

**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 **26th** day of **November 2012** at **7.30** p.m

Signed.....

Clerk

To: **All Councillors**

**A G E N D A**

**PUBLIC OPEN FORUM**

1. Police Report i) Vehicle parking on Falkenham Road/Grays Orchard verge
2. Parishioners questions
3. County Councillor's Report
4. District Councillors' Reports i) Meadowlands plot clearance

**PARISH COUNCIL MEETING**

1. Apologies
2. Minutes of meeting of 22<sup>nd</sup> October 2012
3. Matters arising i) Grocery van stops  
ii) Tree lighting ceremony arrangements  
iii) Code of Conduct
4. Finance & General Purposes committee meeting (agenda attached)
5. Administrative matters (**see corresp, below**)
6. Acceptance of written Committee Reports
  - a) Planning (attached) (**see corresp below**)
    - i) Core Strategy hearings
    - ii) Innocence Lane
  - b) Environmental & Transport (attached) (**see corresp. below**)
  - c) Recreation Ground (**see corresp. below**)
    - i) Dog fouling
7. SALC Report (**see corresp below**)
  - i) AGM report
8. Other Correspondence to note (attached)
9. Matters for inclusion in future Agenda
10. Date of next meeting:- Monday 7<sup>th</sup> January 2013 in e R G Pavilion at 7

***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.***

## CORRESPONDENCE

### Police

12917 SCDC

Results of Police Commissioner elections

### Finance & GP

See agenda

### Admin matters

12855 SAcre

Members update newsletter (CIRC)

12874 SAcre

Extraordinary general meeting 26th November

12907 M Richmond Hardy

Revised welcome brochure draft

### Planning

12853 Waveney Dc

Invite to Housing scrutiny meeting 29 Nov (CIRC)

12881 SCDC

SEA response to cogent inquiry

12890 EDF-Energy

Consultation statement on Sizewell C (CIRC)

12898 D Jacobs/I Cade

Probono application draft

12906 J Maggison

Enquiry re Innocence Lane

12910 I Cade

Evening Star article on leaflet (CIRC)

12911 Planning Inspectorate

Off Shore Wind farm - request for opinion

### Environment & Transport

12856 SCDC

Ash dieback advice

12865 SCDC

Funding advice and ash tree information

12875 S Hedgerow survey

Final newsletter and survey report

12879 Groundwork uk

Greenprint Forum event 10th December

12880 Fredome.org

Coastal protection project (CIRC)

12894 ESE Passenger serv

Changes to bus services

12908 Deben Estuary Partner

News letter and update (CIRC)

12909 Environment Agency

Deben Estuary maintenance drop in 26 Nov (CIRC)

### Recreation Ground

12877 J Beer

Draft notice to dog walkers

12901 SCDC

Outdoor play space update

12922 S Police

Request for bookings for tasking meetings

### SALC

12859 SALC

Advertising Papworth Trust Volunteer roles

12863 SALC

Smaller councils committee nominations

12866 SALC

Policy update PB39-12 precepts

12869 SALC

Suffolk Fire Service consultation

12891 SALC

Legal Notes 79 Members conduct etc & 80 Staff pensions (circ)

**OVER→**

## Other Correspondence to Note

12849	S Coasts & Heath	Autumn newsletter
12858	SCDC	Equality/Diversity training 19 December
12854	D Jacobs/I Cade	Response to 12853
12871	SCDC	Interfaith week 18th - 27th November
12872	P O'Brien	Useful flood posters
12887	SALC	Local government pay 2013
12888	SCDC	Directory of resources for Voluntary Org
12889	SCDC	T/PC liaison meeting Leiston cancelled
12895	J Beer	Reply to skate Park request
12842	I Cade	tes from Pl meeting 22 Oct
12844	Larsjay	cial playground offer
12845	Glasdon	Are you prepared for winter?
12846	SCC	Suffolk urged to get active
12848	SALC	Nomination for SALC Board
12850	SALC	Forthcoming courses
12851	J Beer	Info on RG Activities
12852	Rural Services Network	Hinterland w/b 26 Oct
12857	Rural Services Network	Digest w/b 29 October
12864	Rural Services Network	Rural oppotunities buletin
12867	Rural Services Network	AGM London 19th November
12870	Rural Services Network	Hinterland w/b 2 November
12882	Rural Services Network	Digest w/b 5 Nov
12892	Rural Services Network	Hinterland w/b 9th November
12899	Rural Services Network	Digest w/b 12 November
12912	Rural Services Network	Hinterland w/b 16 November
12923	Rural Services Network	Digest w/b 19th November
12860	SALC	Larger councils comm nomination
12861	SMP	Playgrounds Special deal
12862	SAcre	Allotment course 4th Oct
12868	EELGA	Management review
12873	Monsterplay	Outdoor gym equipment
12876	Clerk's Councils Direct	November issue
12878	BDO	Changes to extranet site
12883	RSS_Playmakers	Is your playground ready for winter
12884	mycolony	Allotment management
12886	SCDC	Acknowledgement of response on CoC adopt
12893	SCDC	Police commissioners notice of poll
12902	SMP	Playgrounds A nice pair
12903	Adrian Hutton	Tree lighting notice for Review
12904	Adrian Hutton	Ditto uodate
12905	S Police	Tasking meeting 19th Nov cancelled
12913	East Suffolk Line	Train services from December
12915	V Falkoner	Deben Estuary drop in
12916	SAcre	Funding update
12918	G Walker	Tree lighting Insurance forms/carol sheets
12919	J Beer	RG report for 26th November
12920	Parish Links	Invite to meeting on 21st Nov
12921	I Cade	Response on 12920
12924	Gov Net	Skills conf 24th January 2013 London

**PARISH of KIRTON & FALKENHAM**

**NOTICE OF MEETING**

**I HEREBY GIVE YOU NOTICE** that a **Meeting** of the  
**Parish Council Planning Committee** of the above Parish will be held at:  
at **6.50 pm** prior to the **Parish Council Meeting**  
on **Monday the 26<sup>th</sup> day of November 2012**  
in the  
**RECREATION GROUND PAVILION**

Signed

Clerk

**A G E N D A**

**To consider the applications**

- C/11/2726 13 OAKDENE, KIRTON**  
**Retention of timber frame shed in front garden, erection of wall to surround driveway**
- C/12/2253 EQUITATION CENTRE, SWISS FARM, FALKENHAM**  
**Installation of two micro scale wind turbines (14.97m to hub, 5.6m diameter blades)**
- C12/2334 RAMSHOLT VIEW, FALKENHAM ROAD, FALKENHAM**  
**Erection of carport and garage/games room**
- C12/2335 58 MEADOWLANDS, KIRTON**  
**Single storey sun lounge extension**

## KIRTON & FALKENHAM PARISH COUNCIL

### Minutes of Parish Council Meeting held on Monday 22<sup>nd</sup> October 2012 at 7.30 pm in the Recreation Ground Pavilion

#### PUBLIC OPEN FORUM

**PRESENT** 8 Parish Councillors, Mr G A Harding (DC), Mrs S B Harvey (DC), Mr R A Kerry (DC), .a Police Officer, 1 Parishioner.

1. **Police Report** Pc Bown reported on 2 incidents in the past month; a burglary following a break-in in Falkenham, for which a suspect had been arrested, and a theft from a motor car through a smashed window. Clerk had posted notices for Election of Police Commissioners on 15<sup>th</sup> November (c12795/807).
2. **Parishioners Questions** Mr J Beer raised the continuing problem of dog mess on the Recreation Ground. Agreed banning dog walkers from the ground was not a first approach, but assistance from the DC Community web site could offer advice; put on next agenda.
3. **County Councillor's Report**

Mrs O'Brien, having sent her apologies, submitted a written report which recorded that there would no increase in Council Tax for a 3<sup>rd</sup> year running. County residential Care Homes stood to benefit from £60m of investment, if new facility proposals are approved. She also made reference to the Suffolk Coast Forum and her membership of the Police & Crime Scrutiny Panel and its role in monitoring the Police Commissioner.

4. **District Councillors' Reports**

Mr Harding made points about Port expansion referring to empty land within the docks suggestion that land at Innocence Farm may not be big enough and the possible role of the sugar beet factory at Sproughton. Mr Kerry referred to the minutes of the LAPL committee minutes, which suggested there was 1½m sq ft of land available in the port for warehousing. He also reported on the Coastal Forum, and a seminar on renewable Energy. Mrs Harvey's report covered her attendances at the Sports Awards ceremony, and the awards to Sam Honour and his father for work at Levington East sailing club, also to Housing and Water events. Development Control had approved proposals for a new pier at Felixstowe. She made appeals to Parish Councillors to attend development control meetings to put views and see how the system works, to respond on the Textile Recycling Scheme and comment on the amount of Council Tax benefit available to working age people and cuts to tax on empty homes and 2<sup>nd</sup> homes.

The chairman closed POF at 8.15 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, Mesdame J L Shaw, E A Colvill, Mrs S B Harvey (DC), Mr R Kerry, (DC), Mr G A Harding (DC) Pc G Bown and 1 parishioner.

1. **APOLOGIES:** M A Paul (holiday), C M Cooper (rehearsal), J L Matthews (other commitment), Mr P Negus (PTLO), Mrs P M O'Brien. .

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 10<sup>th</sup> September 2012 having been previous circulated were taken as read, approved and signed.

**ACTION**

3. **MATTERS ARISING**

i) Grocery van stops Clerk had forwarded Email address to Councillor Cooper; outcome awaited. **CC**

ii) PC Web site Ongoing. Chairman had suggested to Mr Martin-Hardy (c12719/20) that One Suffolk site might be used. **DJ**

iii) Code of Conduct All Councillors bar one had so far registered their Interests. Clerk to monitor SCDC register. A login site for the Register had been received (c12718/87), and advice on how to make a complaint (c12804). **CLERK**

iv) Deben Estuary Portrait of Deben Estuary document (c12779) circulated.

v) VG wild flowers Councillor Shaw had discussed with Gardening Club who will prepare a proposal. A letter from D & A Vickers suggesting summer flowers boxes being made a permanent feature (c12719) may be another project for the gardening club. **JS/GdnCl**

4. **ADMINISTRATIVE MATTERS**

i) Remembrance Day Clerk had obtained 2 wreaths from British Legion. Councillor Last agreed to present that at Kirton Church and Mrs Joyce Haines that at Falkenham Church. Proposed I Cade, seconded A Hutton and carried that the suggested donation to British Legion of £44 is approved. Councillor Last said that, subject to church agreement, he proposed to carry out some minor maintenance to the War memorial

ii) Christmas tree arrangements Event arranged with the Salvation Army Band for Friday 7<sup>th</sup> December. Agreed consideration should be given to lighting the beacon, amplification, liaison with the fish & chip van over refreshments and purchase of additional tree lights. As regards the lights, the Clerk had spoken to Mrs O'Brien, who indicated that use of the "Locality Budget" for this purpose might be acceptable. Chairman and Councillor Walker agreed to take the lead in the arrangements. **DJ/GW**

iii) Felixstowe Fire Station Letter from SCC (c12751) outlining the anticipated review of the proposals and the offer of a fire officer to meet and explain the issues was noted.

iv) Fire assistance for homes Offer from SCDC (c12757) to provide advice on fire safety in the home to vulnerable people noted and circulated to Review, Village Hall and web site.

v) Road signs Clerk had received from SCC (c12718/87) information on on-line facilities to report incidents of overgrown signs etc. Clerk had since reported a 30 mph sign broken off in Falkenham Road. Suggested any other reports are dealt with through the Clerk. **COUNC**

vi) Local Strategy Partnership The final meeting at Trinity Park on 9<sup>th</sup> November (c12775) will be attended by the Chairman **DJ**

vi) T/PC liaison meeting Event on the 19<sup>th</sup> November at Woodbridge (c12796) will be attended by Chairman and Councillor Hutton. **DJ/AH**

vii) Rural Coffee Caravan project Appeal for grant (c12778) referred to F&GP and objects noted. **F&GP**

ix) Parish leisure activities Clerk will respond to SCDC request (c12810) on receipt of feedback from J Beer. **CLERK**

## 5. COMMITTEE REPORTS

a) **Planning** (attached)

i) Localism Act Circular from Journal of Local Planning (c12726) outlining implications for local councils circulated for information.

ii) World of Housing event Circular from SCDC (c12732) inviting attendance to hear report from Housing Team on 10<sup>th</sup> October circulated but not attended

iii) Core Strategy a) Melton PC :- Enquiry as to whether PC could include its observations to inspector (c12735), rejected (c1237/435) as too late and might detract from PCs submission.  
b) PC submission Councillor Cade was congratulated for his work in compiling the submission on behalf of the Council for presentation to the Inspector, particularly in responding to the last minute policy amendment put forward by SCDC on the change to the Employment Land policy, which may affect Innocence Farm. An agreed letter of complaint had been submitted (reference correspondence listed in Planning Report). Evidence for the enquiry has been produced on two Hearing Matters:-  
Infrastructure and Local Economy; the  
Felixstowe/Walton/Trimley Villages Hearing will also be attended.

iv) Meadowlands plot The planning application for development rights has been refused. Mrs Harvey (DC) agreed to investigate whether District Council could implement clearance of the area. **SH**

v) Local Auth. Port Liaison Committee The Clerk and Councillor Walker had attended these meetings on 13<sup>th</sup> September, a report of which is attached. Minutes of the meetings have been received and noted (c12815/25).

vi) Innocence Lane development Action continues, primarily through the Core Strategy deliberations. The Chairman had written to Trimley PC (c12707) confirming that the Council would continue to support the Felixstowe Peninsular Action Group.

b) **Finance** (attached)

i) Locality Budget £1300 available. As agreed above, use for additional Christmas Tree lights to be sought, but may not make full use of the grant.

ii) Audit report The Annual Return had been satisfactorily signed off by BDO with no actions necessary (c12750); proposed G Walker, seconded J Shaw and carried that their report be accepted, with thanks to the Clerk.

iii) Glass recycling SCDC had advised that recycling payments are to be withdrawn (c12743).

iv) Parish Insurance In acknowledgement of their error in processing the temporary cover for new equipment, the PC cheque for £25.93 had been returned by Sacre (c12716). Following a circulated consultation among Parish Councillors, including receipt of a breakdown of rates (c12727), agreed that a new 3 year fixed quotation with Zurich through SACre should be entered into, at a premium of £629.77; renewal confirmed (C12829).

v) Employee matters Clerk had made quarterly Statistics return (c12752) and noted HMRC bulletins (c1268/799)

vi) Grants Requests from Disability Advice Centre (c12793) and Village Hall (c12809) referred to F&GP meeting. **F&GP**

c) **Environment & Transport** (attached)

i) Tree Warden Details of 2012 forum (c12708) passed to Councillor Choi.

ii) Coast & Heaths Details of 4<sup>th</sup> October Conference (c12725) circulated but not attended

iii) Train services Changes to train services from December (c12800/36) noted and passed to PTLO for information.

c) **Recreation Ground** (attached)

i) Charity Commission Notice of Annual Return for 2012 (c12761) passed to RG treasurer.

6.

**SALC REPORT**

i) Area meetings/AGM September meeting not attended. Councillor Colvill will attend AGM on 12<sup>th</sup> November (c12720). AGM motions put to Councillors with recommendations to delegate. **EAC**

ii) Qtly circulation Copies of "Local Councillor" (c12720) circulated.

iii) A12 Highway Agency notices of closures of gaps on A12 at East Bergolt (c12741) noted.

iii) Revised LIAS U2D, 1342 Council Tax, 1343 Rural Statement, 1134 (section106) circulated and noted.

7. **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted.

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

Dog fouling.

9. **DATE OF NEXT MEETING**

Monday 26<sup>th</sup> November 2012, to include Finance & General Purposes meeting, at 7.30 pm in Recreation Ground pavilion.

There being no further business the meeting closed at 9.25 pm.

Signed.....

Chairman

Date.....

**PLANNING COMMITTEE**

Prior to the Parish Council, at 7pm, the Planning Committee met and considered the following applications:-

Present Councillors I Cade (chair), G Walker, D Jacobs, J Shaw, F Last, Ey Choi, A Hutton, A Colvill (later) and Clerk (non voting)

**C12/2058 GOSEFORD HALL, SHEEPGATE LANE, FALKENHAM**

**Alterations to entrance hall, including re-configuration of staircase and upper floor landings, relocation of existing 1<sup>st</sup> floor windows and new doors onto rear terrace. Alterations to Ground Floor layout, including new openings between entrance hall, dining room and kitchen. New ground floor windows to kitchen. Alterations to 1<sup>st</sup> floor layout of master bedroom, bathroom and guest bedroom and bathroom, Minor alterations to other 1<sup>st</sup> floor bedrooms.**

Unanimous agreement for no objection

**C12/2059 LAND @ WALK FARM, CROFT LANE, STRATTON HALL**

**Application for development of solar panels and ancillary works; including inverter house, access tracks, security fences.**

Motion passed for no objection. 6 Agreed to motion, 2 Abstained  
Comments for SCDC: It would be desirable if it was adequately  
screened from the roads.

**C12/2108 8 THE BUNGALOWS, FALKENHAM ROAD FALKENHAM  
Proposed 2 storey side extension, Single storey side extension &  
alterations.**

Motion passed for objection: 4 Agreed to motion: 3 abstained  
Concern about over development; too close to neighbour's boundaries, especially  
given the addition of a first floor. It would create excessive imbalance compared to  
the adjoining property. Noted that other nearby properties had significant  
extensions which were limited to a single floor. Copy letter to SCDC from  
neighbour, lodging objection, noted.

Signed.....  
Chairman

Date.....

## COMMITTEE REPORTS

### PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
C11/2346	Land to rear of 44/86 Meadowlands. Kirton Application for development rights	Comments submitted	Refused
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
C12/1208	58 Meadowlands Erect Ss rear extension for sun room, Erect 1.8m wall. Add front/side block paving	Support	Sun room withdrawn wall refused
C12/1672	Innocence Cottage, Innocence Lane, Kirton Material change of use of site from class C3 residential to class B1 offices etc. Alter existing access & site arrangement to accommodate parking etc.	Object Traffic/housing	Granted with conditions
C12/1925	The New House, Old Vicarage, Falkenham Creation of new access onto Falkenham Road	Support with observations	Granted
C12/2058	Goseford Hall, Falkenham Alterations to entrance hall, staircase and upper floor landings, relocation of existing 1 <sup>st</sup> floor windows and new doors onto rear terrace. Alterations to Ground Floor layout, new openings between entrance hall, dining room and kitchen. New ground floor windows to kitchen. Alterations to 1 <sup>st</sup> floor layout of master bedroom, bathroom and guest bedroom and bathroom, Minor alterations to other 1 <sup>st</sup> floor bedrooms.	Support	
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	
C12/2108	8 The Bungalows, Falkenham Road, Falkenham Proposed 2 storey side ext. Ss side ext. & alterations	Object over dvmt; obtrusive out of keeping	
<u>New applications</u>			
C11/2726	13 Oakdene, Kirton Retention of timber frame shed in front garden,		

erection of wall to surround driveway

- C12/2253 Equitation Centre, Swiss Farm, Falkenham  
Installation of 2 micro wind turbines  
(14.97m to hub, 5.6m dia. blades)
- C12/2334 Ramsholt View, Falkenham Road, Falkenham  
Erection of carport and garage/games room
- C12/2335 58 Meadowlands, Kirton  
Single storey sun lounge extension

### **FINANCE**

Cheques written since last meeting:- HMRC £52.20 (PAYE), C A Shaw £208.80 (Clerk's salary), Turnock Ltd £288.60 + vat (add tree lights).

### **RECREATION GROUND**

**Pavilion :** I have received one quote for the work to replace the 'accumulator' tank in the plant room (£1100). Awaiting 2 more. Two of the CCTV cameras have lost their 'night light' which means we cannot see any potential late night vandals on the system. Replacement is £125 each. These cameras are over 3 years old so although we can make complaints about their reliability, the guarantees were only for 1 year !!!

**Play-Area :** No problems.

**New Equipment :** Zip wire to be checked over by supplier on November 21st. Whole wire needs greasing and tightening. No progress on costings for CCTV on new equipment. Also had email via Colin from a resident asking whether we could install a skate park. This was politely refused!

**Ground :** The situation over the dog mess has certainly NOT improved over the last month. As discussed and agreed at the last meeting, I have got 2 A3 laminated signs (wording agreed with Colin, Derek and Susan Harvey) which I am waiting to mount on a suitable backboard and fix on the existing dog warning posts. Let's hope they will be read before the vandals get to work !!!



**KIRTON & FALKENHAM PARISH COUNCIL**

**EXPENDITURE FORECAST 2013 - 2014**

	2012/13	2013/14
Clerk's Salary (incl £55 tel rental)	£3,188	
Administration;		
Insurances	£2,000	
Subscriptions (SALC etc	£600	
Electricity	£27	
Misc (eg audit,wi-fi,meeting exp	£700	)
Clerk/Councillor expenses	£450	) 1550
Training	£400	)
Grants	£1,000	
Publicity	£500	
Environmental Services	£1,730	
Reserves	<u>£0</u>	
Total	£10,595	
Less VAT refund	<u>£100</u>	
GENERAL ACCOUNT PRECEPT	£10,495	
RECREATION GROUND GRANT	<u>£4,500</u>	
TOTAL PRECEPT	£14,995	

**GRANTS REQUESTED TO DATE**

CAB, K & F Village Hall, Disability Advice Service, Vitalise, Victim Support, HomeStart, Suffolk Accident Rescue Service, St Elizabeth Hospice, Magpas, Headway, Blue Cross, BL Poppy Wreaths, Suffolk Preservation Society.