

**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 **25th** day of **June 2012** at **7.30 pm**

Signed.....  
Clerk

To: **All Councillors**

**A G E N D A**

**PUBLIC OPEN FORUM**

1. Parishioners questions
2. County Councillor's Report
3. District Councillors' Reports
- 4 Police Report (c12452)

**PARISH COUNCIL MEETING**

1. Apologies
2. Minutes of the APCM meeting of 21<sup>st</sup> May 2012
3. Matters arising i) Dates for meetings 2012/13 (**attached for consideration**) .
  - ii) Jubilee/beacon report (c12431/40/44/60, c12444, c12499)
  - iii) Risk assessments (c12459, c12447)
  - iv) Appointment of PTLO
  - v) Cable routing (c12500)
  - vi) Footway lighting
  - vii) Web site update
  - viii) Early Day Motion on planning (c12429, c12490)
4. Innocence Lane
5. Croft Lane car sales/access.
6. Emergency plan
7. Administrative Matters (c12441, c12443, c12478, c12502, c12448, c12456, c12449, c12462, c12473, c12487, c2492)
8. Acceptance of written Committee Reports
  - a) Planning (attached) (c12435/88/505, c12454/91, c12458, c12469, c12479, c12472)
  - b) Finance (attached) (c12489)
    - i) Internal audit report (c12503)
    - ii) Invoices (c12446, c12493, c12494, c12504)
    - iii) Computer back-up hard drive
  - c) Recreation Ground
  - d) Environment/Transport ( c12436, c12450, c12461,c12501, c12481)
9. SALC Report (c12438, c12474/84)
10. Other Correspondence to note (attached)
11. Matters for inclusion in future Agenda
12. Date of next meeting:- Monday 23 rd July 2012 in the R G Pavilion at 7.30pm.

*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.*

## **PLANNING COMMITTEE**

The Planning Committee will meet **prior** to the PC meeting at 7.15 pm to consider the application

**C12/1039 12 Oakdene, Kirton - Erection of rear Extension.**

**C12/1169 10 Rectory Lane, Kirton - Use of flat roof as balcony**

## CORRESPONDENCE

### Police

12452 Glyn Bown Police report May

### Jubilee

12431 D Jacobs/I Cade Corresp re Beacon  
12440 D Jacobs Beacon update  
12445 D Jacobs Beacon update  
12460 D Jacobs Beacon/boring machine  
12444 D Jacobs/I Cade VG Water maps from AW  
12449 Mother & Toddler group Thanks for jubilee mugs

### Risk assessments

12459 P Cearns Criteria for retention of beacon  
12447 SAcre Jubilee beacon insurance statements

### Cable routing

12500 EAOW Response on programme queries **(Circ)**

### Early Day Motion

12429 Steve Shaw Early motion bill seeking support  
12490 I Cade Response on Early Morning motion

### Administrative Matters

12441 A Dunnet Revised posters for Coffey visit  
12443 SAcre Members update  
12478 SAcre Reminder of AGM 18th July at Kesgrave  
12502 SAcre Oil purchase scheme  
12448 SCDC Textile recycling proposals **(Circ)**  
12456 SALC Code of Conduct changes **(Circ)**  
12449 EACH De-clutter event 29th July  
12462 Colin Walker Invitation Radio Castle Framlingham  
12473 SCC Healthwatch survey report  
12487 Rural Services Network Rural insight survey **(Circ)**  
12492 CAB Invitation to AGM 4<sup>th</sup> July

### Planning

12435 SCDC Core strategy - appointment of inspector  
12488/505 SCDC LDF pre hearing meeting 12th July/PC response  
12454 SCDC Planning services changes **(Circ)**  
12491 I Cade Response on changes to SCDC planning  
12458 SCDC Planning review **(Circ)**  
12469 SCDC Review of Planning services recommendations  
12479 SCDC Changes to planning organisation **(Circ)**  
12472 Hopkins Homes Potential bldg site off Bucklesham Road **(Circ)**

### Finance

12489 Norse Recycling credit £9.26  
12504 Heelis & Lodge Audit report 2011/12  
12446 I Cade Receipt for AW maps £36  
12493 S Harvey Jubilee bunting £48.48  
12494 S Harvey Defiance barrier tape £7.80  
12504 Heelis & Lodge Audit fee £55

### Environment

12436 ecoservices Ground maintenance contracts  
12450 SCDC Tree Warden newsletter  
12461 J Smith Deben Estuary area meetings **(Circ)**  
12501 SCDC Shoreline Management Plan adopted  
12481 I Cade Consultation on AONB **(Circ)**

### SALC

12438 SALC LAIS UP2 DATE  
12474 SALC Area meeting 18th June **(Circ)**  
12484 SALC Area meeting update **(Circ)**

## Other Correspondence

12425	SCC	Schools in Olympic fun Run
12426	SCC	Olympic Torch coming to Ipswich
12451	SCC	Suffolk children to form guard of Honour
12486	SCC	Business prepare for Olympics
12497	SCC	Ipswich to host new film
12427	M Paul/I Cade	Comments on Jubilee arrangements
12428	Operationoasis	Erosion Conference 14th June in Norfolk
12430	S Acre	Funding update May 2012
12432	my colony	Allotments facility
12433	A Dunnett/R Kerry	Change of venue for MP visit
12434	D Jacobs/S Harvey	Beacon correspondence
12437	Blue cross	Appeal on behalf of abandoned cats
12439	Rural Services Network	Hinterland w/b 26 May
12442	Rural Services Network	Digest w/b 28 May
12457	Rural Services Network	Hinterland headlines
12463	Rural Services Network	News digest w/b 6 June
12465	Rural Services Network	Rural employment opportunities
12471	Rural Services Network	Hinterland w/b 8 June
12495	Rural Services Network	Hinterland w/b 15th June
12498	Rural Services Network	News digest w/b 18 June
12453	Improvmenteast	A new way forward 22nd June
12455	Glasdon	Recycling got easier
12466	SMP playgrounds	Schools Out offers
12468	St Eliz Hospice	July newsletter
12470	SCDC	Review of Housing services reminder
12475	Sutcliffe Play	Update no 3
12476	EELGA	June e-bulletin
12477	ZWRC	Free training to keep women safe
12480	Freedom visionary Tr	Coastal erosion/climate ch meeting Nor 14 June
12482	SCC	Olympic torch and business
12483	RSS playmakers	Is your playground ready appeal
12485	SALC	NALC June bulletin
12496	Cyan civic benches	Action required for jubilee benches
12464	SALC	SPS AGM 14th June invitation

## KIRTON & FALKENHAM PARISH COUNCIL

### Minutes of Annual Parish Council Meeting held on Monday 21st May 2012 at 7.30 pm in the Recreation Ground Pavilion

**PRESENT:** Messrs I Cade, A P Hutton, D Jacobs (Chair), F Last, M A Paul, G Walker, Ms EY Choi, Mesdames J L Matthews, J L Shaw, E A Colvill, Mrs S Wardner (PTLO), Mrs S B Harvey (DC),

1. a) **ELECTION OF CHAIRMAN**

Mr D Jacobs was proposed by A Hutton, seconded by EY Choi, and carried.  
Mr Jacobs thanked the Council for their support, and signed Declaration of Acceptance of Office.

b) **ELECTION OF VICE-CHAIRMAN**

Mr I Cade was proposed by J Shaw, seconded by E A Colvill and carried. .

2. **APOLOGIES:** C M Cooper (Rehearsal), Mrs P M O'Brien (CC), Mr R Kerry (DC)

3. **MICHAEL TODD** The Councillors stood in silence in memory of Mr Michael Todd, a well respected parishioner and a former Chairman of the Parish Council, who had recently died,.

4. **APPOINTMENT OF COMMITTEES**

The following composition of committees was agreed.

**Financial & General Purposes:** All Councillors

<b><u>Recreation Ground</u></b>	<b><u>Planning</u></b>	<b><u>Environment &amp; Transport</u></b>
D Jacobs (ex officio)	D Jacobs (ex officio)	D Jacobs (ex officio)
P Barker (chairman)	I Cade (chairman)	C Cooper
J Beer (treasurer)	A Hutton	A Hutton
B Barker	F Last	J Matthews
F Last	M Paul	M Paul
	J Shaw	J Shaw
		G Walker (chairman)

Agreed that these should constitute the committees..

5. **FINANCIAL**

a) Confirmed that Messrs D Jacobs, I Cade, F Last (any two) are signatories of cheques; Clerk to arrange to complete mandates for G Walker to be added to signatories, and Messrs I Cade, F Last, M Paul (any two) be signatories of PO accounts.

b) Proposed F Last, seconded G Walker and carried that the Clerk be appointed Responsible Financial Officer (RFO), that the SALC model RFO duties be accepted.

6. **ANNUAL ACCOUNTS**

Councillors were provided with copies of the Annual Accounts and completed the Annual Return. Proposed J Shaw, seconded M Paul and carried that the accounts, be approved as representing a Fair Statement of the Parish finances. The Annual Governance Statement was prepared; proposed G Walker, seconded m Paul and agreed. Mrs Colvill suggested a Financial Risk assessment be considered, and agreed this should be a future agenda item. The Annual Return was signed off by Clerk and Chairman.

7. **APPOINTMENT OF REPRESENTATIVES**

a) **SALC**

Mrs A Colvill agreed to fill the position, but attendance is open to any councillor.

b) **VILLAGE HALL**

G Walker appointed. .

c) **POLICE FORUM**

D Jacobs, J Shaw and I Cade appointed.

d) **PORT LIAISON COMMITTEE**

The Clerk, A Hutton, G Walker

8. **SCHOOL GOVERNOR**

Confirmed that Mr D Kemp currently remains a Governor.

9. **PUBLIC TRANSPORT LIAISON OFFICER**

Mrs Wardner had indicated she wished to stand down. The position had been advertised in the Review but so far there had been no response. The Chairman together with the Councillors thanked Mrs Wardner for the exemplary way she had filled the post and urged her to reconsider resignation. She agreed to reconsider and the matter was left in abeyance until a later date.

10. **LOCAL HISTORY RECORDERS**

Confirmed Mrs J Sha for Falkenham and Mr L Lanigan for Kirton.

11. **CHARITIES**

a) **NASSAU TRUST**

Confirmed trustees are Messrs G Mayhew, F Nunn, Mesdames A Clarke, S Harvey.

b) **AMALGAMATED CHARITIES OF KIDD RODDAM AND WEBB**

Confirmed trustees are Mesdames M Posford, S Abbot, J Haines; Mrs P Adams (Clerk).

The Chairman suspended APCM and opened Public Open Forum

**PUBLIC OPEN FORUM**

Mrs Harvey (DC) reported that SCDC planned to introduce a collection of textiles into recycling; possibly in July 2012, and that Felixstowe beaches had received a “good quality” grading. She also made reference to the importance of Neighbourhood Plans, the restructuring of the Planning Department and a “Coasts and Heaths” consultation.

Chairman resumed Parish Council Meeting.

**PARISH COUNCIL MEETING**

**ACTION**

12 **DATES FOR MEETINGS 2012/2013**

Agreed the Clerk and Chairman would discuss and circulate proposals before the next meeting on the 25<sup>th</sup> June. .

**CLERK/DJ**

13. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 12<sup>th</sup> March 2012 having been previously circulated were taken as read, approved and signed.

14. **MATTERS ARISING**

i) Cable routing EAOW had sent answers to questions raised at the **CLERK**

presentation (c12324) which had been circulated and noted. Councillor Paul reported that there had been changes to the programme, and the trench was now to be left open for 2-3 years apparently to obviate the need to reopen it to put in fibre cables. The Clerk to write and seek clarification.

15. **JUBILEE CELEBRATIONS**

i) Jubilee mugs Agreed no action to be taken. Trimley St Martin School appear to be providing all the mugs for their pupils. Councillor Colvill to clarify with Mother & Toddler Group whether mugs are expected. **AC**

ii) Village Green breakfast Agreed that an electricity supply could be made available for the Village Breakfast on 4<sup>th</sup> June (c12117); Chairman to purchase 2 waterproof sockets to complete connection.

iii) Beacon expenses Councillor Walker had submitted a budget for the costs associated with the beacon lighting on 4<sup>th</sup> June (c12411). Proposed I Cade, seconded J Shaw and carried that a budget of £125 to cover costs of the beacon and materials, and an underwrite of £300 against the barbecue costs is approved.

iv) Risk assessments Proposed G Walker, seconded A Hutton and carried that Risk Assessments should be prepared for the beacon erection and the beacon fire.

16. **INNOCENCE LANE DEVELOPMENT**

A steering committee had been formed and had met (c12401) and report circulated. There was no great urgency at the moment but matter will be kept under review. Proposed G Walker, seconded E Choi and carried that proposed Press Release is approved, together with letter to Trinity College.

**DJ**

17. **ADMINISTRATION**

i) Footway lighting Proposals on financing of footway lighting put forward

**CLERK**

by SCDC (C12244) noted; Clerk to ask SCDC which lights in Kirton are maintained by the authority.

ii) Healthwatch Councillor Colvill had responded on behalf of the Council (c12261), particularly noting the move of the Minor Injuries Unit from Riverside to Ipswich Hospital/.

iii) TC/PC liaison meeting Chairman and Councillor Hutton had attended (c12265)

iv) Business survey Clerk had completed return (c12272) from Office of National Statistics.

v) One Suffolk Chairman had attended this web site training session and has it under consideration (c12304/5). The parish web site had been registered (c12310).

**DJ**

vi) Better Broadband for Suffolk Appeal through Therese Coffey (MP) for support (c12328) noted.

vii) Therese Coffey The Annual report of Therese Coffey MP (c12387) had been circulated to Councillors. She will be visiting Trimley with Kirton Ward on 22<sup>nd</sup> June (c12400).

18. **COMMITTEE REPORTS**

a) Planning (attached)

i) Housing Provision Scrutiny Survey Response to SCDC survey (c1243/62/79), in consultation with S Harvey (DC), submitted.

ii) World of Housing Chairman attended this event (c12248) on 4<sup>th</sup> April.

iii) LDF Core Strategy Notice of submission on 8<sup>th</sup> May by SCDC (c12405)



received, and comments of P O'Brien (DC) (c12361) noted and circulated.

iv) Levington wind turbines Objections to the proposal by P O'Brien (c12367) noted.

v) Dockspur roundabout Comments from H Churchyard (c12236) responded to by Chairman (c12237).

b) **Finance** (attached)

i) Invoices Proposed M Paul, seconded by J Shaw and carried that a/c from E-On £23.99 (tree lighting), SALC £ 457 (annual sub), SALC £24 (website course), Suffolk Offset £48 (newsletter), SALC £117.60 (Counc training) are approved.

ii) SACre membership Renewal of membership acknowledged (c12245).

iii) Pavilion Insurance Renewal of Pavilion Insurance confirmed (c12263).

iv) External Audit BDO had fixed the audit for 20<sup>th</sup> July (c12289); Clerk had **CLERK** and will post appropriate notices. SCDC had advised that audit fees are to change in year 2012/3 (c12295). Audit commission propose to re-appoint BDO (c12422) as external auditor for K & F for next 5 years. Proposed M Paul, seconded J Shaw and carried that Parish has no objection.

v) PAYE Clerk reported that he had completed the necessary registrations and returns to HMRC in respect of PAYE for 2011/12 (c12308/45/94/98)..

vi) SACre Clerk will respond to SACre request for PAYE reference (c12392). **CLERK**

vii) Precept Precept will be paid in 2 instalments (c12270); 1<sup>st</sup> instalment of £7479.50 received (c12365).

viii) Bank account Community account statement for February to April received (c12321).

ix) Homestart Request for grant (c12235) referred to F & GP, Councillor Colvill may attend AGM (c12424) on 16<sup>th</sup> July. **AC**

## 19. **ENVIRONMENT & TRANSPORT**

i) Tree Care SCDC campaign press release (c12234) noted.

ii) AONB Appeal to "Have your say" (c12373) passed to Councillor Cade and then to Environment Committee **IC/EC**

iii) Tree Warden Councillor Choi had attended and reported on warden's seminar (c12238/35/71).

## 20. **RECREATION GROUND** (attached)

21. **SALC REPORT**

i) Annual training programme received (c12249), Course Certificates for Councillors Cooper and Matthews received and presented (c12299), LAISs on Precept Data (c12397), NPPF & Travellers policy (c12325) noted and circulated.

ii) Early Morning Motion on Planning Appeal to give support to this motion **IC** (c12416) passed to Councillor Cade for possible action.

22. **CORRESPONDENCE** Other correspondence as listed on agenda noted.

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

Innocence Lane, Croft Lane car sales and access, cable route, risk assessments, emergency plan.

24 **DATE OF NEXT MEETING**

Monday 25<sup>th</sup> June 2012 in Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 10.10 pm.

Signed.....  
Chairman  
Date.....

**COMMITTEE REPORTS**

**PLANNING**

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
C11/2346	Land to rear of 44/86 Meadowlands. Kirton Application for development rights	Comments submitted	Awaiting legal view
C11/2802	The Cockles, Back Road, Kirton Construct new access to B & M concrete, close existing access, change of use of agricultural bldgs to B1 use, Remove Agric from “Cockles” and replace S106 on B& M dwelling.	Support with comment on access	
C12/0727	22 Burnt House Lane, Kirton Erect Ss rear extension with 1 <sup>st</sup> floor extension over garage	Support	Granted

New applications

C12/1039 12 Oakdene, Kirton  
Erection of rear extension

C12/1169      10 Rectory Lane, Kirtom  
Use of flat roof as balcony

**FINANCE**

Cheques written since APCM meeting:- RG £2250 (½ yr precept), SALC £457 (annual sub), SALC £24 (course fee), Suffolk Offset £48 (newsletter), SALC £117.60 (counc training), C A Shaw £208.80 (clerk salary), HMRC £52.20 (PAYE), G Walker £65.94 (AM exp), I Cade £36 (AW maps), D Jacobs £19.96 (elect sockets).

**DATES FOR MEETINGS**

2012

July 23<sup>rd</sup>  
September 10<sup>th</sup>  
October 22<sup>nd</sup>  
November 26<sup>th</sup>

2013

January 7<sup>th</sup>  
February 4<sup>th</sup>  
March 18<sup>th</sup>  
April 15<sup>th</sup> (AM)  
13<sup>th</sup> May (APCM),  
June 10<sup>th</sup>  
July 15<sup>th</sup>