

**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 **6th** day of **June 2016** at **7.30 pm**

Signed.....  
Clerk

To: **All Councillors**

**A G E N D A**

**PUBLIC OPEN FORUM**

- 1 Police Report (**c60542**)
2. Parishioners questions
3. Discussion on rationale behind original Wellbeck Cottage planning consent
4. County Councillor's Report
5. District Councillor's Report
6. PTLO Report (**c160545/160530**)

**PARISH COUNCIL MEETING**

1. Apologies
2. Minutes of the APCM meeting of 9th May 2016
3. Declaration/Registration of Declarations 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. Village Green verge repairs
- 5 Gravel incursions onto carriageways
- 6 Warning signs
7. Youth Club
8. Emergency Plan
9. EAONE/THREE (**c160533/44**)
- 10 Administrative Matters - see correspondence below
- 11 Acceptance of written Committee Reports
  - a) Planning (attached)
    - ia) DC/16/1955 Wellgate Cottage, Falkenham, Entrance Hall extension
    - ib) DC/16/1859 34 Falkenham Rd K. Proposed bungalow and detached garage
    - ii) Review of Scheme of Delegation/Planning procedures iii) Correspondence
  - b) Finance (attached)
    - i) Annual Return/The Annual Governance Statement (attached)
    - ii) Budget monitor iii) Community Project List for 2016/7
    - iv) Correspondence below
  - c) Environment (correspondence below)
  - d) Recreation Ground (attached)
- 12 SALC Report (correspondence below)
13. Other Correspondence to note (below)
14. Matters for inclusion in future Agenda
15. Date of next meeting:- Monday 25<sup>th</sup> July in Recreation Ground Pavilion at 7.30 pm

## CORRESPONDENCE

### Police

160542 Suffolk Police Felixstowe and District Tasking Group meeting proposals

### PTLO

160545 P Negus Proposed retirement as PTLO  
160530 SCC Suffolkonboard.com Newsletter - May 2016

### Matters arising

160533 EATHREE Rule 6 Letter notifying of the Preliminary Meeting  
160544 EATHREE East Anglia THREE Hearing Notice

### Administrative Matters

160531 Fields in Trust WW1 Centenary Fields  
160518 eastsuffolk Fly The Flag  
116048//9 SALC/SCC FW: Fostering and Adoption Campaign  
160515 CAS Group saved by community | New gift aid guidance  
160519 Felixstowe Forward May News Update  
160524 SCDC Notice of Referendum  
160532 SALC FW: Choral Evensong to Celebrate the 90th Birthday

### Planning

160485/98 G Walker/SALC Fwd: Planning procedures  
160484 I Cade Planning committee **(circ)**  
160503 Felixstowe port Minutes of Port of Felixstowe Local Authority Liaison Comm **(circ)**  
160504 Bidwells RE: Minutes of Port of Felixstowe Local Authority Liaison Comm **(circ)**  
160526 G Walker Planning application DC/16/1955/FUL **(circ)**  
160543 eastsuffolk FW: Sizewell C May monthly update for Councillors

### Finance

160547 PC websites Deadline to publish 2015-16 financial information online  
160494 SALC 2016/7 subscription £510.27  
160500 J Beer Invoice for RG hedge cut ½ £210 = £105  
160508 G Walker New sign for village green **(circ)**  
160490 The Phone co-op April a/c  
160523 SALC/NALC NJC Salary Payscales 2016-18  
160527 G Walker Children's event 11th June **(circ)**  
160493 EACH Acknowledgement of beacon donation  
160497 MAGPAS Draw tickets appeal  
160541 SCC Adoption of revised Suffolk Flood Risk Management Strategy **(circ)**

### Environment

160507 SCC RE: Definitive Map & Statement **(circ)**  
160509 SCDC Street lighting; re-introduction 'part-night' lighting **(circ)**  
160525 SALC East Suffolk Greenprint Forum 20 year celebration  
160505 The tree council Tree Guardian Update

### SALC

160513 SALC FW: Beginners Composting workshops  
160538 SALC/CCFund Coastal Communities Fund Round 4  
160539 SALC/SCC Fostering and Grass Cutting/Weed Spraying

## **Other Correspondence**

160501	HMRC	Receipt of Online Submission
160517	CAS	CAS Membership Renewal
160522	J Beer	VAT
160546	eastsuffolk	FW: community event
160548	Hutchinsons Ports	32nd Daily Rail Service from the Port of Felixstowe
160540	Ipswich BC	Ipswich Borough Council News & Events
160528	HMRC	Employers - expenses and benefits have changed
160486	M Paul	Sign at Weir Pace
160487	Rural Services Network	Rural Transport - May 2016
160502	Rural Services Network	Free RSN Seminar - Mind the [Rural] Gap
160512	Rural Services Network	Spotlight on Rural Health
160492	Rural Services Network	Hinterland w/b 13 May
160521	Rural Services Network	Hinterland w/b 19th May
160488	eastsuffolk	Suffolk Observatory Review
160491	eastsuffolk	celebrate 20 Years of Community Environmental Action
160495	SCC	Suffolk steps up for a year of walking
160510	SCC	Suffolk's Year of Walking Update
160499	SCC	Ipswich pupils mark start of Walk to School Week
160516	SCC	Depart of the 2016 Aviva Women's Tour to be marked by charity
160506	Felixstowe Forward	You're invited to Felixstowe Forward - One Year On (26 Jun
160511	Felixstowe Forward	invited to Felixstowe Forward - One Year On (22 Jun
160514	KOMPAN	Playground equipment supply-only offer end
160496	SPS	Heritage Training Day
160520	Realise Futures	Spruce up your outdoor space this Summer!
160529	AoN	Insurance for Councils arranged by Aon

**KIRTON & FALKENHAM PARISH COUNCIL**

**Minutes of Annual Parish Council Meeting held on  
Monday 9th May 2016at 7.30 pm in the Recreation Ground Pavilion**

**PRESENT:** Messrs I Cade, A P Hutton, D Jacobs, F Last, P Lickert, S Livingstone, M A Paul, G J Walker (chair), Mesdames A E Colvill. J L Shaw, Ms EY Choi and 4 parishioners.

**APOLOGIES** Mrs P O'Brien (CC), Mrs S Harvey (DC), Mr P Negus, Police

1 a) **ELECTION OF CHAIRMAN**

Mr I Cade in the Chair, Mr G Walker was proposed by A Colvill, seconded by J Shaw and carried. Mr Walker thanked the Council for their support, and signed a Declaration of Acceptance of Office.

b) **ELECTION OF VICE-CHAIRMAN**

Mr I Cade was proposed by J Shaw, seconded by D Jacobs and carried.

2. **DECLARATION OF INTERESTS**

No Interests were declared for matters on the agenda.

3. **STANDING ORDERS, FINANCIAL REGS, CODE OF CONDUCT, TRANSPARENCY CODE**

The Clerk had assessed the changes necessary to SO and FRegs arising from the amendments to FRegs on disciplinary issues and changes to Public Contracts Reg 2015, which he would incorporate in the Council's documents and circulate, which was accepted by the Councillors. The Council agreed to the current CoC and that provisions of the Transparency Code were adequate on the Council's web site.

4. **APPOINTMENT OF COMMITTEES**

Proposed J Shaw, seconded D Jacobs and carried that these should constitute the committees..

**Financial & General Purposes**

All Councillors

**Recreation Ground**

G Walker (ex officio)  
P Barker (chairman)  
J Beer (treasurer)  
B Barker  
F Last  
A Colvill

**Planning**

G Walker (ex officio)  
I Cade (chairman)  
A Hutton  
F Last  
S Livingstone  
M Paul  
J Shaw  
A Colvill  
D Jacobs

**Environment**

G Walker (ex officio)  
D Jacobs  
A Hutton  
P Lickert  
M Paul  
J Shaw  
P Lickert

**5. FINANCIAL**

a) Confirmed that Messrs D Jacobs, I Cade, F Last (any two) are signatories of cheques; and Messrs I Cade, F Last, M Paul (any two) be signatories of NS&I accounts.

b) Proposed M Paul, seconded D Jacobs and carried that the Clerk be appointed Responsible Financial Officer (RFO), that the SALC model RFO duties be accepted.

**6 ANNUAL ACCOUNTS**

Councillors were provided with copies of the Annual Accounts for 2015/16; proposed D Jacobs, seconded I Cade and carried that the accounts, be approved as representing a Fair Statement of the Parish finances. The accounts were signed and countersigned by the Chairman and Clerk. The Supporting Statement was referred to the next meeting in order to tidy up the alignment of the assets.

**7. APPOINTMENT OF REPRESENTATIVES****a) SALC**

Proposed M Paul seconded E Choi that Mrs A Colvill continue in the position, but attendance is open to any councillor.

**b) VILLAGE HALL**

G Walker being on the Village Hall committee accepted as the Council's representative.

**c) POLICE FORUM**

D Jacobs, J Shaw and I Cade confirmed.

**d) PORT LIAISON COMMITTEE**

The Clerk, A Hutton, G Walker, I Cade as available.

**8. SCHOOL GOVERNOR**

Confirmed that Mr D Kemp currently remains a Governor.

**9 PUBLIC TRANSPORT LIAISON OFFICER**

Mr P Negus. Mr Negus to be thanked for his work in this capacity

10 **LOCAL HISTORY RECORDERS**

Confirmed Mrs J Shaw for Falkenham and Mr L Lanigan for Kirton.

11. **CHARITIES**

a) **NASSAU TRUST**

Confirmed trustees are Messrs G Mayhew, F Nunn, Mesdames A Clarke, S Harvey.

b) **AMALGAMATED CHARITIES OF KIDD RODDAM AND WEBB**

Agreed Trustees confirmed Mesdames M Posford, S Abbot, J Haines; Mrs P Adams (Clerk).

12. **PUBLIC OPEN FORUM**

The Chairman opened POF at 8.00 pm.

Following representation by correspondence (c160361) and from parishioners present, agreed the Clerk and Councillor Jacobs would discuss with SCC highways/P O'Brien (CC) what signs might be appropriate at Parish boundaries to warn motorist about horse riders and possibly also pedestrians and cyclists.

The Chairman closed POF at 8.15 pm and opened Parish Council meeting.

**PARISH COUNCIL**

13 **DATES FOR MEETINGS 2016/2017**

The following dates agreed.

<u>2016</u>	<u>2017</u>
6 June	9 Jan
25 July	13 Feb
5 Sept	13 Mar
17 Oct	10 April (AM)
28 Nov	8 May (APCM)
	12 June

14. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 14<sup>th</sup> March 2016 having been previously circulated were taken as read, approved and signed with one amendment correcting an initial.

**ACTION**

15. **MATTERS ARISING**

i) Public Liability CAS had confirmed that Public Liability on Recreation Ground is covered under Council's Insurance (c160340).

ii) Emergency Planning Councillors Jacobs and Lickert have this in hand. **DJ/PL**

iii) Village Green Parking The Clerk had written to residents in the vicinity of the Green reiterating restrictions on parking. Situation to be monitored.

iv) EAONE Councillor Paul confirmed that further archaeological studies due in the autumn. Notice of ministerial decision on non-material change (c160325) noted. Bawdsey PC invitation to join co-operative venture to monitor work on cable laying (c160452) supported. Agree Clerk should respond accepting invitation and should be contact for circulation to Councillors Paul and Jacobs. **CLERK**

v) Youth Club Councillor Shaw confirmed that a new Youth Club under the direction of Level 2, would begin on the Friday after half term for a 6 week trial in the RG pavilion. A leaflet drop would take place and Level 2 will have a stall at the Village Fete.

16 **CORRESPONDENCE**

a) Planning

i) LAIS 1388 SALC/NALC information note on changes to planning system (c160299) circulated to planning committee. SALC had produced a response (c160358) also circulated.

ii) Kirton Estate Application to protect footpaths under S31 Highways Act (c160314/51) noted; no action proposed.

iii) Innocence Lane Noted SCC had advised P O'Brien that bidding was in for re-surfacing work; await developments (c160396).

iv) FPAAP 2 copies of Proposed Submission Documents received (c160403) from SCDC. Councillor Cade confirmed he had attended latest Local Council Port Liaison Comm. meeting which appeared to indicate Port Authority and Bidwells were in common agreement about the use of Innocence Lane site for future port development. In informal discussions with Trinity College, post meeting, had emphasised light and noise pollution probably the prime concerns locally.

v) Changes to Planning consultation SALC response (c160358) noted and circulated to planning committee.

vi) Committee meetings Agreed the Clerk should write to SALC and confirm **CLERK** that the procedures adopted by the planning committee in considering applications are adequate.

b) Finance

i) Invoices Proposed D Jacobs, seconded M Paul that the invoices from Boundary Fencing £15 (bin repair c160341), £40 (bin repair c160370), and the free renewal of CAS membership (c160391) accompanied by a £25 donation, are approved. **CLERK**

ii) Audit Documents received from BDO (c160303/15) for External Audit on 4<sup>th</sup> July.

ii) Precept First instalment of precept of £7598.62 received from SCDC (c160440).

iv) Ipswich hospital ward sign SEI had confirmed the order for the picture ward sign, based on photographs provided by Councillor Stephenson, at £129.60 incl.vat (c160318).

v) VG grass cutting Confirmation of the contract received from SC Norse (c160327).

vi) Broadband Invoice for April £36.22 (c160377) received from Phone Co-op.

vii) Local Council Admin. 10<sup>th</sup> edition Agreed a copy at £73.60 (c160296) **CLERK** should be purchased from SALC.

viii) Banking Community a/c statements for Dec - March received (c160366).

## 17. COMMITTEE REPORTS

a) Planning (attached)

b) Finance (attached)

c) Transport (attached)

## 18. OTHER CORRESPONDENCE TO CONSIDER

a) Administration

i) Police Various communications had been received (c160297/310/346/467) providing crime updates and outlines of future policy on reporting and attendance.

ii) Transport Notice of launch events on New Connecting Community services (c160294/389) forwarded to PTLO.

iii) Warm Homes Article from SCC on the Suffolk Energy Action (c160388) forwarded to Review for publication.

b) Environment

i) Street signs SCDC had been advised of damaged street signs for Weir Place and Back Road which had been repaired (c160355/395).



ii) Tree Surveys Services offered by elite trees (c160349) noted.

19. **SALC**

i) The following LAIS documents received and noted.

LAIS 1389 Broadband

LAIS U2D16330

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

Annual Meeting points, Warning signs, Southwell Cottage, Emergency Plan, Youth Club  
Review of Scheme Delegation, Project list/Budget monitor, EAONE/THREE, .

22. **DATE OF NEXT MEETING**

Monday 9<sup>th</sup> June 2014 in Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 9.45 pm.

Signed.....  
Chairman

Date.....

## COMMITTEE REPORTS

### PLANNING

PC

SCDC

#### Existing applications

None

#### New applications

DC/16/1955/FUL      Wellgate Cottage, Falkenham  
Entrance Hall extension

### FINANCE

Cheques written since APCM meeting:-

G Walker	£179.30	AM/Beacon exp
C Shaw	£280	Clerk's salary
HMRC	£70	PAYE
Rec Gr	£2250	½ yr grant
Comm Action Suff	£25	Donation
Rec Gr	£105	½ RG hedge cut

### RECREATION GROUND

**Pavilion :** Still waiting for the floor tiles to be re-laid in ladies' toilet after flood problem. The KAFY club (Youth club) is being resurrected for a 6 week trial starting on Friday June 10<sup>th</sup>. It is being run and funded by Level 2 in Felixstowe. Hopefully with paid youth workers in attendance, we will not have the vandalism problems of a few years ago. Now have enough funding to consider upgrading the CCTV system.

**Play-Area :** Still waiting for Steve at the Forge to patch up the overhead bars, and fix the non-shutting gate (reminded him yet again this week !!) Have had the first meeting with a couple of parents interested in the future of the play area. We have considerable funding and will be deciding what equipment we want to remove, what can be refurbished and identify potential new equipment.

**Fitness Equipment / Zip wire :** New seat needs fixing to zip wire and the fitness equipment needs de-rusting and painting.

**Ground :** M D Long has cut the inside of the Alley footpath. As agreed, the cost was shared between the Parish Council and the Recreation Ground. The football pitches are being part reseeded. The area near the pavilion where most of the football training takes place will not be done until after the Fun Run/Fete weekend. Susan Harvey has claimed £500 to use for children's activities on the Recreation Ground on Saturday June 11<sup>th</sup> in the afternoon. No detailed plans as yet.

John Beer    May 2016