

PARISH of KIRTN & 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 **22nd** day of **October 2012** at **7.30** p.m

Signed.....
Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Report (c12785, c12760, c12795/807)
2. Parishioners questions
3. County Councillor's Report (c12813)
4. District Councillors' Reports (c12764)

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 10th September 2012
3. Matters arising
 - i) Grocery van stops
 - ii) Web site (C12819/20)
 - iii) Code of Conduct (c12718/87, C12804)
 - iv) Deben Estuary (c12779).
4. Administrative matters (c12751, c12757, c12758/59, c12775, c12778, c12796, c12810)
 - i) Remembrance Day Wreaths
 - ii) Christmas tree arrangements
5. Acceptance of written Committee Reports
 - a) Planning (attached) (c12724, c12726, c12732/33/34/38, c12770, c12788/89/814, c12802)
 - i) LALC meeting (attached)
 - ii) Innocence Lane/Innocence Cottage (c12707)
 - iii) Core Strategy (see **Planning report**)
 - iv) Meadowlands plot
 - b) Finance (attached) (c12716/27, c12730, c12742, c12752, c12768, c12793, c12798, c12799, c12809)
 - i) Locality Budget
 - ii) Audit report (c12750)
 - c) Environmental (c12708, c12719, c12725, c12800)
 - d) Recreation Ground (attached) (c12761,
 - i) Youth shelters
6. SALC Report (see **correspondence**)
7. Other Correspondence (attached)
8. Matters for inclusion in future Agenda
9. Date of next meeting:- Monday 26th November 2012 in the R G Pavilion at 7.30pm.

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 report

- 12785 Suffolk Police Minutes of Committee meeting 2nd October
12760 SALC/SCDC Police & Crime Commissioners elections (CIRC),
12795/807 SALC/SCDC Police commissioner election notice

County Councillor Report

- 12813 P O'Brien Copy letter to SCDC re Trinity Park housing

District Councillors reports

- 12764 S Harvey Multi Use Games Area in Trmley St Martin

Matters arising

- 12819/20 M Richmond Hardy/D Jacobs Village web pages
12718/87 SCDC TC/PC login for Register of Interests/Register of interests update (CIRC)
12804 SCDC CoC and how to complain
12779 SCC Portrait of R Deben Report (CIRC)

Administrative Matters

- 12751 SCC Review of Felixstowe fire station
12757 SCDC Fire Service homes assistance
12758/59 SALC/SCC Web site for reporting overgrown signs etc/Order to replace 30 mph sign (CIRC)
12775 SCDC LSP Annual forum 9th November (CIRC)
12778 Rural Coffee Project Rural Coffee Caravan Project visits
12796 SCDC T/PC Liaison meeting 12 Nov Leiston
12810 SCDC Parish Leisure activities

Planning

- 12724 SCDC 59 Meadowlands re-application (CIRC)
12726 Journal of Local Planning Feedback on Localism Act
12732 SCDC World of Housing event 10th October (CIRC)
12781 SCDC South Committee 11 Oct - Innocence Cottage (CIRC)
12745/37 I Cade/D Jacobs Views on Melton PC request c12735/I Cade Response to Melton enquiry
12770 Mary Wyatt Tesco bid - notes from David Matson (CIRC)
12788/9/814 I Cade/V Falconer Info on Solar Farm at Stratton Hall (CIRC)/Drop in meeting
12802 Perkin PR Further on Solar Farm
12707 D Jacobs Copy letter to K Coutts on FPAG (CIRC)

Finance

- 12716 SACRE Revised Ins premium - £25.93 cheque returned (CIRC)
12727 SACRE Breakdown of Insurance rates (CIRC)
12730 Boundary Fencing A/C for VG hedge cut £150
12743 SCDC Services Recycling payments withdrawn
12752 Office National Statistics Employee return
12768 HMRC Employer bulletin
12793 Disability Adv centre Appeal for grant
12798 Barclays Community a/c statement Sept/Oct
12799 Business Limk Changes from 17 October
12809 K & F VH Request for grant
12750 BDO Conclusion of audit 2011/12

Environment/Transport

- 12708 SCDC Tree Warden Forum 2012
12719 D & A Vickers Flowers on VG
12725 SCC Invite to Coasts/Heaths conf 4 October (CIRC)
12800 Greater Anglia Changes to train services in December

Recreation Ground

- 12761 Charity Commission Return for 2011/12

SALC

- 12712 SALC Revised agenda for 17th Sept meeting (CIRC)
12720 SALC The Local Councillor issue/AGM 12 Nov (LC CIRC)
12741 SALC Highway Agency notice on A12 gap closures
12765/77 SALC LIAS1342 Counc Tax, LAIS1343 Rural St LAISU2D, LA|IS1134 Section 106 (CIRC)

Other Correspondence

12816	SACRE	Appeal for volunteers for keeping warm
12709	Sutcliffe Play	Agility play system
12710	Glasdon	Winter preparations
12713	SCC	Legacy project
12714	SALC	Declaration of Acceptance forms
12715	Richard Vest Arch Des	Property management Consultancy services
12717	EELGA	Sept bulletin
12721	Suffolk Police	Agenda for SNT meeting 2nd October
12722	Rural Services Network	Digest w/b 17th Sept
12746	Rural Services Network	Hinterland w/b 21 Sept
12755	Rural Services Network	Digest w/b 24 Sept
12772	Rural Services Network	Hinterland w/b 29 Sept
12780	Rural Services Network	Digest w/b 1 October
12783	Rural Services Network	Rural opportunities bulletin
12794	Rural Services Network	Hinterland w/b 5 October
12797	Rural Services Network	Digest w/b 8 October
12812	Rural Services Network	Hinterland w/b 12/Oct
12822	Rural Services Network	Digest w/b 15 Oct
12723	Urban Forestry	Landscaping/tree services
12728	GreaterAnglia	Rail service improvement to Lowestoft
12729	Business Link	Important changes to BL services
12731	SMP	Mix and Match scheme for play areas
12736	C Carmen	Enquiry of SCDC re Register of Interests
12739	SCC	Request to circulate To B cycle rd bulletin
12740	Insignia UK	Metal badges brochure
12742	SCC	Local paralympics event in Ipswich
12753	Glasdon	PC discounts on bins etc
12754	Farnham/St St A PC	Allotment rents
12756	Kit Coutts	K & F RG Equipment
12762	Whitehilldirect	Community information tree notice board
12763	Queensbury shelters	Bus shelters ?refurbishment
12766	Sacre	Local Foods Suffolk update
12767	SALC	Councillor course
12769	Unlockdemocracy	Sustainable Communities action call
12773	Sacre	Car share scheme
12774	SALC	Equality Act workshop 4th October
12776	SALC	Additional CoC briefing bogof 10th Oct
12782	John Simmonds	Woodbridge Christmas Fair
12784	Tower Mint	Coronation commemorative medal
12786	Suffolk Police	Tasking meeting 9th October cancelled
12790	SALC	Further web site courses
12791	Monster Play	Outdoor fitness equipment
12792	Glasdon	Products for Local Councils
12805	Suffolk trad Orchards Gp	October events
12806	Goshelters	Bus shelter brochure
12808	Urban Forestry	Offer of services
12811	J Beer	Report for 22/10, Inspection report
12823	SMP	Bargains in play equipment
12824	Beavers	PC newsletter

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on
Monday 10th September 2012 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 10 Parish Councillors, Mrs S B Harvey (DC), Pc G Bown

1. **Parishioners Questions**

Nothing raised

2. **Police Report**

Pc Bown reported on a criminal damage incident to a car that had occurred in Weir Place, and a burglary in Falkenham was discussed.

3. **County Councillor's Report**

Mrs O'Brien (CC) submitted a written report, which recorded that SCC had declared September as Suffolk Business Month. She advised that the Libraries were now under control of Industrial & Prudential Society. Updates were given on Home to School Transport, cost cutting plans to be decided in October, Transport in Ipswich and on the provision of free insulation for homes.

4. **District Councillors' Reports**

a Mrs Harvey (DC) reported on attendances at the Felixstowe CAB and Homestart AGMs, visit to the Rocks Barracks at Sutton where paratroopers are trained, and a promotional film exhorting the benefits of buying supplies locally.. She was able to report that she had succeeded in getting the Durilda Green and the Maltings sites cleared up.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs (Chair), F Last, M A Paul, G Walker, Ms EY Choi, Mesdames , C M Cooper, J L Shaw, E A Colville, Mrs S B Harvey (DC), Pc G Bown.

ACTION

1. **APOLOGIES:**

Mrs J L Matthews (school training), Mr G Harding (DC), Mr R Kerry (DC), Mrs P O'Brien (CC). Mr P Negus (PTLO).

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 23rd July 2012 having been previously circulated were taken as read, approved and signed.

3. **MATTERS ARISING**

i) Bottle Bank Chairman had arranged for slab base to be put down, which is now complete; Proposed C Cooper, seconded A Colvill and carried that Chairman's expense claim, incl. contractors a/c, for £67.90 is approved.

ii) Cable routing Revision to access routes have been received (c12675) and circulated during meeting.

iii) Healthwatch Councillor Colvill gave an assessment of the report. A response had been sent on behalf of the Council. The 30 page document is available on line and demonstrates a high degree of cynicism about what it will achieve. Agreed Council will respond to any questionnaires, and trust it will not become a mere "talking shop".

iv) Grocery van Councillor Cooper had not yet managed to make contact.

CC.

v) Parish web site Ongoing.

DJ

vi) Deben Estuary study Councillor Paul reported that a meeting had taken place this morning. Councils will be consulted in the autumn with the view to reporting around Easter time.

vii) Code of Conduct Some Councillors have still to make returns. SALC had forwarded copies of Acceptance of Office forms etc (c12679) and LAIS 1341 on Pecuniary Interests (c12627).

viii) Innocence Lane/A14 development Nothing further to report. Clerk & Councillor Walker to attend Local Auth. Port Liaison Committee meeting on 13th September when Trinity College will give a report. Chairman gave an update on the Felix. Peninsular Action Group. He had received a letter from Trimley St Martin PC withdrawing from the group until there is some movement on the issue. Agreed this Council would continue to co-operate with TSM PC.

4. **ADMINISTRATIVE MATTERS**

i) Annual TC/PC clerks Liaison meeting Clerk had attended the meeting on 27th July. Matters covered included Localism Act update, Financial Structures and effects on localisation of Council taxes, Advice on Code of Conduct and Register of Interests and SCDC news headlines. (c12610).

ii) Rural Services Review SACRE had published report of survey carried out earlier in the year (c12616) and was available on line.

iii) Openness & Transparency on Personal Interests DfC&LG had produced a guide on these matters (c12620). Letter circulated to Councillors.

iv) Street Life This means of local communication brought to the attention of Councillors by Councillor Walker (c12625); Councillor Choi had registered an interest.

v) Review of PC details Clerk will respond to SCC request for update (c12666). **CLERK**

vi) SCDC Individual Web Site SCDC link to Rural Services network available on <http://www.rsonline.org.uk/performance-profiling/suffolk-coastal> (c12667) noted.

5. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) **Application C12/1672 Innocence Cottage, Innocence Lane, Kirton** **IC**
Material change of use of site from class C3 residential to class B1 offices etc

Application debated in full Council. Council broadly opposed to proposals . (7 for, 1 against, 2 Abstentions). Councillor Cade to prepare distillation of views and provide Clerk with a response for submission to SCDC.

ii) Core Strategy Hearings Councillor Cade gave an update (c12604). The hearing had been postponed, but the Inspector had now given a date for resumption.(c12639). Submissions for presentation to the Inspector had been prepared (c12624/31/33/). A programme and main modifications had been received from SCDC (c12653/73), and Councillor Cade will attend on 3 hearings. Final submissions being prepared in advance of deadline date of 21st September. **IC**

iii) Tesco/Walton Green proposal PC had been invited to a meeting to discuss this, but cancelled due to bereavement in speaker's family (c12526/78).

b) **Finance** (attached)

i) Funding update SACRE had provided information on funding opportunities **CLERK** (c12608). Agreed to be circulated to Councillors for information/future reference

ii) Bank accounts Statements from Barclays for current and business accounts had been received (c12628); noted.

iii) Renewal of PC insurance Renewal papers had been received from SAcre, **CLERK** (c12659), in the sum of £492.80. Clerk noted that it was unclear whether the addition of the new equipment and extended cover for Fidelity Risks had been taken account of. Furthermore he had had no acknowledgement of the cheque sent previously for temporary cover, and queries on fidelity cover. Proposed G Walker, seconded J Shaw and carried, that cover should be renewed at £492.80, pending the Clerk clarifying the outstanding issues, after which a further payment can be made if necessary. Information from Came & Co offering PC insurance (c12652) noted for the future.

iv) PC broadband Proposed G Walker, seconded A Colvill and carried that **CLERK** Broadband with Namesco (c12665) be renewed for £149.63 incl vat. Other options were discussed, and agreed should be considered before renewal next year.

v) Audit Audit Commission had advised (c12676) that BDO would remain External Auditor for next 5 years.

vi) Beacon Proposed, G Walker, seconded J Shaw and carried that the a/c from E Jacobs (c12687) for £195.74 for materials only is approved. **CLERK**

c) **Environment & Transport** attached)

i) Water management Members briefing on 5th September (c12614) not attended.

ii) Village sign restoration Offer from Fiona Davies (c12522) noted, but restoration recently done.

iii) Flooding Reminder (c12664) noted, but not relevant to Parish..

iv) Village Green Hedge Clerk had received telephone reminder from Mrs Sharpe. Proposed G Walker, seconded C Cooper and carried that D Cope be approached for a quote to cut, and instructed within a budget of £140 - £150. **CLERK**

v) VG Wild Flower Area The Gardening Club had agreed to prepare a proposal.

d) **Recreation Ground** (attached)

6. **SALC REPORT**

i) Circulars LAIS U2D (c12612) circulated,
Web site access information (c12629)
Sustainable Communities Act précis (c12638)
Courses (c12670)

ii) Newsletter of the year No action (c12644)

iii) Area meeting Details of meeting on 17th September (c12681) passed to Councillor Colvill.

7. **OTHER CORRESPONDENCE** Other correspondence as listed on the agenda noted.

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

Locality budget, Remembrance Day wreaths, Christmas tree arrangements, Van stops, Youth shelters, Deben Estuary, Code of Conduct, Innocence Lane/Cottage, Core Strategy, Meadowland plot.

9. **DATE OF NEXT MEETING**

Monday 22nd October 2012 in Recreation Ground pavilion.

There being no further business the meeting closed at 9.50pm.

Signed.....
Chairman

Date.....

COMMITTEE REPORTS

PLANNING

CORE STRATEGY CORRESPONDENCE

12711	SCDC	Updated programme for inspector examination (CIRC)
12733	I Cade	Submission to Inspector
12734	I Cade	Reminder re LDF letter on clarification
12738	SCDC	Reply to I Cade c12733/34
12744	I Cade	SCDC change of Core St re agricultural land (CIRC)
12747/48	I Cade	Copy letter to SCDC re c12744/Confirmation of contents of c12747 (CIRC)
12749	I Cade	Further submission on A14 to inspector (CIRC)
12771	SCDC	LDF - Response to Inspector's matters/Issues
12801	SCDC	Response to queries on Inspector
12821	I Cade	Email to Mrs Feeney re LDF amendmen
12735	Melton PC	Request for assistance with LDF

Existing applications

C11/2346	Land to rear of 44/86 Meadowlands. Kirton Application for development rights	Comments submitted	Awaiting legal view
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, not wall	
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	

New applications

C12/1925	The New House, Old Vicarage, Falkenham Creation of new access onto Falkenham Road	Support with observations	
C12/2058	Goseford Hall, Falkenham Alterations to entrance hall, staircase and upper floor landings, relocation of existing 1 st 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 st floor layout of master bedroom, bathroom and guest bedroom and bathroom, Minor alterations to other 1 st floor bedrooms.		

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.

C12/2108 8 The Bungalows, Falkenham Road, Falkenham
Proposed 2 storey side ext. Ss side ext. 7 alterations

FINANCE

Cheques written since last meeting:- E Jacobs £67.90 (beacon), C A Shaw £208.80 (Clerk's salary), HMRC £52.20 (PAYE), SACRE £492.80/£136.97 (PC insurance), RG £3904.42 (VAT refund), Boundary Fencing £150 (VG hedge), Namesco £149.68 (broadband renewal), I Cade £14.40 (Counc.exp), BDO £162 (Audit fee).

2012/13 Budget Monitor		22 October 2012
	Budget	
	£	£
Clerk's salary (incl £55 Tel rental)	3188	1566
Administration, post,tel audit stationary etc	800	600
Councillor's Expenses: Travelling, Courses	750	346
Insurances	2000	630
Subscriptions SALC etc	600	457
Grants	1000	0
Contingencies	700	0
Electricity - Christmas Tree	27	0
Publicity	500	48
Environmental Services	1730	150
Reserves	nil	0
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	10595	
Less VAT Refund	100	206
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GENERAL ACCOUNT PRECEPT	10495	0
RG GRANT + VAT REFUNDS	4500	8404
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TOTAL PRECEPT	14995	12201

RECREATION GROUND

Pavilion : Getting 3 quotes together to replace the 'dead' accumulator tank in the plant room. Now that the building is 9 years old, it may be sensible to put some funds away to cater for any 'large' replacement expense e.g. Boiler, water tanks !!

Play-Area : Play area inspection carried out on September 10th. NO high priority problems found, and only a couple of medium risk items. *(I have a 43 page PDF copy which is available if anyone wants to see it) Clerk*

New Equipment : Zip wire to be checked over by supplier sometime in October. Whole wire needs greasing and tightening. No progress on costings for CCTV on new equipment. Had

enquiries from Trimley St Martin PC regarding our new exercise equipment, and met their Parish Clerk on site in early October.

Ground : Still getting too many problems with dog mess – the football managers are having to clean up a few every Saturday before matches, which is a disgrace. There is no doubt that the number of dogs visiting the Rec. daily is the greatest ever since I have been involved. Any ideas to improve the situation would be appreciated. It is pointless wasting more money on extra signage, as those adults responsible for letting their dogs perform will ignore them, just as they ignore the existing ones !!!!!!!!!!!!!

PORT of FELIXSTOWE LALC MEETING 13th SEPTEMBER 2013

Graham Walker and I attended this meeting at Tomline House on the 13th September. The meetings were chaired by the former bursar of Trinity College Jeremy Fairbrother. A Trinity Estates meeting preceded the general meeting, given by Tim Collins, and largely concerned the application, to be submitted at the end of October, for the Walton Green development of housing and Tesco outlet, Plans relating to the relocation of the Rifle Club off Cordy's Lane were circulated. Other developments in Trimley are on-going, and await SCDC intentions on housing numbers. PC 's will be consulted early next year. He reported that there was no further progress on Innocence Lane, since that given in March; it remained on the "back-burner", and work continued in the back ground to see how this can be moved forward.

Minutes of the general meeting, that followed, have been received from Felixstowe Docks and circulated.

12815 Port of Felixstowe LALC meeting 13 Sept minutes
12817/18 G Walker/I Cade Comments on c12815 minutes

The next meeting scheduled for 21st March 2013.

Clerk October 2012