

# 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

## A G E N D A

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 16<sup>th</sup> March 2015
16. Defibrillator (c150338)
17. Footpaths (150325/150446/49//55)
18. Correspondence (attached)
19. Committee Reports; Planning/Finance (attached)
20. Matters for inclusion in future agenda
21. Date of next meeting:  
Monday 8<sup>th</sup> June in the Recreation Ground Pavilion at 7.30pm.

## CORRESPONDENCE

150349 SALC LAIS 1376 Guide and Transparency Code  
150429 SALC New Finance Briefing on NALC Website  
150338 D Jacobs. D Cox Fwd: defibrillator  
150325 G Widdowson RE: sign  
150446/49//55 S Harvey/J G/MP Capel Hall hedging on Back Road Falk

### Planning

150324 I Cade FPAAP - new sites put forward  
150377 TaylorWimpet Residential Development - Falkenham Road  
150426 E Colvill Comments on revised TW plans  
150461 A Colvill/I Cade Re: letter to editor  
150409 EAOW EA ONE and THREE update  
150431 Little Bealings PC Re: EAOW - EA ONE and THREE update  
150419/20 eastsuffolk.gov Request for help -Falkenham/Kirton  
15046268Sizewell C Community Engagement Event, 11th March/feedback from event

### Finance

150354 G Walker/Pauls trees Fwd: Invoice for tree work  
150356 S Coastal Norse Invoice for 3 dog bins £597.60  
150315 Comm Action Suffolk Membership renewal £30  
150371 SALC Membership renewal £490  
150375 SCDC services Confirmation of VG cutting contract  
150402 Barclays Community & Business a/c to 2 April  
150448 SCDC 1st Instalment precept £7705.44  
150322/339 P O'Brien/SCC RE: Locality Budget/Locality Offer Letter  
150334 BDO Notice of Audit 29th June 2015  
150336/425 J Beer/D Jacobs/Zurich Re: RG pavilion insurance/Confirmation of Pavilion insurance  
150390 J Beer RG a/c for Annual meeting  
150374/401 Pensions Regulator Pensions from 1/Jan 2017/Thank you for submitting your details  
150394 D Jacobs/G Christian Risk Assessment Green 2015  
50444 HMRC Change of tax code  
150393/318 The Phone Co-op Invoice from The Co-operative Phone/Spring news and updates  
150459 SALC FW: Funding opportunities for Parish Councils

### Other Correspondence to note

#### Administration

150475 Corbin Griffen Blueberry study at University of East Anglia

#### Environment

150320/31 Tree Council Annual Tree Care Campaign on 21st March/Tree Talk March 2015  
150347 S Coasts & Heaths AONB - Volunteer Programme  
150362 esatsufflok Coastline Lite - Edition 5  
150380 SCC Temporay Footpath Closure Info  
150408 Fredome.org coastline to demonstrate soft defences  
150415 BM Tankering Ceptic Tank Service

#### SALC

150381 SALC FW: LAIS1374.1(travel expenses) LAIS13779(prayers)  
150382 SALC FW: LAIS1378(parking) and LAIS1379(Unauth encampments)  
150456 SAL:C FW: LAISU2D150428(up-to-date info)  
150328 SALC SALC Annual Training Programme  
150434 SALC FW: LAIS1380 Local Government Ombudsman  
150464 SALC SALC Tailored Training  
150465 SALC FIRST MEETING OF NEW COUNCIL  
150432 SALC FW: Induction Dividers

## Other Correspondence

150350	Magpas	Newsletter/ draw tickets
150370	Suff Com Foundation	Grants Update - April 2015
150396	HMRC	Avoid Problems by Managing your Taxes Eff
150416/7	HMRC	Successful Receipt of Online Submissions
150422	HMRC	Important information for employers
150428	HMRC	More Help at this Busy Time
150441	HMRC	Employer Help – Final Webinars
150451	HMRC	Online Employer Training for the New Tax Year
150457	HMRC	Are you using our free Basic PAYE Tools
150453	Tennyson Insurance	Insurance is boring
150359	SALC	Elections FAQ updated
150332/33	SCDC	Notice Of Election
150369	SCDC	Notice of Election - Suffolk Coastal Const
150397	SCDC	Notice of Poll and Statement of Persons
150398	SCDC	District Elections
150399	SCDC	Parish Elections
150400	SCDC	Ward detail.
150427	SCDC	Uncontested Election
150365	SALC	FW: Forthcoming courses
150355	Ips Hospital Charity	The Sunrise appeal
150358	R Kerry	Better Broadband Programme: Kirton
150360	Keith	Parish Council meeting - 13th April
150364	SCDC	Advice re c150360
150376	P O'Brien	Annual Reports
150445	L Lanigan	History recorder report for AM
150361	Ian Lawrence	This year events and fetes
150363	LCPAS	Course - Village Greens and Common Lands
150368	Suffolk on board	Suffolkonboard.com Newsletter - April
150386	Comm Action Suffolk	Newsletter
150387	Headway	Talks on Neurological conditions 2nd Sept
150389	Suffolk Gourmet Ltd	Ice cream barrow facility for events
150392	LCPAS	Transparency Code for Smaller Authorities
150404	SALC	PCC invites views on policing in County
150411	Coffee Caravan	RCCIP AGM - 1ST JUNE 2015
150421	Helping Hands	Thinking about Dementia
150447	SALC/SCC	Funding opportunities for Parish Councils
150450	D Tonge/D Jacobs	Fwd: VE Day

## KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on  
Monday 16<sup>th</sup> 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 5<sup>th</sup> 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 from 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

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 2<sup>nd</sup> 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 7<sup>th</sup> 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 12<sup>th</sup> 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 **CLERK**

£11000 be transferred from Current a/c to Business a/c.

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 16<sup>th</sup> 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 18<sup>th</sup> 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.....

## COMMITTEE REPORTS

### PLANNING

PC

SCDC

#### Existing applications

DC14/3647	Land to east of Cockle Nine Acres, Kirton Construct cottage with garage on land previously used for stabling horses.	No comment	Granted
DC14/4225	Land rear of 16 to 22 Falkenham Road, K'n Demolish existing building; and redevelop site to provide 39 dwellings etc, etc.	Object	
DC15/0412	The Granary, 3 The Maltings, Kirton Remove stubs, deadwood, reduce crown 30%	No objection	Granted
DC15/0413	29 Burnt House Lane, Kirton Front garden oak, reduce crown 50%, & balance lower limbs, remove over cables and garage	No objection	
DC15/0430	39 Meadowlands, Kirton Proposed 2 storey side extension	No objection	
DC15/0484	Blacksmiths Cottage, Falkenham Proposed 2 storey side extension and alterations	Support with comments	
DC15/0699	Part west garden, Longridge, Back Road, Falk'm Erection of pre-fab wooden barn structure for Smokehouse business, retail space, small café Vehicle access and parking	Support with comments	

#### New applications

DC15/1314	35 Bucklesham Road, Kirton Single Storey ground floor extension, erect side elevation chimney, alter 1 <sup>st</sup> floor dormer and roof	Support with comment on light	
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### FINANCE

Cheques written since March meeting:-	C A Shaw	£272	(Clerk's salary)
	HMRC	£68	(PAYE)
	D Jacobs	£42.58	(Travel expenses)
	CAS Services	£636.48	(Pavilion insurance)
	SC Norse	£597.60	(3 Dog bins)
	Paul trees	£740	(Tree work VG/RG)
	C A Shaw	£90.79	(Clerk's expenses)
	G Walker	£78.85	(Travel expenses)
C A Shaw	£294	(Clerk's salary)	
HMRC	£46	(PAYE)	