

KIRTON & FALKENHAM PARISH COUNCIL

I HEREBY GIVE NOTICE that the ANNUAL PARISH COUNCIL MEETING will be held at the Recreation Ground Pavilion, on Monday 13th May 2019 at 7.30 pm.

Signed *C A Shaw*
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) Confirmation of SO, Financial Regs, CoC, Transparency Code, Governance
4. Falkenham Councillor vacancy - proposals to fill 1 No by co-option
5. Election of Committees
Finance & General Purposes Planning
Recreation Ground Environment
6. a) Appointment of Signatories of Cheques
b) Appointment of Responsible Financial Officer, confirm duties
7. a) Approval of Annual Accounts
b) Internal Audit and 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 2019/2020
15. Minutes of meeting on 11^h March 2019
16. Matters arising i) SID ii) Grit bins iii) Trimley St Martin School future
iv) Pathway to school v) Defibrillator battery vi) Verges
17. Administrative matters
18. Planning i) Draft Local Plan update
ii) DC/19/1693 8 The Bungalows, Falkenham
iii) Correspondence
19. Finance i) Financial report and monitor (to follow)
ii) Correspondence attached
20. Environment See correspondence attached
21. SALC See correspondence attached
22. Matters for inclusion in future agenda
23. Date of next meeting: Monday 10th June in the R G Pavilion at 7.30pm.

CORRESPONDENCE

Administration

190383 G Walker Review of internal controls
190409 eastsuffolk FW: Letters to town and parish councils **(circ)**
190489 eastsuffolk New Online Register of Interests System **(circ)**
190512 SALC SALC Councillor Briefing dates
190468 Felixstowe TC Suffolk Day in Felixstowe - 21st June

Planning

190358 eastsuffolk Submission of S C Local Plan to Planning Inspectorate **(circ)**
190401 Tr St Martin PC Local Plan Inspection
190486 Tr St Martin to I Cade FW: Local Plan - Barrister, financing & Other updates
190508/513 I Cade Cross Boundary meeting
190337/409 SCDC Important changes to Dev Management at ESC **(circ)**
190455 eastsuffolk Invite to the PC and TC Planning Forum 7th June
190495 SCC RE: Parish liaison meeting - peninsular education
190363 M Paul Re: PARISH COUNCIL - PARK LANE
190329/443 I Cade Response RE: Sizewell C consultation/ Environment Agency response **(circ)**
190336 /505 P O'Brien Comment on A12/FW: Closure of Felixstowe Road Martlesham
190476 Port of Felixstowe Minutes Local Auth Liaison Meeting 02 April 2019

Finance

190368 G Walker Internal audit recommendation - GDPR **(circ)**
190500 G Walker Preparation for APCM - 13th My **(circ)**
190417 SCC SCC Highways: Grass cutting 2019/20 **(circ)**
190318/48 Norse Kirton Village Green cutting quote £412.50 + vat
190328 Tr St Martin PC FW: Draft local plan contribution
190378 SALC Subscription invoice £526.62
190415/424 swarco/dj VM16805 Invoice 90012997 £3281.23 incl vat
190444 e-on Electricity a/c £0
190344 SALC FW: 21211 a/c for training £37.20
190454/94 Norris & Fisher INSURANCE FOR SID £10.96
190473/79 G Walker Scribe accounting software licence/ Scribe Renewal £129+vat **(circ)**
190297 SCDC Remittance Advice: KIR001 £1000 comm fund
190463 eastsuffolk Precept 1st Instalment £10068.50
190472 EACH Report and request for grant

Environment

190300 G Walker per R Parker Fwd: OVERGROWN HEDGE AT INNOCENCE LANE
190407 S Harvey to SCC Signpost on the village green
190422 The Tree Council Your April Tree Guardian

SALC

190360/77 SALC IMPORTANT** NEW SALC WEBSITE **(circ)**

Other correspondence

190398 NSPCA Re-Suffolk 125th anniversary
190354 Naturalengland Marine Conservation Advice March 2019 -consult
190355/85 SCC AONB Monthly Updates **(circ)**
190303 Phone Co-op Invoice from The Phone Co-op £38.51 February
190428 Phone Co-op Invoice March £40.54
190307 HMRC Paying your PAYE electronically
190313 Heelis and Lodge Re: KIRTON & FALKENHAM AUDIT
190332 SBA Littlejohn RE: KIRTON & FALKENHAM PC - AUDIT 2018-19
190351 Namesco Namesco purchase confirmation £21.40
190362 info.suffolk Website hosting invoice £100
190365 Scribe Support Scribe Newsletter April 2019
190426 Scribe Scribe Renewal Reminder
190447 D Jacobs Speed Sign
190492 esatsuffolk CIL Neighbourhood Funding
190501 Vertas Change of Bank details
190306 Nacton PC Presentation by Sizewell C **(circ)**
190305 SALC Suffolk Coastal area forum **(circ)**
190341 SALC Sizewell A&B Stakeholder Group report
190418/464 S Livingstone to TW Violet Gardens

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 11th March 2019 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 8 Parish Councillors, Mr T Hatrick (PTLO), Mr R Brunt (Tree Warden), Mrs P O'Brien (CC), 8 Parishioners.

1. **Police Report** Nothing new reported.
2. **Parishioners Questions** Nothing raised.
3. **County Councillor's Report** Mrs O' Brien (CC) confirmed that the Council Tax rise of 4% stood against continuing challenging finances. Plans are in hand to expand primary and high schools depending on housing growth. She has been appointed to a Policy Development Panel to look at Children's Centres in Suffolk. As chair of the Police and Crime Panel the challenging issues of sexual offences, solving performance and inter-force collaboration are questioned. She announced that serious consideration is to be given to a Northern Bypass for Ipswich. A response to the Local Plan had been submitted.
4. **District Councillor's Report** A written report from report from Mrs Harvey (DC) covered follow-ups on enforcement issues concerning Paddock Close, an oak tree on Burnt House Lane and other village trees. She outlined the many contributions made from her Community Budget which included amounts to the Kirton Kestral football team and the placement of swift boxes in Kirton Church tower when refurbishment is completed. Funded by the Community Budget she will be arranging an event to celebrate Suffolk Day on the 22nd June. Although this was her last meeting as District Councillor, she will continue to be involved with the Deben Estuary Partnership, Green Print Forum and S Coasts & Heaths. Her responses to the Local Plan with regard to Innocence Farm had been lodged and a negative response on the Sizewell C proposals is to be sent.
5. **PTLO Report** Notes, posted in the March "Review", drew attention to the renewal of age related bus passes expiring on 31st March 2019.
6. **Tree Warden Report** Nothing to report.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs, P J Lickert, G J Walker (chair), Ms EY Choi, Mesdames J L Shaw, Mr T Hatrick (PTLO), Mr R Brunt (Tree Warden), Mrs P M O'Brien (CC), and 8 Parishioners.

1. **APOLOGIES:**

F H Last (indisposed), M A Paul (family), S W Livingstone (business), E A Colvill (indisposed), Mrs S B Harvey (DC).

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 11th February 2019 having been previously circulated were taken as read, subject to amending date of previous meeting (par 2), approved and

signed.

3. **DECLARATION OF INTERESTS**

Nothing declared.

ACTION

4. **MATTERS ARISING**

i) Speed Indicator Device On-going

DJ

ii) Trimley St Martin School SCC will give a presentation at the Annual Meeting on 29th April (c19190134/281).

iii) Wi-Fi access Access in Pavilion had been set up and password made available.

iv) Trimley Road yellow lines Response from SCC awaited..

SCC/C'K

v) Village Green posts Quote for preservative treatment received from D Cope for £199 approved.

vi) Trees Mrs Harvey had written to East Suffolk enforcement officer (c190270) regarding Oak tree at 1 Burnt House Lane, tress at Swiss Farm and The Maltings; Burnt House Lane tree would appear to be in verge and Mrs Harvey is to pursue a TPO for it.

vii) Grit bins Councillor Jacobs had surveyed the needs, 3 will need refurbishment & 4 new bins will be required, 2 at sand sites in Falkenham, at a total cost of £493; approved. Clerk to seek licences for those at Benson Cottage and Sheepgate Lane junction.

DJ

CLERK

5. **ANNUAL MEETING** Arrangements finalised for 29th April with budget of £100 for refreshments. SCC to attend to present discussion on Primary School provision.

GW

CLERK

6. **PARISH COUNCIL ELECTIONS 2ND MAY** The clerk had received nomination papers and election programme (190205/251/59). Forms were distributed to those who wished to re-stand. He had arranged an appointment for 1st April to deliver completed forms.

CLERK

7. **KEEP BRITAIN TIDY/LOVE SUFFOLK** In response to appeal (c190181) Councillor Jacobs would take action through the web site.

DJ

8. **FOOTPATHS** Copies of Definitive Maps had been sought through SCC website in response to request fro Councillor Jacobs (c190266). Clerk had asked for confirmation that these were registered.

SCC

9. **ADMINISTRATIVE MATTERS**

i) Suffolk Day celebrations Mrs Harvey (DC) would be arranging an event on the Recreation Ground on 22 June (c190243) for which she would make a contribution through the PC of £1000.

SH/RFO

ii) **COMMUNITY ACTION SUFFOLK** Membership was due for renewal (c190268). RFO to arrange donation of £25. **GW**

10. **PLANNING**

i) Draft Local Plan Responses to the Local Plan had been finalised and submitted concerning Innocence Farm and housing on Bucklesham Road, The Council began to consider its approach to the future hearings anticipated around June and interaction with barrister representation and KATAG. A meeting had been held that day and consideration given to joint or separate action. Confirmed that £14,000 had been earmarked for inquiry purpose; £480 already spent. Agreed working party should consist of Councillors, Jacobs, Walker, Cade, Colvill and Hutton; Councillors Lickert and Livingstone being financial authorising signatories. (c190192/212/241/245, c190234).

ii) Bucklesham Road housing planning appeal Response had been sent and Councillor Cade would attend the hearing. (c190160/63/85).

iii) DC19/0288 Rectory Lane, Kirton. Ss timber cart lodge in front of property. Agree no response need be sent regarding planning application

11. **FINANCE**

i) Financial reports G Walker (RFO) presented accounts (attached) and budget monitor, to 1st March, which having been verified by Councillor Choi were signed by the Chairman .

ii) End of year accounts and audit In hand; Hellis and Lodge to be invited to carry out audit. **CLERK**

iii) Cross PC Group administrative costs In response to proposal from TSTM PC (c190254) agreed Council would contribute £200 towards the additional costs incurred in preparation of Cross Group additional costs. **GW**

iv) Creation of East Suffolk Notice of transfer of SCDC to East Suffolk (c190362) noted.

v) Grants Spring Funding events fro Headway (c190231) noted.

vi) Broadband Invoice for February (c190209) noted. **CLERK**

12. **ENVIRONMENT**

i) AONB Proposed boundary changes from Natural England (c190199) noted but not relevant to parish district. Monthly Update received (c190260).

ii) Tree Council Latest Tree Warden newsletter (c190265) circulated to Tree Warden.

13. **SALC**

i) SALC and NALC reports (c190244/258, c190261/265) circulated as

appropriate.

ii) Area meeting Councillor Licket will attend when Emergency Plan is on agenda

14.. **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted

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

Defibrillator battery, Verges.

16.. **DATE OF NEXT MEETING**

APCM Monday 13th May 2019 in the Recreation Ground Pavilion at 7.30 pm

Annual Meetings 29th April 2019 in RG Pavilion at 7.30 pm.

There being no further business the meeting closed at 9.15 pm.

Signed.....
Chairman

Date.....

PLANNING REPORT

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC18/4123	Scout Hut, Church Lane, Kirton	Object	Withdrawn
	Replacement Scout Hut	Door to shed	
DC/19/0288	24 Rectory Lane, Kirton Ss timber cart lodge in front of property on NW corner between house and road.	No comment	Granted
<u>New applications</u>			
DC/19/1117	Briar Cottages, Falkenham Road, Kirton Proposed extensions + erection of detached garage	No Comment	
DC/19/1389	Croft Farm, Innocence Lane, Kirton Conversion, alteration & extension to link two barn and create a single residential property.	No objection	
DC/19/1693	8 The Bungalows, Falkenham Proposed single storey rear extension.		