

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 20th day of October 2014 at 7.30 p.m**

Signed *C A Shaw*

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 15th September 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) VG hedge ii) Rectory/Church Lane markings iii) Village shop
5. Administrative matters (**see correspondence**)
 - i) Remembrance Sunday
 - ii) Christmas tree arrangements
 - iii) Casual vacancy/Parish Council elections May 1015
 - iv) Transparency Code
6. Acceptance of written Committee Reports
 - a) Planning (attached)
 - i) SCDC Site Specific Policy report
 - ii) Potential residential sites (Hopkins)
 - iii) Neighbourhood Plan
 - iv) B& M Site
 - b) Finance (attached)
 - c) Environmental & Transport
 - d) Recreation Ground
7. SALC Report
8. Other Correspondence (attached)
9. Matters for inclusion in future Agenda
10. Date of next meeting:- Monday 24th November 2014 in the RG Pavilion at 7.30pm.

CORRESPONDENCE

Matters arising

140758	P O'Brien	Church lane - rectory lane)
140777	P O'Brien	Road markings report from SCC) Rectory/Church Lane
140801	P O'Brien/G Christian	Road markings)
140794	I Cade/S Harvey	Shop change of use)
140797	S Harvey	Relaxation of planning rules for change of use)	
140799	I Cade S Harvey	Further on shop closure criteria) Village shop
140807	SCDC	Village shop criteria)
140813	I Cade	Re Shop clarification)

Administration

140841	T Payne	WW1 PROJECT	
140811	SCDC	Casual Vacancy Notice	
140795/840	SALC/SCDC Elections	2015/Parish Council Elections 7 May 2015	
140826/37	SALC	LAIS1368 Transparency Code/LAIS1368.1 (update)	
140838	SALC	URGENT: Filming at Meetings	
140757	eastsoffolk ptnship	Annual Forum - Friday 21 November	
140768	Healthwatch Suffolk	Healthwatch Suffolk - Can you help	
140781/88	R Kerry	FW:Felixstowe attack this weekend/Op Hales - Leaflets and brochure	
140783	S Harvey	FW: Rest Centre Training opportunities	
140836	eastsoffolk	Nominations for Business/Comm awards 5th Jan '15	
140790	St Eliz hospice	25th Anniversary celebration 4th November	

Finance

140792	SPS	Membership Renewal £25	
140839	Phone Co-Op	Broadband Invoice from The Phone Co-op £149..64	
140782	P O'Brien	Locality budget allocation to KAFPA	
140800	SALC	Staff Pay	
140803	MAGPAS	Newsletter and appeal for grant	
140835	SCDC	Budget review meeting 25th November	
140793	SCDC	Removal of VG Telephone Box	
140776	SCDC	2nd precept grant	
140791	Comm Action Suffolk	Confirmation of PC insurance	
140765	S Comm Foundation	News from the Grants Team - Sept	
140772	UK Power Ntw	Power Networks' Power of Giving Fund	

Planning

140759/60	P Lickert	Proposed development - Land at B & M	
140769	SCDC	Smokery	
140778/810	SCDC	Pre-application Planning/Local Validation Requirements	
140827	SCDC	Comm Infrastruct Levy Draft Charge consultation	
140844	SALC	FW: LAIS1369 PPG Housing Assessment	
140729/79	Felix Port/Bidwells	LALC minutes 02.09.14/Trimley Estate Report Minutes	

Environment

140751	Message Maker	Awareness! Vehicle Activated Speed Signs	
140806	SALC	Letter to Councillors (speed enforcement)	
140815	I Cade	Street signs damaged	
140798	SCC	Temporary Footpath Closure Info (circ)	
140763	R Kerry	FW:SCDC Household Waste Collection	
140770	Whitehill direct	Weatherproof Outdoor Notice boards	
140753	east suffolk	Grants Available for Parish Tree Planting	
140829	Eastsoffolk	FW: Tree Talk October 2014	

SALC

140774	SALC	AGM 12 November	
140802	SALC	SALC awards	
140817	SALC	Community Energy Workshop	
140796	SALC	E-bulletin 26 September	

Other Correspondence

140754	HMRC	Successful Receipt of Online Submission
140787	HMRC	Help for Employers and Potential employees
140820	Gateway	Successful Receipt of Online Subm
140822	HMRC	More Help for Employers
140816	Barclays	Community account statement Aug- Oct
140831	SCC	Tidal Margins Creative Art Workshops 2014-2015
140755	Public sector exe	Councils must not pay senior staff 'over
140761	Rural Services Ntwk	Rural Transport - September 2014
140828	Rural Services Ntwk	Rural Housing Spotlight
140823	Rural Services Ntwk	Rural Opportunities Bulletin
140775	Rural Services Ntwk	Hinterland w/b 26 Sept
140804	Rural Services Ntwk	Hinterland w/b 3 Nov
140834	Rural Services Ntwk	Hinterland w/b 10th Oct
140764	SCC	Suffolk embraces National Fitness Day
140766	Public sector exe	LGA backs calls for a Constitutional Conv
140767	EELGA	Take part in East of England LGA Customer S
140771	CAS	Chickens, orchards and awards
140780	D Jacobs	Suffolk Coastal MP in Kirton
140784	Public sector exe	LGA council pay offer still in the balance
140785	Sutcliffe Play	exciting update from Sutcliffe Play
140786	Saltex	new product launches at Saltex
140805	East Suffolk	Felixstowe Newsletter - October and Nov
140808	EELGA	East of England LGA e-bulletin
140809	CAS	invitation to "The Changing Face of Volunteering
140812	Public sector exe	Scrapping Local Welfare Assistance fund 'misjudged'
140814	Comm action suffolk	22 funding opportunities Suffolk Funding Fairs
140821	S Harvey	Request to keep shop on agenda
140824	Comm Action Suffolk	Improved shorter newsletter
140825	HAGS SMP	Up to 50% off play and sports equip
140830	EastSuffolk	FW: Staverton event
140832	SCC	Flying start for Ipswich junior parkrun
140833	P O'Brien	Closure of c355 Newbourne
140843	SCC	Obstacle races helping to drive physical activity
140845	LCPAS	Course - Filming & Reporting at Meetings
140846	LCPAS	Course - Certificate in Local Council Admin

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 15 September 2014 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 7 Parish Councillors, Mrs P O'Brien (CC), Pcs G Bown, Pc N Howard,
1 Parishioner.

1. **Police Report**

The Police report (c140756) recorded no crimes in July, but an incident involving a van on a private track of Back Road which suffered criminal damage; investigation ongoing. Questions were put about frequency of speed traps' and the safety of cyclists.

Minutes of SNT meetings on 22 July (c140606/16) received. Police Officer contact details (c140592) circulated to Councillors.

2. **Parishioners Questions**

The faded road marking at Rectory Lane/Church Lane were re-raised. Mrs P'O Brien would take up with SCC Highways and report back. A recent incident of sewage smells had been reported, and an enquiry about disabled access to the recreation ground will be raised with J Beer.

3. **County Councillor's Report**

Mrs O'Brien gave a verbal report which noted the consultation in gypsy/travellers sites which had been withdrawn for further consideration, flu vaccinations for school-years 7 to 8 children, a £1.5m campaign to double apprenticeships, that SCC fostering and adoption teams have joined forces, and positive change to Special Education Needs and Disability Practice.

4. **District Councillors' Reports**

None received.

5. **PTLO Report**

None received.

The Chairman closed POF at 8pm and opened Parish Council.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs (Chair), F Last, M A Paul, Mesdames , J L Shaw, E A Colvill, Mrs P M O'Brien (CC), Pc N Howard, Paso G Bown, and 1 Parishioner.

ACTION

1. **APOLOGIES:**

G Walker (holiday), Ms EY Choi (sick), J L Matthews (work),
Mr P Negus (PTLO), Mrs S B Harvey (DC), Mr G A Harding (DC),
Mr R A Kerry (DC).

Mrs Carmen Cooper had sent a letter (email) (c140745) resigning from the Council for reasons of over commitment. The Councillors accepted this with regret and the Clerk will write and thank her for her service and make the necessary arrangements through SCDC for the vacancy to be advertised.

CLERK

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on Monday 12th July 2014 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

None recorded

4. **MATTERS ARISING**

i) VG trees and hedges Agreed that as Councillor Walker was having difficulties getting responses from other contractors, David Cope should be contracted to trim VG hedge. Trees on VG ongoing. (c140708, c140627)

GW

ii) Verge cuts Councillor Paul had had feedback from SCC, but it considered work was satisfactory. View was that rotary cutting is not the best option.

iv) Community Services AGMs Councillor Colville had attended those of CAB, Which is in good form, and FACTS, which is having staffing problems.

v) Drainage/Sewer problems Ongoing; dealt; with as occasion arises (c140605)

14. **ADMINISTRATIVE MATTERS**

i) Rail lines consultation Councillor Colvill will follow up this consultation on Ipswich/Lowestoft/Felixstowe lines (c140623).

ii) Trimley Post Office Deliberations on changes (c140601-3) circulated and changes have now taken place.

iii) Polling station review Noted (c140667) but Kirton not affected

iv) Individual Electoral Registration Noted (c140667) and information posted.

v) Loneliness in rural areas Coffee Caravan's initiative noted (c140640) but considered parish has its own facilities in this respect.

vi) Openness of LG Bodies Regs Issues noted (c140647) and circulated.. To be kept under review.

vii) SCC Highways Offices SALC had forwarded a questionnaire (c140693)

which had been circulated and a response prepared and submitted.

viii) Electoral review of SC Final decision on proposals (c140631) received from LG Boundary Commission that Parish would be within a new Kirton Ward.

5. COMMITTEE REPORTS

a) **Planning**

i) Taylor/Wimpey B&M development Revised proposals had been received (c140676-79) which had been the subject of an exhibition on 4th September, which Councillors had attended. The Parish Council called a public meeting on 10th September in the RG pavilion attended by around 30, to gauge opinion of parishioners, prior to consideration of any planning application, which had yet to be lodged. Concerns raised covered the suitability for significant increase in capacity given the lack of services and traffic issues, housing type mixture, school children walking along Falkenham Road having no pavement, surface and foul drainage problems. These had been conveyed to TW.

ii) SCDC new site specific policy An information pack had been received **DJ/IC/JS** from SCDC (c140683/9) setting out a programme to update the Core Strategy. It was accompanied by a set of plans and schedules identifying potential additional development sites and capacities for discussion. Proposed A Colvill, seconded A Hutton and carried that Councillors Jacobs, Cade and Shaw would meet SCDC officers on 22nd September to raise:

- 1 Discrepancy between capacity of B&M site of 22 with the 39 by TW
- 2 Overview is that only a handful of houses is relative to a Local Service Centre.
- 3 Access to sites 951/770
- 4 Significance of blue boundaries

iii) Neighbourhood Plan Agreed production of a plan should be put on next agenda following recommendation from Mrs Harvey (DC) (c140656/95)

iv) Potential residential sites Enquiry from Hopkins Homes (c140666/94) seeking opinion on additional sites in Kirton noted and referred to next agenda.

v) Port of Felixstowe LALC meeting Clerk and Councillor Cade had attended meeting on the 2nd September (c140711). Councillor Cade gave a brief review of the meeting which covered the presentation on the Uniserve development, ongoing discussions on land availability, and maintaining an expectation to be included in any discussions on “Innocence Lane“. Minutes from PoF will follow in due course.

vi) Assessment of Water Cooled reactors Environment Agency initial assessment (c140707) noted.

vi) EA 3 off shore wind farm Scottish Power notification (c140593/624) of further consultation noted.

b) Finance

i) Project list Agreed once quotations have been received (c140618), repair of potholes on RG could be included in the listings for future allocation, and grant towards refurbishment of Church Hall ladies toilets (c14036/42/43) is also included. **GW**

ii) VG picnic tables A quotation had been received from Realistic Futures (c140697) for supply and fix 2 tables at £982. Agreed be accepted once Councillor Hutton has satisfactorily obtained comparable quotes. **AH/C’K**

iii) External Audit report BDO’s report had been received (c140645) which was satisfactory apart for a note that accounts did not balance by £1, which will have to be addressed by next year. Proposed J Shaw, seconded, A Colvill and carried that BDO report and fee of £120 is accepted. **CLERK**

iv) Parish Council Insurance Proposed I Cade, seconded A Colvill and carried that renewal premium of £629.80 (c140732) is accepted being the 2nd of a 3yr undertaking. **CLERK**

c) Environment & Transport

i) River Deben defences Notification of maintenance proposals (c140620) noted.

ii) Bin collections Changes to collection days noted (c140639), together with some apparent teething troubles.

iii) Fly tipping An incident of fly tipping on Back Lane reported and dealt with by SCDC (c14052/91).

iv) VG grass cutting Following complaints about quality and frequency of cuts,

d) Recreation Ground

Nothing reported

6. SALC REPORT

i) Area meeting Not attended as it clashed with B&M public meeting.

ii) Latest LAIS LAIS 1367 Deregulation Bill and LAIS U2D (c140600) noted

iii) Legal Topic Notes Updates received and circulated (c140690) for
LTN1 Councils’ powers to fulfil its functions
LTN5 Parish & Community Council meetings
LTN14 Amendments to NALC 2013 Model Standing Orders

iv) “Local Councillor” Autumn edition circulated.

7. OTHER CORRESPONDENCE

Other correspondence as listed on agenda noted.

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

Neighbourhood Plan, Christmas tree, Hopkins developments

9. **DATE OF NEXT MEETING**

Monday 20th October 2014 in RG Pavilion at 7.30 pm.

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

Signed.....
Chairman

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC14/1720	2 Southfields, Falkenham Demolish existing garage and construct new single storey annexe	Object Size/Ridge Height?	Granted

New applications

DC142873	38 to 40 Falkenham Road, Kirton 2 Storey rear extension	No comments	
DC14/3064	PO/Village shop, Kirton Change of use from business A1 to residential C3	Info only	

FINANCE

Cheques written since last meeting:- BDO £120 (audit fee), C A Shaw £266.40 (clerk's salary), HMRC £66.60 (PAYE), Business Services at CAS £629.80 (PC insurance)

ENVIRONMENT

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 envelope
- Graham Walker 14th Oct 2014

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		
VH 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

RECREATION GROUND

Pavilion : There are still a couple of minor plumbing issues to be remedied and a problem with a window handle.

Play-Area : Annual Inspection completed. NO high risk items, a few low/medium risks that we will need to look at. Still waiting for work to be done on the slide, roundabout and gate.

New Equipment : Zip wire in good condition after service. After complaining about rusty bolt housings/covers on the double rower, we have been sent some free stainless steel replacements (just the 44 bolt coverings to replace !!!).

Ground : We eventually received a quote from Steve Jacobs to revamp the entrance to the ground (£1180 + VAT). Cars often block access to the gate so we are making the entrance bigger, and creating an area to the left for visitors parking. Work due to start soon !!!!!!!!!!! We have had a couple of problems with mobility scooters being unable to get through the Alley Road entrance barriers. We are looking at possible alternatives.

J Beer October 2014