

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 **21st** day of **October 2013** at **7.30** p.m

Signed.....
Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Report (c130706)
2. Parishioners questions
3. County Councillor's Report (c130747, c130778) (circ)
4. District Councillors' Reports
5. PTLO report

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 9th September 2013
3. Matters arising i) Speedwatch/ SID (c130696/c130711)
 - ii) Emergency Planning
 - iii) Docks LAC meeting (c130742/43)
 - iv) Village Green Hedge
 - v) Village Shop
 - vi) Boundary Commission review (c130693/94/c130729)
4. Finance & General Purposes committee meeting (agenda attached)
5. Administrative matters (see correspondence)
6. Safeguarding Policy
7. Acceptance of written Committee Reports
 - a) Planning (attached) (c130725, c130728)
 - b) Finance (attached)
 - c) Environmental & Transport
 - d) Recreation Ground (c130722, c130769)
8. SALC Report (c130708, c130709, c130739, c130748/59, c130788)
 - i) Area meeting report
9. Other Correspondence (attached)
10. Matters for inclusion in future Agenda
11. Date of next meeting:- Monday 25th November 2013 in the RG 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

130706 Suffolk Police Police & Crime Commissioner Public Meetings **(circ)**

CC Report

130747 P O'Brien Reports for October meeting **(circ)**

130778 P O'Brien A14 works Copdock 28th October 13 wks **(circ)**

Matters arising

130696 J Goodwin SCC

Re: SID for Kirton

130711 D Jacobs

SID in Kirton **(circ)**

130742/43 Felixstowe Docks

PoF LALC Minutes 12.09.13 **(circ)**

130693/94 D Jacobs

Fw: Numbers of electors

130729 GBCE

Acknowledgement of Boundary comments **(circ)**

Admin

130715 P O'Brien/T Coffey

MP visit to villages

130697 Sparse Gov

Post Office Call for Evidence

130716 SCC

Fit Villages - Information for Parish Councils

130732 SCC

Community Resilience wkshp presentation

130733/68 SCDC/ES P

E Suffolk Partnership Annual Forum 22 Nov **(circ)**

130751 EELGA

East of England LGA e-bulletin

130754 S P S

Autumn edition

130756 S Comm Foundation

News from Suffolk Community Foundation **(circ)**

130771 Comm Action Suffolk

Launch dates

130780 SCC

Touching the tide workshops

Planning

130725 SALC

Flagship Housing - Question answered

130728 EA4

Offshore Wind public information days

Finance

See F&GP agenda

Environment

130692 Glasdon

10% discount on bins

130702 David Scarfe

Dog bin for Falkenham

130727 SCC

Suffolk Coast Forum - October 10th 9.30 - 4pm **(circ)**

130750 SCDC

East Coast Greenprint Forum

130760 SCDC

Tree Warden Update Sep 2013

130766 Tree Council

Tree Warden Survey

130782 Comm Rail Partnership

Invitation to join, meeting on 26th October **(circ)**

RG

130722 Christopher Barnard

Jumps for Kirton park

130769 J Beer

Response to C Barnard on dirt jumps

SALC

130708 SALC

Forthcoming courses

130709 SALC

E-bulletin 13 September 2013

130739 SALC

AGM 12 November at Henley

130748/59 SALC

Council of the Year and Website/Police sponsoring Council of the Year

130788 SALC

LAIS1358 Scrap Metal Dealers

Other correspondence

130746	Suffolk Police	Tasking Meeting 15th October
130764	Suffolk Police	Reminder of meeting on 9th November
130707	Gateway	Successful Receipt of Online Submission
130737	HMRC	Employer Bulletin Issue 45 out now
130755	K & F VH	Request for grant
130757	Disability Adv serv	Request for grant
130763	MAGPAS	Request for grant & draw tickets
130781	Home start	Request for grant
130708	SALC	Forthcoming courses
130690	SCDC	Fit Villages September Round Up
130691	Rural Services Network	News Digest - 10 Sept
130695	Monster Play	WOW - 15% OFF Outdoor Gym Equipment
130714	Rural Services Network	Rural Housing Spotlight
130734	Rural Services Network	Spotlight on Small Businesses
130741	Rural Services Network	Residents urged to sign rural funding petition
130698	Rural Services Network	Rural Vulnerability Service - Fuel Poverty
130773	Rural Services Network	Rural Vulnerability Service - Broadband
130772	Rural Services Network	Rural Opportunities Bulletin
130719	Rural Services Network	Rural Vulnerability Service - Transport (September)
130704	Rural Services Network	Hinterland w/b 13 Sept
130726	Rural Services Network	Hinterland
130740	Rural Services Network	Hinterland w/b 17 Sept
130758	Rural Services Network	Hinterland w/b 4 October
130779	Rural Services Network	Hinterland Oct 13
130710	Rural Services Network	News Digest - 16 September
130731	Rural Services Network	Digest - 23 September
130744	Rural Services Network	News Digest - 30 September
130762	Rural Services Network	News Digest - 7 October 2013
	Rural Services Network	News Digest - 14 October 2013
130699	Navigus planning	Lessons from the new planning system
130700	SCC	Suffolk's most active communities crowned
130703	SCC	Scheme aims to boost county's sporting activity
130718	SCC	Sporting stars get Suffolk kids off the ground
130776	SCC	National programme brings sport to the doorstep of young people
130701	goshelters	Parish Bus Shelters
130705	S Comm Foundation	Local assets we can unlock for you?
130730	S Comm Foundation	News from the Grants Team
130717	Communications east	Invite to join Community week
130721	SALC	NALC publication: Local Councils EXPLAINED
130723	Glasdon	Glasdon Clearance Corner
130724	Notts sport	Your invite to a Notts Sport Fast Track Funding
130736	Notts sports	Exclusive Discount Voucher
130767	Nott Sport	Everyone for Cricket!
130735	SCDC	Further on 130733
130745	SALC	RSPB event
130749	Env Agency	Invite for 7th October cancelled
130752	Littlethorpe	bus shelters
130761	SCC	Suffolk gets behind European MOVE Week
130765	Whitehill	Re: Parks & Green Spaces
130774	sparse.go.uk	Are public services changing?
130777	SCDC	Weekly List Applications 10-10-2013
130787	SCDC	'Play Bowls' Roadshow - in your village
	P Negus	Re: Parish council meeting 21st October

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 9th September 2013 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 7 Parish Councillors, Mrs S B Harvey (DC), Mr G A Harding (DC),
3 Parishioners.

1. **Police Report**

The police could not attend but submitted a report recording 2 burglaries within the Parish during July and August. Staffing changes (c130554) noted.

2. **Parishioners Questions**

A parishioner raised concerns about pedestrian safety on Back Road following the creation of the new entrance for B & M. The Clerk confirmed that the final approval to the entrance, permitted vehicle movements between 8am and 6pm. The Council had been disappointed with this decision itself, and although it had expressed this at the time, no response had been forthcoming. Agreed a response to these concerns should be sought from SCDC. Mr Harding (DC) undertook to also make enquiries about the Back Road problems.

A parishioner present, introduced himself as an Emergency Planning Officer, in private life, offered his assistance in this area. Chairman will meet and discuss.

3. **County Councillor's Report**

Mrs O'Brien (CC) sent in written reports which drew attention to night closures of A14 between Seven Hills and Copdock during October (c130648), most particularly emphasising that agreement had been reached that these would be sectional and not start until 10pm, and the ongoing efforts to drive up educational standards. Trading Standards had successfully brought a prosecution of persons involved in a scam involving money laundering and fraud.

4. **District Councillors' Reports**

Mrs Harvey (DC) spoke about the review by the Boundary Commission of District Wards which would reduce the number of District Councillors from 53 to 42. She emphasised that views should be made to the Boundary Commission and Mr Kerry (DC). She publicised a plan to open, in the Church Hall from October, as an experiment, a base to make services available to parishioners from CAB, Flagship Housing, Nassau Trust and Food Bank info. She had discussed with SCC the problems at the Back Road junction (c130574/99). Mr Harding (DC) reported on the resurfacing of A14 past Trimley, which had been delayed, but is now underway. Mr Kerry (DC) had sent a written report which outlined SCDC's thinking on the Boundary Review that suggested this Parish should be realigned with the rural parishes, rather than with the Trimleys as at present. He noted further that SCDC continues to work on a policy for future Sports and Leisure; he refuted a rumour that Brackenbury was to be closed.

5. **PTLO REPORT**

In a written report Mr Negus said that progress had been made in getting buses to follow the village loop. However, a parishioner present said this was not happening, which will be taken up with Mr Negus.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs (Chair), M A Paul, Ms EY Choi, Mesdames , J L Shaw, E A Colville, Mrs S B Harvey (DC), Mr G A Harding (DC), and 3 Parishioners.

1. **APOLOGIES:**

F Last (sick), G Walker (business), C M Cooper (family), J L Matthews (family), Mrs P M O'Brien (CC), Mr R A Kerry (DC), Pc G Bown.

ACTION

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 15th July 2013, having been previously circulated, were taken as read, approved and signed.

3. **MATTERS ARISING**

i) Notice Board refurbishment The Scouts have deferred this until next year.

ii) Safeguarding Policy Advice from SALC had been received by Councillor Colville, The categories should be examined and undertaken as necessary. .
Item for next agenda. **CLERK**

iii) Locality Budget Agreed the locality budget should be made available to the Recreation Ground Pavilion for new chairs. Suggested RG might consider providing a brick wall for ball kicking. **CLERK/JB**

iv) Boundary Review Further advice from SCDC (c130572) noted. Unanimously agreed to put to the Boundary Commission that the Council's preference would be to remain within the Trimley Ward. Councillor Cade to produce response for circulation and approval. **IC/CLERK**

v) Speedwatch/30 mph sign survey Councillor Shaw reported that the 30 mph sign on Falkenham Rd, Falkenham had been renewed. Councillor Paul asked that SCC be advised that a 30mph sign in Park Lane required attention. The pothole at the entrance to Parks Lane had been repaired; again. The Chairman would discuss with SCC the provision of SID signs on Trimley/Kirton Roads. **CLERK/DJ**

vi) Emergency Planning Ongoing; see POF above. **DJ**

vii) Docks LAC meeting Councillor Hutton will attend meeting on 12th September. **AH**

viii) Village Green Hedge Clerk had instructed D Cope to undertake cut and will issue reminder. **CLERK**

ix) Village Shop A questionnaire to gauge support for the Village Shop proposal had been circulated to all household, and a parish meeting to discuss the future would be held at the end of September. Agreed the Council would cover the costs of the printing from the Publicity Budget on receipt of an invoice. **SH/CLERK**

4. **ADMINISTRATIVE MATTERS**

i) Community awards The appeal for candidates forwarded by Mr Kerry (DC) (c130548) noted.

ii) “Local Councils Explained” New publication from NALC (c130575) noted, but agreed not to purchase at this time.

iii) Quality of Life Scheme Advice from Mrs O’Brien (CC) of £8,891 of funding available (c130592) noted, but not for action.

iv) SCC advertising Inquiry about advertising activities (c139607) passed to review for action.

v) Village activities A survey of village activities being conducted by SCC (C130614) to be passed to J Beer. **CLERK**

vi) Electric blanket testing Scheme for testing blankets in autumn (c130627) copied to Review and S Harvey (DC) for circulation..

vii) Ssafa promotion Appeal posters (c130639) posted on notice boards

5. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) Core Strategy SCDC had advised that the Core Strategy had been adopted (c130553) and the Council had been provided with 2 Copies of the adopted Plan (c130651)

ii) Housing Land SCDC is reviewing the availability of housing land and had issued a call-out on sites (c130556), a response from Trimley St Martin PC (c130623) was noted. The Council would continue to monitor the situation.

iii) Orwell Bridge Following comments addressed to the County Councillor on issues arising from any substantial closure of the Orwell Bridge (C130559), **SCC/CLK**

Mrs O’Brien (CC) had arranged for officers from SCC to attend the November meeting to make a presentation on the Highway Strategy (c130547/79/89).

iv) Off-Shore wind farm Notices concerning site investigations (c130605/6)

received and noted.

b) **Finance** (attached)

i) Finance & General Purposes Agreed the F&GP committee (all councillors) **CLERK**
would hold its annual meeting during the next PC meeting on 21st October

ii) Salary Awards Information on 2013/4 salary awards from SALC/NALC
(c130566) noted.

iii) Funding Information on funding opportunities received and noted from
Suffolk Community Foundation (c130561/656) and Suffolk Community Action
(c130617)

iv) Invoices Proposed J Shaw, seconded M Paul and carried that the invoices **CLERK**
for LC Admin Manual £60 (SALC c130632) and broadband renewal £149.63
(Namesco c130662) are approved.

v) External Audit The External Audit had been satisfactorily completed by **CLERK**
BDO (c130638), and no issues had been raised. Proposed J Shaw, seconded
A Colville and carried that their report and invoice for £120 be accepted, with
thanks to the Clerk The Clerk Had posted the appropriate notices.

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

i) Water Quality Environment Agency consultation (c130550) circulated.
Noted but no action proposed.

ii) Road markings SCC confirmed that markings for Rectory/Church Lane
had not been forgotten (c130590), drainage would also be re-examined.

iii) Simon Peachey Peachey a Freelance Heritage Consultant was seeking **CLERK**
assistance (c130613) on producing Felixstowe Ferry Explorer Guide. Forward
copies to Councillors Cade and Shaw.

iv) VG tree cutting Chairman has in hand with contractor. **DJ**

v) Tree warden Various communications received from SCDC (c130582/659/60/61)
and noted.

d) **Recreation Ground**

Nothing reported

6. **SALC REPORT**

i) Newsletter of the Year Competition noted (c130586)

ii) LAIS Following advised LAIS1355 – Spending Review/1356 – Rewiring
Public Services/1357 – Renewable Energy Planning Guidance and circulated.

iii) “Local Councillor” Copies circulated to Councillors.

7. **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted.

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

Safeguarding Policy, Boundary review, emergency planning, LALC feedback, B&M, Christmas tree, BL wreath, brick wall, off-shore wind farm

9. **DATE OF NEXT MEETING**

Monday 21st October 2013 in the Recreation Ground Pavilion.

There being no further business the meeting closed at 9.20 pm

Signed.....

Chairman

Date.....

PLANNING COMMITTEE

Prior to the PC meeting at 7.15pm the committee considered the following applications

DC13/2332 Telephone Exchange, Falkenham Road, Kirton

To install one acoustic cowl and one ventilation louvre

DC/12/2485 Goseford Hall, Falkenham

Rebuilding of the wall between (proposed) hallway and kitchen. Works to the door between the dining room and the kitchen, reconfiguring the staircase and balconies within entrance hall.

DC/13/2385 Rosedale 11 Trimley Road, Kirton

Erection of 2 storey side extension to cottage and associated alterations.

No objections to the proposals were raised.

COMMITTEE REPORTS

PLANNING

PC

SCDC

Existing applications

DC13/2332	Telephone Exchange, Falkenham Road, Kirton To install one acoustic cowl and one ventilation louvre	Support
DC/12/2485	Goseford Hall, Falkenham Rebuilding of the wall between (proposed) hallway and kitchen. Works to the door between the dining room and the kitchen, reconfiguring the staircase and balconies within entrance hall.	Support
DC/13/2385	Rosedale, 11 Trimley Road, Kirton Erection of 2 storey side extension to cottage and associated alterations.	Support

New applications

DC13/2593	26 Bucklesham Road, Kirton Clear part of hedge and install drop curb for parking
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FINANCE

Cheques written since September meeting:- BDO £120 (audit fee), C A Shaw £36.60 (clerk exp), C A Shaw £232.80 Clerk's salary), HMRC £58.20 (PAYE), Namesco £149.63 (broadband), SACRE £629.80 (PC insurance), Boundary Fencing £150 (VG hedge)

2012 Finance & General Purposes Committee- Agenda

- i) Clerk's salary
- ii) Parish Income & Payments A/C Report. (Parish attached)
- iii) Annual grants for **2013/2014** (see below)
- iv) Expenditure forecast and precept for **2013/2014** (pro-forma below)
 - i) 130738 SALC Precepts (**circ**)
- v) Invoices:-
 - i) 130689 SAcre Insurance service Renewal of PC insurance £629.80
 - ii) 130712 Namesco Renewal of broadband £149.63
 - iii) 130713 Boundary fencing Cut of VG hedge £155
- vi) Correspondence
 - 130720 Namesco Confirmation of broadband renewal
 - 130753 SAcre Confirmation of insurance renewal
 - 130775 SALC Suffolk Coastal Grants system
- vii) Audit Effectiveness Review

GRANTS REQUESTED TO DATE

Age UK	c130053
Avenue group/Optua	c130150/554
Ssafa	c130639
K &F Village Hall	c130755
MAGPAS	c130763
Homestart	c130781
SPS	
British Legion	

KIRTON & FALKENHAM PARISH COUNCIL

EXPENDITURE FORECAST 2014 - 2015

	2013/14	2014/15
Clerk's Salary	£3500	
Administration;		
Insurances	£1600	
Subscriptions (SALC etc	£600	
Electricity	£30	
Misc (eg audit,b/band,meet'g exp	£700)
exp	£450) 1550
Clerk/Councillor expenses		
Training	£400)
Grants	£1,200	
Publicity	£500	
Environmental Services	£1,650	
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	

p