

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 **24th** day of **November 2014** 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 20th October 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
 - i) White lining (c140874)
 - ii) Damaged signs (c14039/40)
 - iii) Christmas tree arrangements
 - iv) Casual vacancy (c140911)
 - v) St Elizabeth Hospice anniversary report
 - vi) VG telephone box (c140923)
 - vii) Community shop update
5. Finance & General Purposes Committee meeting (agenda attached)
6. Administrative matters (**see correspondence**)
7. Acceptance of written Committee Reports
 - a) Planning (attached)
 - i) Site Specifics & related consultations report
 - ii) Neighbourhood Plan
 - b) Environmental (**see correspondence**)
8. SALC Report
9. Other Correspondence (attached)
10. Matters for inclusion in future Agenda

11. Date of next meeting:- Monday 5TH January 2015 in the R G Pavilion at 7.30pm.

CORRESPONDENCE

140943 P Negus Transport report for 24th Nov

Matters arising

140874 P O'Brien/SCC FW: road markings **(circ)**
140939/40 SCC Damaged sign on Innocence Lane/buckled sign on Back Road, Kirton
140911 SCDC Casual vacancy advert result **(circ)**
140900 Salvation Army Band Tree Lighting-up Ceremony 2014 **(circ)**
140923 SCDC BT payphone responses sent to BT **(circ)**
(see F & GP agenda)

Finance

Administration

140872 P O'Brien SCDC Adopted Statement of Community Involvement
140873/6 P O'Brien/SCC/SALC Crown the most active communities in Suffolk **(circ)**
140884 SCC The search is on for Suffolk's most active comm
140912 Therese Coffey Acknowledgement of meeting in October
140919 R Kerry Latest enhancements to kerbside recycling **(circ)**
140934 Healthwatch Health watch Suffolk newsletter
140936 Hastoe Durilda Green opportunities
140945 eastsuffolk Community & Business Awards 2015
140946 LCPAS Course - Elections, By-elections and Co-option.

Planning

140877 SCDC Local plan docs - supplementary question)
140891 SCDC Plan Update - "open house" invitation 11th Nov)
140922 SCDC Local Plan invitation - response to liaison queries)
140894/8/9 SCDC/I Cade Felixstowe Peninsula AAP – Invitation/Questions/Offer to be delegate)
140903/4/5 eastsuffolk/I Cade/es World of planning and Building Control contact/Questions/response)
140915 SCDC Acknowledgement of Early Engagement resp }
140918 R Kerry FW: Press Release - Strategic Housing Land **(circ)**)
140926 SCDC Site Specific Allocations- early engagement **(circ)**)
140949 SCDC Draft Local Validation Requirements)

Environment

140890 SCDC FW: Tree wardens forum 2014
140914 Tree Council Tree Guardian October 2014
140927 S Harvey Flooding in Weir Place
140932 Norse Landscape Development services
140951 Deben Estuary Partn Deben Estuary Plan Consultation **(circ)**

SALC

140896 SALC Planning Essentials
140897 SALC Forthcoming courses

Other Correspondence

140888	HMRC	Online Learning Course for Employers
140875	HMRC	Live webinars to help employers
140950	SCC	Funding available to get young people active
140878	D Jacobs	Action on 140875 ?
140883	SALC	Secretary position with Ipswich Arts Association
140920	Messagemaker	Tailor Your Roadside Message with Just One
140933	Giving Time	Strengthening local democracy course 27 Nov
140941	SCDC	Town/Parish Autumn Budget Liaison - 25 Nov reminder
140879/80	Comm action Suffolk/eastsuffolk	Is Volunteering important to you?
140881	SCDC	Christmas in Felixstowe
140885/908/31/41	Rural Services Ntwk	Hinterland w/b 24 Oct/1 Nov/7 Nov/14 Nov
140944	Rural Services Ntwk	Rural Transport - November 2014
140889	White Hill Direct	Re: Outdoor Seating
140892	Clerks/counc direct	Nov edition
140895	Deben Radio	Deben Radio Open Meeting Minutes
140901	SCC	£100,000 funding aims to get Suffolk moving
140902	SPS	Suffolk View Autumn edition
140906	S Comm Foundation	News from the Grants Team - Oct
140909	EELGA	East of England LGA e-bulletin
140910	Fenland leisure	Inspections and Maintenance
140916	Public Sector exe	Greater Manchester to get a mayor
140917	SCC	International expert to speak on physical activity
140925	Comm Action Suffolk	Transforming Suffolk New Suffolk charities
140928	Broxap	Selection of Broxap's Seats and Benches
140929	HAGS	Up to 50% off Play, Sports and Fitness equip
140935	Public Sector exe	More councils merge functions and power
140942	Broxap	The Toughest Economy Steel Bins
140947	Comm Action Suffolk	Final chance to join the Suffolk Volunteering Summit
140950	SCC	Funding available to get young people active

KIRTON & FALKENHAM PARISH COUNCIL

**Minutes of Parish Council Meeting held on
Monday 20th October 2014 at 7.30 pm in the Recreation Ground Pavilion**

PUBLIC OPEN FORUM

PRESENT 7 Parish Councillors, Mrs P O'Brien (CC), Mr R A Kerry (DC),
Pcso S Baddeley. 2 Parishioners.

1. **Police Report**

Pcso Baddeley presented his report (c140847) noting a dangerous dog incident which had been resolved.

Minutes of September Community (c140819) and October Tasking (c140818) meetings received and noted. Feedback and advice following rape incident in Felixstowe (c140788) noted.

2. **Parishioners Questions**

The issue of white lining at Church/Rectory Lane junction was again discussed following the response from SCC (c140801) which was considered unsatisfactory. Mr O'Brien (CC) would raise this once more with SCC Highways.

3. **County Councillor's Report**

Mrs O'Brien (CC) presented her report (c140853, circulated) which covered the success in greatly reducing school truancy, though standards of achievement still are of concern. The Stay Safe Scheme was outlined, together with and update on the Suffolk Records Office and changes to County telephone number codes from 0845 to 0345. She flagged up the Government's THINK campaign which is particularly relevant to Suffolk's rural roads. An update on dealings with Police Commissioners was given.

4. **District Councillors' Reports**

Mr R Kerry (DC) spoke on SCDC initiatives on domestic violence, taxi cab MOT, and Health & Well being aimed at caring for people at home.

The Clerk read a report from Mrs S Harvey (DC) (C140863) covering clearance of a Park Lane/Weir Place footpath and regular flooding in Weir Place, attendance on the "After the Surge" conference, consultations on the Community Infrastructure Levy and Deben Estuary.

The Chairman closed POF at 7.58 pm and opened Parish Council meeting.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs (Chair), F Last, M A Paul, Ms EY Choi, Mesdames J L Shaw, Mrs P M O'Brien (CC), Mr R A Kerry (DC), Pcsos S Baddeley, and 2 Parishioners.

1. **APOLOGIES:**

G Walker (business), J L Matthews (business), E A Colvill (sick), Mr P Negus (PTLO), Mrs S B Harvey (DC), Mr G A Harding (DC), Pc N Howard, Pcsos G Bown,

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 15th September 2014 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

None declared

ACTION

4. **MATTERS ARISING**

i) VG hedge D Cope had been instructed by Councillor Walker and it was being currently cut.

ii) Community shop S Harvey (DC) will report later following ongoing consultations. Noted that an application had been lodged on the 2nd October for a change of use from retail to residential on the former Village Shop premises.

5. **ADMINISTRATIVE MATTERS**

i) Remembrance Sunday Councillor Last agreed to present the poppy wreath at Kirton and Councillor Shaw will arrange for the presentation at Falkenham: wreaths to be supplied by RBL through the Clerk. **CLERK**

ii) Christmas tree arrangements Clerk confirmed that event will be held on 5th December; Salvation Army band had been booked. Chairman made a note to discuss amplification with Mr Jones and refreshments with Councillor Walker. School will be invited to send a choir again. Arrangements to be finalised at November meeting. **CLK/DJ**

iii) Casual Vacancy The Notices have been posted for nominations by the 27th October. (c140811).

iv) Parish Council Elections May 2015 Advice notes from SALC/SCDC (c140795/840) on policy/budgeting for costs, noted for consideration at F&GP in November. **CLERK**

iv) Transparency Code LAIS1368 Transparency Code (c140826/37) and advice & course from SALC (c140838) about filming at meetings noted.

v) WW1 Project Memo from Mr T Payne (c140841) seeking support for project to identify participants from the parish during WW1 and funding through grants, favourably received. Proposed I Cade, seconded M Paul and carried that support be channelled through Councillor Shaw.

vi) Annual East Suffolk Forum Event on 21 November at Pakefield (c140757) noted for possible attendance.

vii) Healthwatch appeal Appeal for suggestions to reach local community

CLERK

(c140768) to be forwarded to Councillor Colvill for possible pursuit.

viii) Rest centres Training course on 21st November (c140783) noted, but attendance not proposed.

ix) St Elizabeth Hospice Anniversary Invitation to 25th celebrations (c140790) **FL** passed to Councillor Last to attend.

6. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) SCDC Site Specific Policy Proposed J Shaw, seconded EY Choi and carried **CLERK** that, following the attendance on 22nd September, of Chairman, Vice Chairman Councillor Shaw, the following comments be put to SCDC.

1. Housing Allocation. Kirton is designated a Local Service Centre and services have not improved since the designation, nor are there signs that it will do. As a Local Service Centre. Kirton was due for a few houses at most. The village is keen that Kirton does not become a housing dormitory, requiring car access to shops and other services, which would be contrary to SCDC's and SCC's policies.

2. Density; specifically for site 712 and also generally. Taylor Wimpey have presented to the village a plan for 39 houses at site 712, which is wildly different from the SCDC estimate of 22 houses, based on the Suffolk Coastal average. This is exacerbated by the SCDC view that rural developments should have lower density than the average. These are at such variance that TW and SCDC must be working on very different assumptions.

3. Site 951 & 770. We believe that there are significant access issues, to both Church Lane and Croxton Place, which may make these sites impractical. A previous application for access onto Church Lane was refused due to access problems. SCDC have agreed to investigate further.

4. Site 950. This would be ribbon development reducing the separation of Kirton & Falkenham, with their very different characters.

ii) Potential residential sites No action proposed for the time being of enquiry from Hopkins Homes, pending outcome of Site Specific consultations.

iii) Neighbourhood Plan No action proposed currently. Clerk to find out how many parishes have produced such plans. **CLERK**

iv) B&M site Proposed J Shaw, seconded M Paul and carried that circulated notes of public meeting (c140861) cover the discussion. Subsequent notes on traffic from P Lickert (c140759/60) noted.

Planning application anticipated to be lodged on 24th October. Agreed any planning meeting should be advertised, but speakers must advise Clerk in advance and be limited to 3 minutes.

v) Smokery SCDC had indicated (c104769) that a new pre application would be viewed favourably. Clerk to advise applicants. **CLERK**

vi) Pre-planning/validation advice Information for applicants from SCDC (c140778/810) received and noted.

vii) CIL draft charge consultation Proposals noted (c140827) and discussed but no action proposed.

viii) PPG Housing Assessment LAIS 1369 received and noted.

viii) LALC meetings Minutes of meetings held on 2nd Sept. (140729/79) received and circulated to delegates.

b) Finance (attached)

i) Suffolk Preservation Society Proposed J Shaw, seconded EY Choi and carried that annual subscription of £25 is approved. **CLERK**

ii) Broadband Clerk reported that renewal was now due at £149.63 pa (c140839) on current basis through The Phone Co-op (previous Namesco). Situation is fluid at the moment and reversion to an “all in tariff” discussed. Proposed M Paul, seconded J Shaw and carried that charge of £149.63 be paid and future discussed at F&GP. **CLERK**

iii) Locality Budget Mrs O’Brien had advised (c140782) that £500 ha been allocated to KAFPA leaving £750 in the grant allocation.

iv) Staff Pay Advise note from SALC (c140800) on minimum wage noted.

v) Grants MAGPAS had sent report and request for grant (c140803) . UK Power Network have grants to administer (c140772). **F&GP**

vi) SCDC budget review Invitation to meeting on 25th November (c140835) may be attended.

vii) VG telephone box Agreed proposal from BT thro' SCDC (c140793) to remove the box is rejected as it is the only box between Falkenham and Newbourne. **CLERK**

viii) Precept Second payment of precept received (c140776); £2250 to be paid to Recreation Ground committee.

ix) PC insurance Renewal of PC insurance confirmed (c140791).

c) Environment

i) Speed signs Information of vehicle activated signs available from Message Maker (c140751) noted.

ii) Speed enforcement Letter from Police Commissioner Tim Passmore (c140806) advises that reports on speeding should first be put to SNT. Comm. Speed Watch is also a proven way of action.

iii) Damaged signs Identified sites of damaged signs from Councillor Cade (c140815) forwarded to SCC by Clerk. **SCC**

iv) Footpath closure Notice of temporary closure of ftps 7/8 Hemley and 17 Kirton (c140798) for flood works noted.

v) Waste collection Flow chart of disposal systems from R Kerry (DC) (c140763) noted.

vi) Notice Boards Information on weatherproof notice boards from Whitehill (c140770) noted for future reference.

vii) Tree news Grants for trees and Tree News (c149753/829) noted.

d) Recreation Ground (attached)

7. SALC REPORT

i) AGM AGM on 12th November noted (c140774), Councillor Colvill to be approached to attend **CLERK**

8.. **OTHER CORRESPONDENCE**

Other correspondence as listed on the agenda noted

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

Broadband connection, white lining, Christmas tree arrangements, Councillor vacancy, Neighbourhood Plan.

10. **DATE OF NEXT MEETING**

Monday 24th November 2014 in RG pavilion at 7.30 pm.

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

Signed.....

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Chairman

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC14/2673	38 to 40 Falkenham Road, Kirton 2 Storey rear extension	No comments	Granted
<u>New applications</u>			
DC14/3228	Wellgate Cottage, Falkenham Proposed cart lodge with studio accomm.	Object, await more info	
DC14/3461	Falkenham Hall Falkenham Revised scheme to 14/1402 to allow phased construction.		

2014 Finance & General Purposes Committee- Agenda

- i) Clerk's salary
- ii) Parish Income & Payments A/C Report. (attached)
- iii) Annual grants for **2014/2015** (see below)
- iv) Project list and budget
- v) Expenditure forecast and precept for **2015/2016** (pro-forma below)
- vi) Invoices:- i) c140871 D Cope A/C for VG hedge £160
- vii) Correspondence
 - 140937 HMRC Refund of VAT £852.04
 - c140886 icpas Tax Grant Support Information
 - c140913 Phone co-op Important news about your broadband
 - c140921 Phone Co-op Changes to your broadband have been
rescheduled
- viii) Audit Effectiveness Review, Standing Orders, Financial Regulations,
Data Protection Registration
- ix) VG & RG - Land Registration/Community Assets

GRANTS REQUESTED TO DATE

Age UK	c140331
MAGPAS	c140803
Homestart	c140451
Suffolk Air Resc Serv	c130933
British Legion	c140887 2 Wreaths £40
Disability Advice Serv	c140882
T Payne WW1 project	c140841

Kirton & Falkenham PC 2014/15 Project update – Oct 14

- Spend to date on authorized projects totals £1,969 vs the agreed budget of £4,000
- Additional £385 spend required for VG benches (Locality budget paid for first £600). Additional £24 spend required for VH doors
- No progress update on: VG signs; Dog bins; Bus Shelter repairs; Falkenham Notice Board
- Additional project requests for contribution to Church Hall toilets and VH heating system (ie not expecting PC to fund entire spend)
- Quote requested for Pot Holes in RG car park

Items for consideration by PC

1. Are the remaining authorised projects planned to be completed (and monies spent) during the remainder of 13/14?
2. If the budget of £4k is unlikely to be spent on authorized projects, to consider diverting spend to other projects this year.
3. In anticipation of a similar approach for 14/15, to consider rescheduling delayed projects to 14/15 and undertake a similar appraisal of candidate projects against a (to be agreed) overall budget envelop

Project	Budget (£)	Approved	Comment	Date submitted	Date Approved	Spend	Status
Village Green benches	Locality	Y	Additional £385 required above locality budget	May-14	09/06/2014	£385	Awaiting delivery
Village Green signs	1500	Y		May-14	09/06/2014		
Litter bins	250	N	Budget switched to additional dog bin	May-14			
Additional dog bins	250	Y	Budget increased to £500 for x2 bins	May-14	09/06/2014		
Bus shelter repairs	200	Y		May-14	09/06/2014		
Church Trees	340	Y		May-14	09/06/2014	£360	Work complete
Falkenham Notice board	250	Y		May-14	09/06/2014		
VII infrastructure (doors)	1200	Y		May-14	09/06/2014	£1,224	Work underway
Pot holes on RG	Unknown	N		May-14			
Flower beds	Unknown	N		May-14			
Defibrillator	1200	N		May-14			
Church Hall toilets	2358	TBA	Contribution requested	02/08/2014			Not part of 13/14 assessment
VH heating system upgrade	5000	TBA	Contribution requested	Jul-14			Not part of 13/14 assessment

Total

£1,969

Graham Walker 14th Oct 2014

2014/15 budget monitr	Budget	Nov-14	2013/4
	£	£	
Clerk's salary/PAYE	4000	2331	3500
Subscriptions	600	534	600
Electricity	30		30
Insurances	1600	630	1600
Miscellaneous (audit, broadband etc	700	270	700
Clerk/Councillor expenses	450	102	450
Training	200		400
Grants 137, "comm projects"	1200		1200
Publicity	500		500
Environmental Services	1115	255	1615
Reserves			
Community projects		1584	
Less VAT Refund	100		100
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GENERAL ACCOUNT	10495	5706	10495
RG GRANT/VAT REFUNDS	4500	4500	4500
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TOTAL PRECEPT/EXPENDITURE	14995	10206	14995

KIRTON & FALKENAM PARISH COUNCIL

EXPENDITURE FORECAST 2014 - 2015

PROFORMA

2015/16

Clerk's Salary	£4000	
Administration;		
Insurances	£1600	
Subscriptions (SALC etc	£600	
Electricity	£30	
Misc (eg audit,b/band,meet'g	£700)
Clerk/Councillor expenses	£450) 1550
Training	£200)
Grants	£1,200	
Publicity	£500	
Environmental Services	£1150	
Reserves	<u>£0</u>	
Total	£10,595	
Less VAT refund	<u>£100</u>	
GENERAL ACCOUNT	£10,495	
RECREATION GROUND	<u>£4,500</u>	
TOTAL PRECEPT	£14,995	