

**PARISH of KIRTON & FALKENHAM**

Dear Sir/Madam,

**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 **17<sup>th</sup>** day of **March 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. **Smokehouse presentation on proposed move to Longridge, Falkenham**
3. Parishioners questions
4. County Councillor's/District Councillors' Reports
5. PTLO report

**PARISH COUNCIL MEETING**

1. Declaration of Interests
2. Apologies
3. Minutes of meeting held on 3<sup>rd</sup> February 2013
4. Matters arising
  - i) Alley Road hedge/footpath (**c140122, c140212**)
  - ii) Falkenham dog bin/Fire hydrant posts, road sign survey/white lines
  - iii) Elite cycling event (**c140141/67**)
  - iv) Village Green tree maintenance
  - v) VG benches, bus shelter repairs and other projects.
5. Arrangements for Annual Meeting 28<sup>th</sup> April 2014
6. World War I commemorations (**c140192 Orford Museum World War 1 project**)
7. Emergency planning
8. Broadband speeds (**c140161 RSN Rural Vulnerability Service - Broadband**) (circ)
9. Administrative matters
10. Acceptance of written Committee Reports
  - a) Planning (attached) **See correspondence**
    - i) Electoral review
  - b) Finance (attached) **See correspondence**
    - i) Approval of Internal audit and control (attached)
  - c) Environmental & Transport **See correspondence**
  - d) Recreation Ground
11. SALC Report **See correspondence**
12. Other Correspondence (attached)
13. Matters for inclusion in future Agenda
14. Date of next meeting:-

Annual P C Meeting Monday 12<sup>th</sup> May 2014 in the RG Pavilion at 7.30pm.

## CORRESPONDENCE

### POF

140160 T & G Matthews Proposed Smokehouse  
140165 P O'Brien Traffic Lights Nacton Rd/Felixstowe Rd  
140163 SALC Public Transport Seminar - Bus Services)

### Matters Arising

140122/211/141/67 SCC SCC Highways - Kirton/Alley Road footpath/Falk - damaged hydrant markers  
10/03/201 J Beer Response on c140211

### Admin

140116 Suffolk Comm Found Nominations for honours list  
140144 SCC Suffolk to host Saxon Classic bike ride  
140149 e-on Are you a micro business  
140158 Careport Good Care Day  
140178 UK Power network Council's Newsletter  
140182 SCDC Register of Electors 2014  
140196 G Harding/SCDC Footway Standard Lights: Part Night Light (circ)  
140202 T Coffey MP Move of office to Felixstowe/update letter  
140206 Rural services network Online survey of the membership (circ)

### Planning

140136 LGBCE Electoral Review of Suffolk Coastal: Draft  
140138 P O'Brien Comments on Ward review  
140142 Boundary Commission Draft recommendations  
140157 I Cade RE: PARISH COUNCIL Electoral review  
140199 Port of Felixstowe LALC meeting 13.03.14  
140105/11 UK Power networks Stakeholder engagement/Update on preparations

### Finance

140106 G Walker/I Cade Proposal - Public Access Defibrillator  
140112 HMRC VAT refund £331.16  
140118 SALC LAIS1364 VAT Consultation and LAISU2D  
140121 Barclays New on-line authentication card  
140207 Barclays Business Savers a/c statement Dec-March  
140129 SCDC RE: Dog Bin for Falkenham  
140151/59 Wildwood const Invoice fro RG tree work £500/D Jacobs - work completed satisfactorily  
140201 Comm Action Suffolk RG insurance renewal £632.30  
140184 Zurich Prospective insurance proposal  
140203 e-on VG tree light a/c £23.99  
140197 SPS FW: SPS Update/renewal of membership  
140154/55 HMRC Important information for employers/Email Address Activation Message

140168 S Comm Foundation News from the Grants Team - February  
140172 SALC FW: Precept Grants  
140180/88 SALC Clerk's Information & Networking Event

### Environment

140114 SCDC FW: The Tree Council Member Bulletin  
140117 SCDC Deben Estuary plan - access and car parking  
140175/6 S Harvey/SCDC Dog waste leaflets/RE: Dog waste leaflets  
140193 Realisefutures Seat made from recycled plastic  
140205 SCDC Spring Clean  
140213 S Harvey The white and red marks on the Green

### SALC

140110 SALC Transport Seminar - Bus Services  
140115 SALC \*\*\*Important News\*\*\* Precept referendums  
140174 SALC FW: BBC2 - The Big Allotment Challenge  
140183/212 SALC Area meeting agenda/minutes/report/Sizewell Stakeholder Group  
140195 SALC LAIS1365 Access to Local Council Meetings

OTHER CORRESPONDENCE

140107	SCC	FW: Suffolk Flood & Coast News
140109	EAOW	Deadlines for parish magazines
140128	Charity Commission	News letter winter 2014
140164	Comm Action Suffolk	Newslettter
140169	SCC	The challenge of changing behaviour
140119	SCDC	Planning Application Weekly List
140130	Comm Action Suffolk	26 funding opportunities
140150	EACH	Acknowledgement of tree collection
140120	SCC	Todays Flooding
140123	M Paul/IC	Today's flooding responses
140124	UK Powere networks	Severe Weather Preparations
140131	SALC	Forthcoming Courses at SALC
140162	SALC	E-bulletin 14 February 2014
140163	SALC	Public Transport Seminar - Bus Services
140131	SALC	Forthcoming Courses at SALC
140162	SALC	E-bulletin 14 February 2014
140181	SALC	Annual Training Programme
140146	SCDC	Suffolk Coastal DC's launch event
140108/98	Rural services network	Rural Opportunities Bulletin
140125/66/85	Rural services network	Hinterland w/b 7th Feb/20 Feb/28th Feb
140156	Rural services network	RSN Seminar - Art, Culture, Landscapes
140179	Rural services network	Spotlight on Heart of the Village
140189	Rural services network	RSN Seminar - Art, Culture, Landscapes,
140127/52/71/91	Rural services network	Digest - 10 February/17 February/24 February/3 March
140113	Lars	Special winter offers for playareas
140126	NALC	Making Localism Work
140132	Live Well Suffolk	Suffolk Healht Walks March, April, May & June
140133	SCC	Weather updates
140134	P O'Brien	Closure of Orwell Br fpr waether
140135/45	UK Power Networks	Severe Weather Preparations
140148	UK Power	Progress to restore power supplies ** Update
140137	SCC	Improve primary school sports facilities
140139	SALC	Sport England's Protecting Playing Fields
140143	SCDC	Weekly Planning applications
140147	P O'Brien	FW: Weather Latest
140153	Jupiter Play	promotions for your 2014 funding spend
140170	Ipswich BC	Council News   February
140173	S Comm Foundation	Funding available from Sport Relief
140177	Broxap group	Outdoor Planters to suit all environ
140186	EELGA	East of England LGA e-bulletin
140187	SCDC	Visit Felixstowe Newsletter - March
140190	insidegovernment	DWP to explore new funding available for skill
140194	Broxap group	Litter Bins and Recycling Units
140200	Comm Action Suffolk	Networking events, Village Hall survey
140204	Clerks Councillors direct	March edition

## **KIRTON & FALKENHAM PARISH COUNCIL**

**Minutes of Parish Council Meeting held on  
Monday 3<sup>rd</sup> February 2014 at 7.30 pm in the Recreation Ground Pavilion**

### **PUBLIC OPEN FORUM**

**PRESENT** 6 Parish Councillors, Mrs S B Harvey (DC), Mr R A Kerry (DC),  
1 Parishioner.

1. **Police Report**

A written report confirmed there had been no crimes during January.

2. **Parishioners Questions**

Confirmed that benches/picnic tables for Village Green were under discussion.

3. **County Councillor's Report**

In a written report circulated to Councillors (c140082) Mrs O'Brien made reference to the consultation on changes to Felixstowe Fire Station arrangements, the deadline for 20 internship placements in Councils in Suffolk, and Greenest County Community Awards. She had attended forums on No Cold Calling Zone initiative and Domestic Abuse. An update on her chairmanship of the Police and Crime Scutiny Panel was included, covering questions put to the Police Commissioner and a summary of the issues covered by the panel over the past year.

4. **District Councillors' Reports**

Mr Kerry gave a report on the recent High Court action over the Martlesham housing proposals, and on Community projects for schools. A paper was to be given at cabinet on Broadband issues; he would welcome more feedback. Councillors raised with him an apparent anomaly over the availability of grants and continuing cuts to budgets. Mrs Harvey also spoke on the Fire Station but it emerged that Kirton is served by an Ipswich station and not Felixstowe. She gave updates on the SCDC premises move and the Felixstowe gardens. Things were moving, but slowly, on the Village Shop project.

5. **PTLO Report**

Mr Negus sent a written report (c 140081) (circulated) giving an update on the timing problem for bus pass users; a response from SCC offers hope that a change may be possible after the end of April.

Reports of activities of the East Suffolk Lines group (c140063/71) noted.  
Chairman closed POF at 7.55pm and opened Parish Council meeting.

## PARISH COUNCIL

**PRESENT:** Messrs I Cade, A P Hutton, D Jacobs (Chair), G Walker, Ms EY Choi, Mrs J L Matthews, Mrs S B Harvey (DC), Mr R A Kerry (DC), and 1 Parishioner.

1. **APOLOGIES:** F Last, M A Paul, C M Cooper, J L Shaw, E A Colvill, Mr P Negus (PTLO), Mrs P M O'Brien (CC), Mr G A Harding (DC), Pc G Bown,

### ACTION

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 6<sup>th</sup> January 2014 having been previously circulated were taken as read, approved and signed.

3. **MATTERS ARISING**

i) Hedges The hedge on Trimley Road had been trimmed, the Clerk had written to SCC about the Alley footpath hedge and a response is awaited. **SCC**

ii) Tree maintenance Councillor Walker reported that the trees on the Recreation Ground were to be dealt with by Wildwood during the w/b 10<sup>th</sup> February; a quote for work on the village green is to follow.

iii) Safeguarding Following circulation of LTN 86 (c140022) concluded that the Parish Council's has compliant policies on this issue.

iv) Elite cycling event The Chairman had been following up this event in May; agreed support should be encouraged, perhaps with bunting on the Green. **COUNC**

v) Dog bin The Clerk had ordered the bin; a response from SCDC is awaited. **SCDC**

vi) Road sign maintenance A survey of signs throughout the village is to be undertaken. **COUNC**

4. **ADMINISTRATIVE MATTERS**

i) Rectory Lane white lines Mrs O'Brien had forwarded a response (c140015/34) from SCC that lines should be dne by end March. **SCC**

ii) Parish Projects Councillor Cooper's advertisement (c140024) seeking Parish Projects had been inserted in the February Review.

iii) EEGA survey Chairman and Clerk had completed and submitted survey response (c140033).

iv) Docks liaison committee Agreed Clerk should advise POFLAC (c140048) that Clerk and Councillors Hutton and Cade woud be the delegates at the March meeting.

v) Felixstowe Fire Station Agreed as Kirton is not served by Felixstowe no

response to consultation (c140054/55) would be made.

5. **WORLD WAR 1 COMMEMORATIONS** On-going; Councillor Walker would discuss possibilities with Village Hall. **GW**

6. **ANNUAL MEETING SPEAKER** Agreed Clerk would approach Mr Salter Principal of Felixstowe Academy. Alternatively a speaker from the new Central Surgery could be considered. **CLERK**

7. **COMMUNITY PROJECT PROPOSALS**

Proposal for picnic benches for RG and VG already put forwarded to be costed by Councillors Jacobs and Walker. **DJ/GW**

Councillors put forward other suggestion which might be pursued with relevant organisations; Church trees, information signs, RG car park.

8. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) The Council considered the application DC14/0202 concerning proposals to remove/replace/lop TPO trees at The Maltings. Agreed no comments.

ii) Sizewell C The note from Environment Agency (c140016) advising of start to generic design assessment noted.

iii) Neighbourhood Planning Event planned for February 3<sup>rd</sup> (c140026) noted and to be monitored.

iv) Off Shore wind farm Customer survey (c140052) noted and chairman to follow up. **DJ**

b) **Finance** (attached)

i) Internal audit & control assessment Clerk, Councillors Jacobs, Cade and **CK/DJ/IC/AC** Colvill to meet before next meeting.

ii) Internal auditor Proposed G Walker, seconded A Hutton and carried that the offer of Heelis & Lodge (c140076) to act as internal audit for 2013/4 be accepted.

iii) Grants Information on grants received from Suffolk Community Foundation (c140031), Community Action Suffolk (c140065), P O'Brien (c140044). Acknowledgement of grants from Kirton lunch club, Avenues group, K & F Village Hall. SALC had advised of new S137 limits for 2014/15 (c140017).

iii) Banking Annual statements from NS&I received (c140053).

iv) LG Finance Settlement Update on approaches to Government by SALC and NALC (c140068) noted.

**c) Environment**

i) Rest Centres Training session at Needham Market (c140069) may be attended by Chairman. **DJ**

ii) Emergency planning On-going; Councillors Choi and Jacobs to liaise. **DJ/EC**

**d) Recreation Ground**

Nothing reported

**9. SALC REPORT**

i) Local Councillor Copies (c140075) circulated to Copuncillors present.

ii) Members password New password (c140019) to be circulated to Councillors. **CLERK**

iii) Community issues Discussed particularly in relation to Braodband speeds.

**10. OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted.

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

Emergency planning, bus shelter repairs, broadband speeds, dog bin, elite cycle event, tree maintenance, hedges, road sign maintenance.

**12. DATE OF NEXT MEETING**

Monday 17<sup>th</sup> March 2014 in the Recreation Ground Pavilion at 7.30pm

There being no further business the meeting closed at 9.30 p.m.

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

## COMMITTEE REPORTS

### PLANNING

#### Existing applications

		<u>PC</u>	<u>SCDC</u>
DC14/0202	1 The Maltings TPO work	No comments	

#### New applications

DC14/0551	35 Burnt House Lane, Kirton To reduce Lombardy Poplars to raer of property by up to 50% against future wind blow		
DC 14/0712	51 Meadowlands, Kirton Erection of part single storey/2 storey front, side and rear extension		

### FINANCE

Cheques written since last meeting: D Jacobs £28.90 (SALC AGM), C A Shaw £232.80 (Clerk's salary), HMRC £58.20 (paye), Wildwood Contracting £500 (RG tree work)

2013/2014 Budget Monitor		Mar-14	2012/13
	Budget		
	£	£	
Clerk's salary/PAYE	3500	2968	3148
Subscriptions	600	528	482
Electricity	30	48	0
Insurances	1600	1262	1099
Miscellaneous (audit, broadband etc	700	1717	1926
Clerk/Councillor expenses	450	136	488
Training	400		118
Grants	1200	1200	1050
Publicity	500	91	110
Environmental Services	1615	1468	1183
Reserves			
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Less VAT Refund	100	-581	
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GENERAL ACCOUNT PRECEPT	10495	8837	9519
RG GRANT/VAT REFUNDS	4500	5327	8525
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TOTAL PRECEPT/EXPENDITURE	14995	14164	18044
ADD VAT		14466	