

KIRTON & FALKENHAM PARISH COUNCIL

NOTICE OF MEETING

I HEREBY GIVE NOTICE that the ANNUAL PARISH COUNCIL MEETING will be held at the Recreation Ground Pavilion, on Monday 12th May 2014 at 7.30 pm.

Signed. CA

Shaw

Clerk

AGENDA

- .
- ANNUAL PARISH COUNCIL MEETING**
1. a) Election of Chairman b) Election of Vice-Chairman
10 MINUTE PUBLIC OPEN FORUM
 - i) Community Shop update
 2. Apologies
 3. Declaration of Interests
 4. Appointment of Committees
 - Finance & General Purposes Planning
 - Recreation Ground Environment
 5. a) Confirmation of Signatories of Cheques and PO accounts
 b) Appointment of Responsible Financial Officer, confirm duties
 6. Approval of Annual Accounts, Annual Return & Governance Statement (**attached**)
 7. Appointment of Representatives
 - a) SALC b) Village Hall Committee c) Police Forum
 8. Confirmation of School Governor
 19. Appointment of Public Transport Liaison Officer
 10. Confirmation of Local History Recorders - Falkenham 1; Kirton 1
 11. a) Confirmation of Trustees of Nassau Trust, Kirton
 b) Confirmation of Trustees of Kidd, Roddam and Webb Charities, Falkenham
 12. Dates for meetings 2014/2015
 13. Minutes of meeting of 17th March 2014
 14. Matters arising
 - i) Village Green trees
 - ii) Electoral review
 - iii) Innocence Lane development (c140277, c140303, c140267)
 - iv) B & M Development update (c140335, 140364)
 15. Project list (c14025/45, c140377)
 16. Administration (**see correspondence**)
 17. Planning/Finance Reports (**attached & see Planning/ Finance correspondence**)
 18. Environment (**see correspondence**)

19. Other correspondence to note (attached)
20. Matters for inclusion in future agenda
21. Date of next meeting: Monday 9th June 2014 in the R G Pavilion at 7.30pm

CORRESPONDENCE

Matters arising

| | |
|---------------------------|--|
| 140261 BDO | Annual Return - Audit date 30 June |
| 140317 SALC | Annual Return for the financial year end |
| 140277 Port of Felixstowe | Liaison Committee minutes 13.03.14 (circ) |
| 140303 Bidwells | Trimley Estate Meeting Minutes |
| 140267 I Cade/T Collins | FW: Innocence Farm (circ) |
| 140335 Taylor Wimpey | B & M Concrete site development circular (circ) |
| 140364 D Jacobs | B & M Concrete dev - AW consultation |
| 140325 D Jacobs | Updated project list and owners.(circ) |
| 140345 G Walker | Re: Updated project list and owners (circ) |
| 140377 SCC | Re: Locality budget |

Administration

| | |
|-------------------------|---|
| 140222 SALC | Crime Commissioner PUBLIC MEETINGS |
| 140243 Streetlife | Can you help your neighbours to connect? |
| 140255/54 SCDC/SALC | Consultation: draft transparency code (circ) |
| 140360 AH/IC | Comments re transparency consultation |
| 140280 G Walker | Give as you live |
| 140285/26 NALC?SALC | NALC Policy Review Survey 2014 |
| 140320 Coffee Caravan | RCCIP FORTHCOMING AGM - 21ST MAY |
| 140322 SALC | BBC One - Suffolk - Home Swap Holidays |
| 140351 SCDC | Persons Nominated and Notice of Poll |
| 140362 Sevenoaks TC | support more funds for parish councils proposal |
| 140376 East Suffolk.gov | 1st Enabling Comm rd show 19th May |

Finance

| | |
|----------------------------|--|
| 140261 BDO | Annual Return - Audit date 30 June |
| 140317 SALC | Annual Return for the financial year end |
| 140221 SALC | Repeal of s150 (5) of the Local G part(circ) |
| 140225 SALC | Cheques and other financial matters par(circ) |
| 140240 Comm Action Suffolk | Kirton & Falkenham PC PL Cert 13-14.pdf |
| 140336 Zurich | Confirmation of RG Pavilion insurance |
| 140264 Heelis & Lodge | RE: Kirton & Falkenham audit |
| 140273 Headway | Launch and grant appeal |
| 140278/82 SCDC Services | Kirton Village Green quote |
| 140313 SALC | Revised version Financial Regulations** |
| 140334 Comm Action Suffolk | Renewal of membership £30 |
| 140337/50 PM/SALC | Employment Allowance |

Planning

| | |
|------------------|---|
| 140275 WSP group | Flood Risk Assessment - Drainage Enquiry |
| 140229 SALC | Proposed infrastructure A14 changes (circ) |
| 140270 SCDC | Housing Survey Information |
| 140329 SALC/NALC | New Policy Consultation Briefing |
| 140346 SCDC | Information from Planning Policy |

Environment

| | |
|----------------------|--|
| 140256 SCDC | FW: Tree Warden Update |
| 140266 Eastsuffolk | Forum Tree Warden event 10 May 2014 |
| 140274 SCDC services | Ground maintenance satisfaction survey |
| 140281 SCDC | Coastline Lite (circ) |

140294 SCDC Consultation on Air Quality
 140299 P O'Brien FW: Vehicle Activated Signs
 140312 SALC Master Composters - Free training course
 140330 SALC SALC/SCC Transport Seminar - Bus Services

SALC

140242 SALC Suffolk Coastal area meeting actions
 140252 SALC Speaker Elspeth Gibson, Follow up
 140347 SALC URGENT Invitation to provide views
 140355 SALC Notes on AM & APCM

Police

140235 Suffolk Police Report for 17th March
 140245/72 Suffolk Police Community Meeting 25.03.14
 140271/318 Suffolk police SNT Tasking Meeting 01.04.14
 140344 R Kerry Posting of PC Gledhill

Other Correspondence

140219 P O'Brien CC Report for 17th March
 140287 P O'Brien Annual report
 140282 P O'Brien RE: Locality Budget
 140231 D Jacobs Community action/ emergency plan
 140233 D Jacobs SID results for Kirton
 140227 SCDC Council of the year competition
 140260 SCDC Weekly List Applications 21-03-2014
 140238 S Harvey Report for 17th March
 140246/69 UK Power UK Power Networks' Article
 140247 Comm Action SuffolkNewsletter
 140248 SALC Notice re BDO annual return
 140289 SALC FW: Forthcoming courses at SALC
 140279 Careports Monthly report No 4; March 2014
 140288 Suff Comm Foundation Working Together Awards - Apply Now!
 140291 Ipswich BC Council News | April
 140315 UK Power network UK Power Networks article
 140332 Age UK Orwell Walk and Cycle Event Press Release
 140353 Taylor Wimpey RE: B&M Concrete Works
 140374 SCC Fit Villages new director
 140232 Gateway Successful Receipt of Online Submission
 140236 HMRC New tax-free childcare: update
 140323 HMRC Important information for employers
 140340 HMRC Successful Receipt of Online Submission
 140223 Fixmystreet Update quest're on Croxton Close sign
 140253 White Hill Direct Outdoor Seating Spring 2014
 140309 EAOne Consultation by the SOS for DECC - Deadline 22 April
 140217 LARS Special Spring Offer for play areas
 140218 Navigusplanning Planning in interesting times:
 140220 Broax Ltd Derby E Range - Litter Bins and Recycling U
 140224 SCDC Easter in Felixstowe
 140226 Russell Play Another popular playground
 140230..339 Rural services network Hinterland w/b 14 March to 25th April
 140234..324 Rural services network Digest w/b 17 March to 14 April
 140237 Rural services network Rural Housing Spotlight
 140244/292 Rural services network Rural Vulnerability Service - Transport/Broadband
 140310 Rural services network Seminar - Neighbourhood and the Broader Planning
 140311 Rural services network Rural Opportunities Bulletin
 140363 Rural services network Seminar - Sustainable Tourism Strat
 140331 Rural services network Fuel Poverty - April 2014
 140239 Proludic Park Investment Triples Exercise Rates
 140249 Comm Action Suffolk5 days left to comment on Village Halls
 140321 Comm Action SuffolkWorking Together event: 29 April
 140250 Ipswich BC Ipswich Sport Relief Mile
 140251 Lamps & Decorations Spring Christmas decoration warehouse clearance
 140258 EALGA East of England LGA e-bulletin
 140259 SCDC Suffolk Coastal Leisure Strategy
 140263 Glasdon Products for local ouncils
 140265 Urban Ramps Portable Urban Ramps now available!
 140268/304 S Comm Foundation News from the Grants Team - March/1st birthday | 13 local events |
 140328 Suff Comm Foundation High Sheriff celebrates Suffolk's voluntary sector
 140290/308 Broxap St Furniture Broxap Picnic Units/External/Internal Recycling Units
 140293/314 Sutcliffe Play Product additions from Sutcliffe Play/Playback 5

140295 Sparse Gov UK Invite to join a Rural Sounding Board
140296 SCDC Visit Felixstowe Newsletter - April 2014
140297 SALC E-Bulletin - 28 March 2014
140298 Russell Play0 Check out our new Fit & Active cat
140300 Passengertransport Suff Suffolkonboard.com Newsletter
140302 SCC Views invited on disability sport and physical
140306 SCDC European Notice of Election 22 May 2014
140307 0 Invalid Date
140316 GoSheltersParish Bus Shelters
140326 RSS Play playground equipment a new lease of life
140333 EastSuffolk.gov Leisure Strategy - Councillor Focus Group
140338 Anglian Pumping Serv Energy Solutions
140341 J Beer Report for Annual meeting
140342 R Kerry Report for Annual meeting
140343 Suffolk Plice Report for Annual meeting
140349 Suffolk Comm Found Got a picture you want to share?
140352 G Harding Report for Annual meeting
140354 S Harvey Nassau Trust report for AM
140356 SALC Forthcoming courses
140357 SALC NALC E Bulletin - 25 April 2014
140358 D Kemp Report for Annual meeting
140359 L Lanigan Report for Annual meeting
140361 Broxap Broxap's Concrete Seats and Benches
140365 SCDC Electoral Roll password
140366 Street Collective Brochure
140367 Comm Action SuffolkNewsletter
140368 Clerk's Councils Direct May edition
140369 EELGA East of England LGA e-bulletin
140370 SCC Disability sport in Suffolk receives funding boost
140371 Broxap Choose a Broxap Dog Waste Bin
140372 Sovereign Playground Developments, Repairing, Replacing
140373 East Suffolk.gov Visit Felixstowe Newsletter - May
140375 SPS Suffolk View Spring issue

**Minutes of Parish Council Meeting held on
Monday 17th March 2014 at 7.30 pm in the Recreation Ground Pavilion**

PUBLIC OPEN FORUM

PRESENT 11 Parish Councillors, Mrs S Harvey (DC), Mrs P O'Brien (CC), 4 parishioners and 3 representatives of Smokehouse.

1. **Police Report**

A written report (c140236) recorded 2 thefts from motor cars in Kirton involving petrol caps.

2. **Presentation on proposed move of Smokehouse business to Falkenham.**

Tim, Ian and Gill Matthews of Smokehouse gave a presentation on their smoked food business, and their interest in moving its operations, including a shop, to a site in the parish. The nature of the business was explained and questions were answered on parking provisions and whether smoke could be an issue. Samples of their produce were made available to those present. (c140160)

3. **Parishioners Questions**

A parishioner asked if, in the interests of improving the environment of the villages, consideration could be given to the planting of shrubs in suitable places; agreed could be pursued.

4. **County Councillor's Report**

The report from Mrs O'Brien (CC) confirmed that the CC had frozen the Council Tax for a fourth year. Other issues covered, investment in apprenticeships, youth speaking against abuse, a meeting on the problems arising with the Orwell Bridge, which dealt with the imposition of a speed limit and management of traffic through Ipswich during diversions. Her attendance on the Crime and Police Panel concentrated on the less than good crime solving record. There will be no traffic lights at Nacton/Felixstowe Roads junction. She reiterated her appeal for ideas to disperse the remaining locality budget of £850.

5. **District Councillors' Reports**

Mrs Harvey (DC) was also able to report that the Community Charge had also not risen. She made reference to the boundary review, still out to consultation and a rate refund available to retail shops suffering from online shopping. She noted that the B&M Falkenham Road entrance is due to close by the 9th April and following her concerns over dog fouling, had obtained a supply of stickers which were passed to the Council for use. An update on the Kirton Information Desk was given.

6. **Village Shop**

Mr G Todd explained his intentions regarding his proposed purchase of the former Village Shop.

7. **PTLO Report**

Mr Negus had nothing to report,

Chairman closed POF at 8.20 pm and opened Parish Council meeting.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs (Chair), F Last, M A Paul, G Walker, Ms EY Choi, Mesdames E Colvill, C M Cooper, J L Matthews, J L Shaw, Mrs P M O'Brien (CC), Mrs S Harvey and 4 parishioner.

1. **APOLOGIES:** Mr G Harding, Mr R Kerry, PC Gledhill and PC Bown.

2. **DECLARATION OF INTERESTS**

None declatered

3.. **MINUTES OF LAST MEETING**

The minutes of the meeting held on the 3rd February 2014 having been previously circulated were taken as read, approved and signed.

ACTION

4. **MATTERS ARISING**

i) Alley Road Footpath/hedge SCC had inspected the footpath (c140211) and concluded that tarmac would not be appropriate, but stone shingle could be provided. It has been scheduled but is very low priority. Accepted that hedge is responsibility of adjoining owners (Guston Gardens/RG). Proposed J Shaw, seconded G Walker and carried that 3 quotes should be sought for RG hedge in due course following response from Mr Beer (c140215). .

ii) Falkenham Dog Bin/Fire Hydrant The broken hydrant post had been removed (c140167) and a new marker put up. The additional Dog Bin had been installed by SCDC (c140129).

iii) Rectory Lane White lines These remain to be done.

SCC

iv) Elite cycling event The Chairman encouraged everyone to support this event which would pass past the Village Green.

i) Village Green Tree maintenance Quotation still awaited.

Wildwood

iv) Village Green benches, bus shelter & other projects Proposed G Walker, CL'K/DJ seconded M Paul and carried that £600 of the Locality Budget should be requested towards a picnic bench on the Village Green. Agreed a "Project List" should be drawn up to identify priorities, costs and project leads for eventual approval. Chairman to co-ordinate.

DJ

5. World War I commemorations No actions planned, though a historical event would be held in the Village Hall sponsored by the History Recorders.

6. **ANNUAL MEETING**

Usual arrangements agreed for the meeting; Councillor Walker would arrange provision of nibbles and drinks. Clerk had approached the Head of Deben Academy as speaker but so far had received no response.

**GW
CLERK**

7. **EMERGENCY PLANNING**

Chairman reported that the document was in an advanced state of preparation.

8. **BROADBAND SPEEDS**

Agreed problems resolved.

9. **ADMINISTRATIVE MATTERS**

i) Classic Bike Ride Charity ride in aid of prostate cancer (c140144) on 22nd June noted.

ii) Micro business Clerk had responded to e-on enquiry (c140149)

iii) Good Care Day Event on 16th April (c140158) noted

iv) UK Power Network publicity Newsletter (c140178) had been forwarded to Review and put on web site.

v) Electoral Register Clerk had applied for an electronic copy (c140182).

vi) Footway Lighting Proposals by SCDC to switch of lighting at night (c140182) circulated and noted; agreed no response needed.

vii) Therese Coffey MP Notices announcing move of offices to Felixstowe (c140202) posted on notice boards around villages.

viii) Rural Services network Membership survey (c140206) circulated for

action as appropriate.

10. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) Electoral Review Draft recommendations had been received from Boundary **IC/JS** Commission, which proposed that K & F will be in a rural Ward (Kirton). Comments from P O'Brien (CC) and Councillor Cade noted. Agreed further comment requires new evidence. Councillors Cade and Shaw to consider.

ii) Port LALC meeting Clerk and Councillor Cade had attended meetings on 13th **IC** March (c140199). Nothing positive emerged about Innocence Lane development. Information still contained in 2008 document. Trimley will be having discussions about access issues. Planning application could be submitted in the next 6 months. A plan of campaign will be needed. Councillor Cade had spoken to Tim Collins (Bidwells) at the meeting asking to be consulted, and would email him to request updates.

iii) Uk Power Networks Stakeholder engagement/update (c140105/11) noted and circulated.

b) **Finance** (attached)

i) Internal Audit & Control The Clerk, Chairman, vice Chairman and Councillor Colvill had met and updated the statement which had been circulated. Proposed J Shaw, seconded G Walker and carried that the Review is approved.

ii) HMRC VAT refund of £331.16 received; £176.41 refunded to RG. Employers Information message (c140154/55) noted.

iii) Bank a/c Business a/c statement Dec-March received (c140207). New Activation card received for Clerk (c140121), but online facility still not active.

iv) LAIS LAIS 118 on VAT consultation, circulated by SALC (C140118), noted.

v) Invoices Proposed M Paul, seconded G Walker and carried that **CLERK** following invoices are approved.

Wildwood Constr. £500 (RG tree work) (c140151/59)

Comm Action Suffolk £632.30 (Pavilion Insurance) (c140201)

e-on £23.99 (VG tree lighting) (c140203)

SALC £18 (Clerk's day) (c140228)

vi) Precept SALC advise that Government tax grants are not part of Precept

(c140172) noted by Clerk.

vii) Grants Acknowledgment received from EACH (c140150).

c) Environment & Transport

i) Deben Estuary Plan Survey of car parking facilities and access (c140117) circulated and noted.

d) Recreation Ground

Nothing reported.

11. **SALC REPORT**

i) Precept referendums Government is not extending principles of referendums to Parish Councils (C140115); noted.

ii) Area meeting Agenda minutes and reports for 17th March (c140183/212) circulated but not attended.

iii) Access to Council Meeting Advice note LAIS 1365 Access to LC Meetings (c140195) noted.

iv) BBC allotment challenge Circulated to Nassau Trust and Gardening Club. (c140174).

11. **CORRESPONDENCE**

Other correspondence as listed on the agenda noted.

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

Project lists, Electoral Review, Village Green trees,

13. **DATES OF FUTURE MEETINGS**

Monday 12 May 2014 in Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 10.04 pm.

Signed.....

Chairman

Date.....

PLANNING COMMITTEE

Prior to the Parish Council meeting the Planning Committee met to consider the applications

**DC14/0551 35 Burnt House Lane, Kirton
To reduce Lombardy Poplars at rear of property
by up to 50% against future wind throw**

**DC14/0712 51 Meadowlands, Kirton
Erection of part single/2 storey front, side and rear
extensions**

Agreed no objections to the proposals

Signed.....

Date.....

COMMITTEE REPORTS

PLANNING

| | | <u>PC</u> | <u>SCDC</u> |
|------------------------------|--|-------------|-------------|
| <u>Existing applications</u> | | | |
| DC14/0202 | 1 The Maltings TPO work | No comments | Granted |
| DC14/0551 | 35 Burnt House Lane, Kirton To reduce Lombardy Poplars to raer of property by up to 50% against future wind blow | Support | Granted |
| DC 14/0712 | 51 Meadowlands, Kirton Erection of part single storey/2 storey front, side and rear extension | Support | Granted |

New applications

None

FINANCE

Cheques written since March meeting:- Comm. Action Suffolk £632.30 (PC Insurance), e-on £23.99 (tree lighting), SALC £18 (Clerk's Day), C A Shaw £261.20 (Clerk's salary), C A Shaw £118.31 (Clerk's expenses), C A Shaw £266.40 (Clerk's salary), HMRC £37.80 (PAYE), HMRC £66.60 (PAYE).

DATES FOR MEETINGS 2013/4

2014

9th June
14th July
8th September
20th October
24th November

2015

5th January
2nd February
16th March
13th April (Annual Meetings)
11th May (Annual PC Meeting)
8th June
13th July