

KIRTON & FALKENHAM PARISH COUNCIL

I HEREBY GIVE NOTICE that the **ANNUAL PARISH COUNCIL MEETING** will be held at the Recreation Ground Pavilion, on Monday 18th May 2015 at 7.30 pm.

Signed.....

Clerk

AGENDA

1. a) Welcome to new Council and submission of "Declarations of Office"
- . b) Apologies; agreement to accept later submission of any Declarations.
2. a) Election of Chairman
- b) Election of Vice-Chairman
3. a) Declaration of Interests
- b) Acknowledgement of SO, Financial Regs, CoC, Transparency Code.
4. Kirton Councillor vacancies - proposals to fill 1 No by co-option
5. Election of Committees
 - Finance & General Purposes
 - Recreation Ground
 - Planning
 - Environment
6. a) Appointment of Signatories of Cheques and PO accounts
- b) Appointment of Responsible Financial Officer, confirm duties
7. a) Approval of Annual Accounts (*attached*)
- b) Confirmation of Internal Auditor and date of External Audit.
8. Appointment of Representatives
 - a) SALC
 - b) Village Hall Committee
9. Confirmation of School Governor
10. Appointment of Public Transport Liaison Officer
11. Confirmation of Local History Recorders:
 - Falkenham 1; Kirton 1
12. a) Confirmation of Trustees of Nassau Trust, Kirton
- b) Confirmation of Trustees, Amalgamated Charities of
Kidd, Roddam and Webb, Falkenham
13. **10 MINUTE PUBLIC OPEN FORUM**
14. Dates for meetings 2015/2016
15. Minutes of meeting on 16th March 2015
16. Defibrillator
17. Footpath signs
18. Correspondence (*attached*)
19. Committee Reports; Planning/Finance (*attached*)
20. Matters for inclusion in future agenda
21. Date of next meeting:
Monday 8th June in the Recreation Ground Pavilion at 7.30pm.

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 16th March 2015 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 9 Parish Councillors, Mrs P O'Brien (CC), Mr G A Harding (DC).

1. **Police Report**

A written report (c150240) recorded no crimes during February.

2. **Parishioners Questions**

Nothing raised

3. **County Councillor's Report**

The circulated report (c150274) from Mrs O'Brien noted that for the 5th year the council tax had been frozen, but a further reduction of £120m is expected to have to be met. Savings of £38.2m have been budgeted for 2015/16. A report from Suffolk Cyber Survey had revealed worrying trends in children's on-line activity. She announced the results of the county wide winners and runners-up of sports and physical activity championing. The Police and Crime Commission had reported on the activities of the Town Pastors work in Ipswich.

4. **District Councillors' Reports**

Mrs Harvey sent a written report (c15129) which covered her attendance on the Felixstowe Peninsular study and the acceptance by SCDC of the Deben Estuary Plan, together with feedback for the Police Crime Commissioner. The Council had also kept its tax at the same level as the last 5 years and staff would now receive the Living Wage. She was pleased to note that a buyer had been found for the Spa Pavilion, the Artisan Smokehouse application was in and paths had been cleared on Trimley Road. Mr Harding spoke on the work on Development Control by the Scrutiny Panel.

5. **PTLO Report**

Nothing to report

The Chairman closed POF at 7.55 pm and opened Parish Council Meeting

PARISH COUNCIL

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

1. **APOLOGIES:**

I Cade, J L Matthews, Mr P Negus, Police, R Kerry, S Harvey

ACTION

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 2nd February 2015 having been

previously circulated were taken as read, approved and signed, having been amended to record that S Stephenson should read S Livingstone and the Defibrillator was being donated by Mr M Paul and not Paul Trust.

3. **DECLARATION OF INTERESTS**

None declared

4. **STANDING ORDERS/FINANCIAL REGS/AUDIT EFFECTIVENESS REVIEW/RISK ASSESSMENTS**

Revised Standing Orders and Financial Regulations based on NALC Models together with the report of the audit committee had been circulated. Proposed M Paul, seconded A Colvil and carried that SO be approved; proposed J Shaw, seconded M Paul and carried that FRegs be approved; proposed M Paul, seconded J Shaw and carried that the report of audit committee is accepted. An update of the Recreation Ground Risk Assessment was presented and the Chairman would meet with Mr G Christian to update that for the Village Green before the end of March.

DJ/GC

5. **DAMAGED SIGNS/PATHS**

The bridle path sign through Swiss Farm still to be replaced, footway clearance on west side of Trimley Road outstanding, footpath and street sign in Croxton close had been dealt with, Falkenham boundary sign on Back Road outstanding. (c150241/51, c150255/6, c150252).

6. **DEFIBRILLATOR**

On going, pending order and location.

MP/DJ

7. **MAY ELECTIONS**

Notices relevant to Parliamentary, District and Parish elections on 7th May had been posted by the Clerk. The Clerk had Parish Council Nomination Forms for circulation (150135/147/270).

CLERK

8. **ANNUAL MEETINGS**

Arrangements in hand and Councillor Walker agreed to organise refreshments within budget of £100. Mrs R Walker would give a presentation on Diabetes (c150263); proposed A Colvill, seconded J Shaw and agreed consideration should be given to producing a flyer for household distribution within a budget of £150.

GW

DJ

9. **ADMINISTRATIVE MATTERS**

i) Highways problem reporting Mr Harding (DC) had highlighted an on-line facility (c150185) available for reporting highway problems; the Clerk and Chairman had used it successfully.

ii) Electronic Summons SALC notice (c150212) clarifies situation over circulating agenda by electronic means.

iii) Community Emergency Plans survey Chairman had responded (c150236).

iv) Suffolk Info. Link The Clerk had updated parish record (c150239).

10. **COMMITTEE REPORTS**

a) **Planning**

i) Felixstowe Peninsular Plan Councillor Cade was at periodic meeting this evening (c150248, c150121/73/89) /representing Parish on this issue. Timetable between this and Local Plan is causing concern.

IC

ii) Artisan Smokehouse Application submitted (c150201) and considered by planning committee prior to meeting.

iii) Anglia Water & TW Chairman had written to AW outlining concerns of parishioners over TW development (c150207) and forwarding PC water/sewage comments on application.

iv) NANT v SCDC Comments on judgement (c150209) noted.

v) Old Dog Feedback from Mr Owen Smith on rejection of application (c150262) noted

vi) Port of Felixstowe Liaison Comm Councillor Walker had attended meeting at Cambridge on 12th March and had circulated a report (c150299) which noted inter alia Innocence Farm “on back burner” and Uniserve Building

b) **Finance** (attached)

i) Budget Monitoring report Attached report received. Agreed any discussions on further projects should be suspended until new Council formed.

ii) Village Green shrubbery Work had been completed by D Cope.

iii) Village Green grass cutting The Clerk had accepted SC Services Ltd quotation of £412.50 (c150304) for 15 cuts during 2015.

iv) Broadband The service from Phone Co-op had been down for nearly a month due to confusion between the company and BT. Company conditions precluded any recompense. A/C had been received (c150171) but still in credit.

v) Transfer of funds Proposed G Walker, seconded J Shaw and carried that £11000 be transferred from Current a/c to Business a/c.

CLERK

vi) Internal audit Clerk had arranged with Heelis Lodge (c150246) to again provide internal audit services with was accepted.

vii) Banking Statements for Dec/Jan received from Barclays (c150164/279) and annual statements (c150107) from NSI.

viii) Dog bins Chairman had arranged thro' SCDC for 3 additional dog bins (c150166/176/277); a proposal to re-site bin at Rectory/Church Lanes to Burnt House Lane footpath agreed.

ix) VAT A refund of £358.54 received from HMRC (c150165); £331.05 reimbursed to Recreation Ground.

x) Grants Request from Magpas (c150183) referred to F&GP in autumn and from Woodlands Pre-school thro' S Harvey (c150261) noted.

F&GP

xi) Invoices Agreed the following invoices are approved.
Boundary fencing £144 (VG shrub work), E-ON £23.99 (tree lighting), SALC £30 (SO course).

c) Environment & Transport

i) Suffolk Health Programme from Livewell Suffolk (c150188) noted.

ii) Pavements and flooding Discussions between Mrs Harvey (DC), SCC and Mrs O'Brien (CC) (c150191/2/3/200) on clearing of pavements and points of flooding noted.

iii) Kirton bus shelter Report to Clerk of kitchen waste being left in shelter (c150203) reported to Police and Councillor Walker for monitoring.

iv) Spring Clean Notifications of SCDC Spring Clean initiative (c150242/66) noted.

v) UK lost playing fields Enquiry from fieldsintrust about Carnegie Grants (c150300) referred to J Beer who had no knowledge of such a grant in the past.

d) Recreation Ground (attached)

11. SALC REPORT

i) Area meeting Documents had been circulated for meeting on 16th March (c150226.31/75). Not attended.

ii) LAIS The following LAIS received and circulated as appropriate.

LAIS 1372 Transparency Code - Smaller Auth (**circ**)

LAIS 1373 Automatic Precept Referendums

LAIS 1374 Councillor Travel Expenses (**circ**)

LAIS 1375 The Electronic Summons (**circ**)

iii) Updates Information on new style updates and newsletters (c150232/3) noted

iv) Village of the year Information (c150221) noted .

12. OTHER CORRESPONDENCE

Other correspondence as listed on agenda noted.

13. MATTERS FOR INCLUSION IN FUTURE AGENDA

Nothing put forward pending election of new Council in May.

14. DATE OF NEXT MEETING

Annual Parish Council Meeting 18th May 2015 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 meeting the Planning committee met to consider the following applications

DC15/0484

Blacksmiths Cottage, Falkenham
Proposed 2 storey side extension with alterations

DC15/0699

Part west garden, Longridge, Back Road, Falkenham
Erect prefabricated wooden barn structure to operate food business (Smokehouse), with option for small retail outlet & later café, including access and parking.

Present Anne Colvill, Adrian Hutton, Jo Shaw, Michael Paul. Derek Jacobs (Chair). Apologies Ian Cade

DC15/0484 The Council **supported** the application but wished to add the following observations.
As the property is in the Suffolk Coasts and Heaths AONB:

- the roof tiles on the extension should match the existing roof tiles.
- the additional windows on the front elevation should be of Dormer style to match the existing.
- the patio doors/floor length windows to the front elevation would need to be in keeping with the general character of the building.

DC15/0699 The Council **supported** the application but wished to add the following observations.
The council wished to see more detail on traffic, parking and access to the parking and in particular details of hedging/trees to be removed to conform to requirements for visibility splays at the point of exit and any subsequent proposed replanting. The development is within the planning envelope for Kirton and Falkenham. It would align with DM13 in the Local Plan in that the business is in scale with the village. It would create a small amount of employment. It may also provide a service to the village in the form of a shop and cafe. It also aligns with SP7 in the Local Plan maximising economic potential in a rural area, helping to secure local business.

Signed.....

Date.....

