

KIRTON & FALKENHAM PARISH COUNCIL

I HEREBY GIVE NOTICE that the **ANNUAL PARISH COUNCIL MEETING** will be held at the Recreation Ground Pavilion, on Monday 9th May 2016 at 7.30 pm.

Signed.....

Clerk

AGENDA

1. a) Election of Chairman
b) Election of Vice-Chairman
2. Declaration of Interests
3. Acknowledgement of SO, Financial Regs, CoC, Transparency Code.
4. Election & Composition of Committees (*attached*)
Finance & General Purposes Planning
Recreation Ground Environment
5. a) Appointment of Signatories of Cheques and PO accounts
b) Appointment of Responsible Financial Officer.
6. a) Approval of Annual Accounts (*attached*)
b) Confirmation of Internal Auditor and date of External Audit.
7. Appointment of Representatives
a) SALC
b) Village Hall Committee
8. Confirmation of School Governor
9. 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, Amalgamated Charities of
Kidd, Roddam and Webb, Falkenham
12. **10 MINUTE PUBLIC OPEN FORUM**
13. Dates for meetings 2016/2017 (*attached*)
14. Minutes of meeting on 14th March 2016
15. Matters arising
i) Insurance Public Liability (**c160340**)
ii) Emergency Plan
iii) VG parking
iv) EAONE (**c160325**)
v) Youth Club
16. Correspondence (*attached*)
17. Committee Reports; Planning/Finance (*attached*)
18. Other correspondence to consider
19. Matters for inclusion in future agenda
20. Date of next meeting: Monday 6th June in the R G Pavilion at 7.30pm.

CORRESPONDENCE

160340 Zurich/CAS Confirmation of pavilion insurance
160361 A Farthing BHS road safety campaign
160325 EAONE East Anglia One - EN010025

Planning

160299 SALC LAIS1388 Planning Changes
160314/51 SCC/S Harvey THE KIRTON ESTATE - S.31 (6) HIGHWAYS ACT 1
160333/62 Sizewell C Sizewell C March Update/JLAG April update
160396 P O'Brien FW: Innocence Lane
160403 SCDC Proposed Sub Docs/Site allocations - FPAAP
160358 SALC Response to planning consultation

Finance

160341/70 Boundary Fencing Grit box repairs £15/Bin repairs a/c £40
160391 CAS CAS Membership Renewal
160303/15 BDO/SALC 2015/6 Audit documents for 4th July/ BDO External Audit Briefing
160440 SCDC Remittance Advice: KIR001
160318 seiphoto RE: Ward sign
160327 SCDServices Confirmation of grass cutting contract
160366 Barclays Community a/c Dec-March
160377 The Phone Co-op Broadband a/c for March
160296 SALC Charles Arnold Baker 10th Edition

Other Correspondence to consider

Administration

160297/46 Suffolk Police Police report/Reports for March
160310 Suffolk change Team Letter from Chief Constable and Suffolk PCC
160294 SCC publicity event for revised services 72, 163 and 179
160389 P'O'Brien/SCDC Launch events for new Connecting Communities transport
160388 SCC Shorter version of article from Suffolk County
160401 G Walker Re: Parish Website for Fete
160402 SALC/SCDC Suffolk Coastal Community Health Workshops 2016
160404 eastsuffolk Consultation: Cycling on the Felixstowe Promenade

Environment

160349 elitetrees TreeSurvey - designed for Parish Councils
160355 SCDC RE: Broken street sign, Kirton
160395 SCServices RE: Damaged street sign, Kirton
160371 Anglian Water Help us reduce pollution in your parish!

SALC

160326 SALC LAIS1389 Broadband
160337 SALC LAISU2D160330
160394 SALC Community Governance Review: Framlingham

Other Correspondence

160348	P O'Brien	Coffee with Tim Passmore.
160305	HMRC	New National Living Wage becomes law on 1st April
160364	eastsuffolk	Statement of persons nominated and Notice of poll
160306	Suffolk Police	Notice of PCC Election
160334	Suffolk Comm Found	Grants Update - April 2016
160372	Suffolk police	TESCO Bags of Help grant scheme
160387	HMRC	Important information for employers
160392	HMRC	Successful Receipt of Online Submission
160399	HMRC	Employers, helping you in the new tax year
160289	SCDC	Chairman's Invitation - 12th April 2016
160290	SCC	Community Emergency Planning Newsletter
160298	LG News	Should Councils be penalised?
160307	eastsuffok	FW: Newsletter
160309	SALC/Suffolk Police	Crimestoppers Burglary poster
160316	SCC	Suffolkonboard.com Newsletter - April 2016
160319	G Walker	Fwd: OFFICIAL BEACON LIGHTING TIME -
160287/320	G Walkerr/Ic/Dj/Ac	Re: PARISH COUNCIL Re: Beacon lighting - choice of charity?
160339	Paegentmaster	THE PRINCE OF WALES AND PRESS RELEASE
160344	P O'Brien	Report for Annual Meetings
160350	Suffolk Police	Annual Parish Report
160352	A Colville	ANNUAL PARISH MEETINGS
160360	B Parker	FW: Highways Matters - SALC Newsletter
160363	J Beer	RG accounts for AM
160373	Nassau Trust	Report for Annual Meetings
160374	S Harvey	Report for Annual Meeting
160375	Therese Coffey MP	Report for Annual Meetings
160382	SCC	Newsletter article from Suffolk County Council
160405	SCC	Suffolk's Year of Walking Update
160302	Coasts & Heaths AONB	Volunteers Summer Programme 2016
160332	AONB	March Monthly Update: SCH AONB PCs
160347	AONB	Volunteer Programme April to September 2016
160281	SALC	Forthcoming courses March and April
160300	SALC	BBC Radio Suffolk - Hedgehog Friendly County
160313	SALC	Councillor course at SALC

KIRTON & FALKENHAM PARISH COUNCIL

**Minutes of Parish Council Meeting held on
Monday 14th March 2016 at 7.30 pm in the Recreation Ground Pavilion**

PUBLIC OPEN FORUM

PRESENT 10 Parish Councillors, Mrs P O'Brien (CC),

1. **Police Report**

Concerns were voiced at the lack of police reports since January meeting and the difficulty in accessing reports on line. Mrs O'Brien undertook to look into the situation.

2. **Parishioners Questions**

Nothing raised

3. **County Councillor's Report**

Mrs O'Brien reported that she had been very busy with police matters as chair of the Crime Panel. Increases to the budget allowing for more Police and PCS Officers were agreed and serious sexual offences and domestic violence were major considerations. She gave an update on the Council's budget deliberations, freezing the Council Tax for another year and the savings needed to be made, also on the work of the Health & Scrutiny Committee at Ipswich Hospital. The need for co-operation between organisations was essential and examples of this were given and reference made to the Government's preference for regional devolution. A GOOD rating had been had from Ofsted for the County's Children's Services.

4. **District Councillors' Reports**

Mrs Harvey sent a written report in which she confirmed that changes had been made at Woodbridge Library to address concerns raised at the last meeting. She had had meeting with Taylor Wimpey to discuss issues concerning lorry movements and damage to roads and verges. Work was due to start to sort out drainage problems in Weir Place. Waldringfield PC had agreed to lead on Speedwatch, volunteers had been contacted and training arranged; £2000 of funding had been secured. £700 had been raised for Homestart through the "Get out of Jail" bail in which she took part.

5. **PTLO Report**

Nothing to report.

The Chairman closed POF at 8.58 pm and opened Parish Council Meeting

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs, F Last, M A Paul, G Walker (chair), S Livingstone, Ms EY Choi, Mesdames J L Shaw, E A Colvill, Mrs P M O'Brien (CC),

1. **APOLOGIES:**

P Lickert, S Harvey (DC), J Beer.

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 15th February 2015 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

None declared.

ACTION

4. **MATTERS ARISING**

i) PSCO funding Sgreed to take no action.

ii) Emergency Plan On going.

DJ/SL

iii) A14 issues There had been some responses from other Parish Councils Therese Coffey (MP) again (c160226).

iv) TW development/footpaths Councillor Livingstone had met with TaylorWimpey to discuss footpath and traffic issues (c160173circ) and a letter arising from these problems had been prepared (c160197circ) and forwarded to SCC. TW had responded to enquiry made by Councillor Cade on traffic access routes via Back and Falkenham Roads (c160196).

SCC

v) Village Green parking Registration number of offending vehicle still to be determined.

CLERK

vi) EAONE Changes to the development consents had been notified (c160186); Councillor Paul noted that archaeological survey were due to start in the following week.

vii) Pavilion insurance/equipment Proposed D Jacobs, seconded M Paul and carried that the renewal premium for the Pavilion at £680.51 is approved (c160162), subject to the Clerk confirming that there is Public Liability cover on the Play Area/Playing Field, and increasing cover for the goal posts to £3500 (c160229); approval given to whatever increase is required. Agreed the youth club equipment should be retained (c160229) until negotiations with Level 2 about revival of a club are resolved.

CLERK

5. **QUEEN'S BIRTHDAY**

i) Commemorative medal Agreed to take no action (c160201).

ii) Beacon lighting Arrangements in hand for 21st April; information to be posted on web-site

GW

6. **ANNUAL PARISH & PARISH COUNCIL MEETINGS**

i) Annual meetings Agreed Councillor Walker would make the usual purchases for refreshments with a budget up to £90. Tom Lucking would attend to give a talk on the recent rubbish tip excavations at Kirton Church paddock (c160158/64) and Clerk would issue the usual invitations to give reports. The WI projector will be used together with a screen. **GW
CLERK**

7. **ADMINISTRATIVE MATTERS**

i) Short stay stopping sites Update from SCC on progress in identifying sites (c16060/61circ) noted.

ii) Year of Walking/Walking Festival Plea for ideas (c160181/2circ) from SCC noted and suggested for review. **CLERK**

iii) Bus services Availability of new time tables (c160183) noted.

iv) Warm Homes Posters advertising funding availability to improve home heating (c160192) posted around the village.

v) Rural Transport Contracts CATS had advised (c160200) that they had won the tender to lead rural transport for Suffolk Coastal from June for 5years.

vi) Highway Matters Third edition of Highway Matters from SCC (160245circ) noted.

8. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) FPAAP Councillor Cade had nothing further to report at this stage. SCDC had advised (c160237circ) that the Site Allocation Docs and Area Action Plans were published prior to submission to the Scrutiny Committee and Cabinet.

ii) Innocence Farm Councillor Cade had brought to the attention of the Council (c160172circ) the on-line advertisements of Bidwell to rent this site. He had had a letter published in the local paper (c160198circ) refuting claims made by Bidwells about the site.

iii) Local Authority Liaison Committee Next meeting arranged for 28th April (c160202); Councillor Cade will attend.

iv) Sizewell C February update (c160208circ) noted.

vii) Housing Bill Councillor Jacobs had prepared a response on the Bill (c160243) which had been forwarded to Hastoe Housing.

b) **Finance** (attached)

i) Budget Monitor/Comm Projects Update circulated with agenda and accepted.

ii) Invoices Proposed D Jacobs, seconded A Hutton and carried that the invoices Trimley St Martin £160 (councillor training), e-on £28.33 (VG lighting) are approved.

iii) Internal Audit & Effectiveness Review Heelis and Lodge had confirmed (c160232) willingness to undertake the internal audit for 2015/16. The Audit Effectiveness Review had been carried out by the Clerk and Councillors Walker, Cade, Colville and copies circulated. Proposed D Jacobs, seconded J Shaw and carried that their report be accepted.

iv) Village Green grass cutting Proposed A Colvill, seconded J Shaw, and carried that the quotation from SC Services to cut the VG grass during 2016 for £412.50 + VAT (c160216) is accepted.

CLERK

v) Village sign The chairman had put forward the proposal (c160211circ) that a local artist might be approached to design the sign. Subsequently Kevin Shepherd had offered a design (c160251circ) which will be pursued.

vi) Hospital village sign The Clerk had confirmed with the photographer (c160159circ) that the photograph supplied by Councillor Livingstone was suitable and completion in due course is awaited.

vii) Pensions Latest update received through SALC/NALC (c160210).

viii) Living Wage The introduction of the National Living Wage (c160215) noted; Clerk and Chairman satisfied that the Clerk's salary meets the criteria.

ix) Grants Acknowledgment of grants from St Elizabeth Hospice (c160199) and Ipswich Hospital (c160212) received. Request received from EACH (c160212).

c) Environment & Transport

i) Hedges S Harvey (DC) had written to SCC (c160180) requesting that the owner of Saxon House, Falkenham Road be asked to cut back their hedge. Proposed D Jacobs, seconded E Choi and carried that the request from J Beer (c160236) for the PC to share the cost of cutting the RG side of Alley FP hedge is approved.

ii) Innocence Lane Representations to SCC continue to be made regarding the state of the repairs to Innocence Lane (c160235/252). To be raised with CC.

iii) SCDC Air Quality Invitation to comment (c160227) circulated to Environment committee for comment.

iv) AONB February newsletter (c160213) circulated to Environment committee

v) Grit bins Damage to some in Falkenham noted. Agreed Councillor Jacobs to contact D Cope to effect repairs up to a budget of £150.

d) **Recreation Ground** (attached)

i) Climbing frame bars Councillor Jacobs to check whether work has been done. **DJ**

9. **SALC REPORT**

i) Area Meeting Information circulated (c160171/207/233); not attended.

10 **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted.

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

Insurance Public Liability, Emergency Plan, VG parking, EAONE, Youth Club.

12. **DATE OF NEXT MEETING**

Annual Parish Council Meeting 9th May 2016 in the R G Pavilion at 7.30 pm

There being no further business the meeting closed at 9.25 p.m.

Signed.....

Chairman

Date.....

PLANNING COMMITTEE

Prior to the PC meeting the Planning Committee met to consider the following applications

PRESENT F Last, D Jacobs, A Hutton, J Shaw, A Colvill, S Livingstone, M Paul, I Cade, Clerk

DC16/0577 Kirton Lodge, Park Lane, Kirton
Conversion & extension of existing granary bldg. to annexe
use ancillary to Kirton Lodge for care assistant and erect
outbuilding.

Michael Paul had declared an interest prior to the meeting and absented himself from the discussion and vote.

Recommendation: Neutral. Unanimous.

Observations. None

DC16/0508 Falkenham House, Falkenham
Proposed minor alterations to link, Creation of cart lodge
in different form to that already granted.

Recommendation: Neutral. Unanimous.

Observations. The PC believes that the plans sent to the PC may be wrong, that they may show the cartlodge

in the wrong place. We think that the cartlodge may be visible from the road, we will leave it to SCDC to determine whether this is an issue. The PC wishes to remind SCDC that there was an application in 2010.

DC16/0572 32 Falkenham Road, Kirton
Proposed conversion of bungalow to 1½ storey dwelling &
erect detached single garage. Remove existing garage at side

Recommendation: Neutral. Majority vote for, one against a neutral stance.

Observations. A concern was raised about the height, though the majority view was that it was in keeping with the environs.

DC16/0765 Deben Lodge Farm, Falkenham
Replace agricultural building (existing demolished)

Recommendation: Support. Unanimous.

Observations. The PC is concerned about construction traffic during school start/finish time. Please can heavy deliveries for construction be stipulated only outside of the school start/finish times.

DC/16/0540 Blue Barn Farm, Chapel Hall Lane, Tr St Martin
Erection of steel framed agricultural building to provide storage
and drying facilities for grain

Parish Council believe that this will be sited off Ham Farm Track; we are concerned about construction traffic and then farm traffic when operational. We believe that all traffic should go via the Capel Hall Lane access only. The Back Road access and Kirton Road access (near the school) are unsuitable access points with very bad visibility and also with issues for pedestrians, particularly close to the school start and finish times. We would appreciate confirmation of the access route.

Signed.....

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC16/0523	39 Burnt House Lane Reduce 2 No oak trees by 40%	Neutral	Granted
DC16/0147	Church Hall, Church Lane, Kirton Replace windows in Church Hall	Support	Granted
DC16/0508	Falkenham House, Falkenham Proposed minor alterations to link, Creation of cart lodge in different form to that already granted.	Neutral	Granted
DC16/0577	Kirton Lodge, Park Lane, Kirton Conversion & extension of existing granary bldg. to annexe use ancillary to Kirton Lodge for care assistant and erect outbuilding	Neutral	Granted
DC16/0572	32 Falkenham Road, Kirton Proposed conversion of bungalow to 1½ storey dwelling & erect detached single garage. Remove existing garage at side	Neutral	Granted
DC16/0765	Deben Lodge Farm, Falkenham Replace agricultural building (existing demolished)	Support	Granted
DC16/0540	Blue Barn Farm, Capel Hall Lane, Trimley St Martin Erection of steel framed agricultural bldg. to provide storage and drying facilities for grain	Comment on access	Granted

New applications None

FINANCE

Cheques written since March meeting:-

Trimley St Martin PC	£160	(Counc. Training)
e-on	£28.33	(VG lighting)
C A Shaw	£277.60	(Clerk's salary)
HMRC	£69.40	(PAYE)
Comm Action Suffolk	£703.30	(Pavilion insurance)
Boundary Fencing	£15	(Grit bin repair)
C A Shaw	£265.21	(Clerk's expenses)
Boundary Fencing	£40	(Grit bin repair)
C A Shaw	£280	(Clerk's salary)
HMRC	£70	(PAYE)
EACH	£102	(Beacon collection)

TRANSPORT

The new bus timetable started on 29th March but over a month later there is no sign of new timetable leaflets. I have been unable to get a satisfactory response from Suffolk County Council, who say they are still at the printers. The information is available online, but I have 15-20 elderly people in the in the village who still need the information on paper. Could the Parish Council take this up with Suffolk County Council? P Negus
May 2016