these.

ACTION

4. **MATTERS ARISING**

i) White lining Following representations by Mrs O'Brien (CC), (c140874) SCC had agreed to renew the lines at Church/Rectory Lane and this had now been done; Mrs O'Brien was thanked for her efforts.

ii) Damaged signs Signs at Innocence Lane junction and on Back Lane will be repaired by SCC (c140939/40). Councillor Shaw reported on another footpath sign down at the Old Dog. **SCC**

iii) Christmas tree lighting Salvation Army have declined to attend this year (c140900); Clerk has arranged for Mrs Jean Walker to accompany carols on her accordion. Councillor Walker will arrange refreshments within an agreed budget of up to £100. Amplification to be provided by Mr A Jones. Councillor Matthews will bring School choir. Mr S Harvey will provide Tree dedication. Agreed collection to be divided between SARS and another to be nominated by Mrs Walker.

iv) Casual vacancy No nominations received (c140911); Council will have to co-opt. **COUNC**

v) St Elizabeth Hospice Anniversary Councillors Last and Jacobs attended, noting the provision of a new wing for day care, with new equipment and methods.

vi) VG telephone box Council opposed removal. SCDC supported this and responded thus to BT (c140923).

vii) Community Shop Nothing to report

5. **FINANCE & GENERAL PURPOSES COMMITTEE MEETING**

The chairman convened a F & GP meeting of those Councillors present.

i) Clerk's salary Agreed the Clerk's salary w/e from April 2015 should be increased by 3% to £4120 pa, together with a broadband package of c£414 with immediate effect.

ii) Income & Payments a/c report The Clerk's presented accounts and budget analysis (attached) for the period 1st April to 24th November 2014. Proposed G Walker, seconded J Shaw and carried that reports be accepted.

iii) Grants for 2014/15 Proposed J Matthews, seconded A Hutton and carried that the following grants be granted.

Age UK	£100	MAGPAS	£200
Homestart	£200	SARS	£200
British Legion	£100	Disability Adv Serv	£200
CAB (Felix)	£200	Lunch Club	£100
Essex/Herts Air Resc	£200	Avenue/Optua	£100
<u>TOTAL</u>			<u>£1600</u>

iv) Community projects list Councillor Walker presented updated schedule (Environment report 14/10/14) . Proposed J Shaw, seconded J Matthews and carried that £850 be granted to KAFPA towards staging subject to receipt of letter of request. Proposed A Colvill, seconded J Matthews and carried that £850 be granted to Kirton PCC towards expenditure on the upgrade of the ladies toilets in the Church Hall (c14036/42/43). An offer had been received from Paul Estate Trust through Councillor Paul to donate a Defibrillator to the village (c140959). The Chairman would discuss with Councillor Paul the scope of the donation and possible locations. Councillor Hutton having researched alternative quotes (c140987) agreed the Clerk should order the 2 benches for the VG from Realise Futures.

CLERK

MP/DJ

CLERK

v) Invoices Proposed J Shaw, seconded A Colville and carried that D Cope invoice (c140871) for £160 (VG hedge) is approved.

vi) Council Governance Agreed Clerk, Chairman, vice-Chairman and Councillor should meet in the new year to undertake the Audit Effectiveness Review. Council should review Standing Orders, Financial Regulations and Data Protection Registration before the end of the financial year

**CLERK/
DJ/IC/AC**

COUNC

vii) Land Registration/Community Assets Agreed consideration should be given to these with regard to the Recreation Ground and Village Green

viii) Expenditure forecast and precept for 2015/16 Proposed J Matthews, seconded A Colvill and carried that the following budget be accepted for 2015/6 and form the precept for that year.

£

BUDGET FOR 2015/2016
Clerk's Salary

4120

Administration	
Insurances	1600
Subscriptions (SALC etc)	600
Electricity	30
Misc (audit,b'band,meet'g exp)	800
Clerk/Councillor expenses	450
Training	200
Grants 137/145/Comm	1800
Publicity	100
Environmental Services	895
Reserves	0
Less VAT refund	-100
GENERAL ACCOUNT PRECEPT	<u>10495</u>
RECREATION GROUND GRANT	4500
TOTAL BUDGET (PRECEPT)	<u>£14995</u>

ix) Correspondence

i) VAT Refund of £852.04 (c140937) received from HMRC; £576.23 refunded to Recreation Ground.

ii) Tax grant support Information from icpas (c140886) noted.

iii) Broadband Updates from Phone Co-Op (140913/921) noted

Chairman closed F&GP at 9.20pm and resumed Parish Council meeting.

6. **ADMINISTRATIVE MATTERS**

i) Community involvement The Statement of Community Involvement from SCDC relating to engagement with communities in the planning process (c140872) noted.

ii) Most active communities Competition (c140873/6) launched by SCC circulated and noted.

iii) Therese Coffey visit Mrs Coffey had acknowledged meeting with Clerk (c140912) and had taken up planning issues with District Councillors.

iv) Kerbside recycling R Kerry note (c140919) noted, parishioners have since been advised by SCDC.

v) Healthwatch Newsletter (c140934) passed to Councillor Colvill who had it

AC

in hand.

vi) Durilda Green opportunities Letter from Hastoe (c140936) emphasised their desire to ensure homes go to local people in the first instance, and looking for point of contact within the village. Agreed Clerk should be one point of contact and Mrs Harvey the other. Clerk to provide copy of letter to Mrs Harvey and respond to Hastoe. **CLERK**

7. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) Site Specific Allocations -early engagements

(c140877/91/922, c140894/8/9, c140903/4/5, c140915, c140915, c140918, c140926)

Councillor Cade gave a resume of the initial meetings with SCDC in connection with the Strategic studies. Matters discussed so far covered seeking clarification on the number of properties envisaged for Kirton, specifically in relation to the B&M site and its time scale, and the anomaly over access to the site off Church Lane. The Falkenham envelope was left open for the time being. Relevant document had been circulated to Councillors.

ii) Local validation requirements The draft policies in the document (C140949) were noted for future reference

iii) Neighbourhood Plan Left for future agenda.

b) **Environment & Transport**

i) Weir Place Mrs Harvey (DC) had been continuing to liaise with SCC regarding flooding in Weir Place and on Trimley Road (c140927), and a site meeting is to be held.

ii) Environmental services Offer of landscaping services by Norse (140932) noted for future reference.

iii) Deben Estuary Consultation documentation on the Deben Estuary Plan (c140951) circulated to Councillors and noted.

8. **SALC REPORT**

Nothing to report apart from notices of courses

9. **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted

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

Casual Vacancy, Community Grants, Standing Orders, Financial Regulations, Audit Effectiveness Review.

11. **DATE OF NEXT MEETING**

Monday 5th January 2015 in Recreation Ground Pavilion at 7.30 pm
There being no further business the meeting closed at 9.55 p.m.

Signed.....
Chairman

Date.....

PLANNING COMMITTEE

The planning committee met prior to the Parish Council meeting at 7.15 pm to consider the application:

**DC14/3461
Falkenham Hall, Falkenham**

Revised scheme to DC14/1402 to allow phased construction

Attending: Councillors Cade (chairman), Colvill, Hutton, Jacobs, Last, Shaw.
Apologies received from Councillor Paul.

Commented that the property owner and SCDC could perhaps consider the merits of a dormer style window rather than velux style on the north elevation of the roof. Viewed from the churchyard, a dormer window would be more in keeping with the character of the listed building.

Signed.....

Date.....

COMMITTEE REPORTS

PLANNING

PC

SCDC

Existing applications

DC14/3228	Wellgate Cottage, Falkenham Proposed cart lodge with studio accomm.	Object, await more info	Granted
DC14/3461	Falkenham Hall Falkenham Revised scheme to 14/1402 to allow phased construction.	Support Dormer?	

New applications

DC14/3736	5 Falkenham Road, Kirton Proposed Ss side 7 rear extensions	Support	
DC14/3647	Land to east of Cockle Nine Acres, Kirton Construct cottage with garage on land previously used for stabling horses.		

FINANCE

Cheques written since November meeting.

Kirton pcc	£850	Community grant for toilets/S137
KAFPA	£850	Community grant for staging/S145
Royal British Legion	£100	Poppy appeal
Kirton Lunch Club	£100	Christmas lunch
Guide Dogs	£88	Tree collection donation
SARS	£288	Tree collection donation/S137 Grant
C A Shaw	£266.40	Clerk's salary
HMRC	£66.60	PAYE

Budget review (attached)