

/s

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 **9th** day of **June 2014** at **7.30 pm**

Signed **C A Shaw**  
Clerk

To: **All Councillors**

**A G E N D A**

**PUBLIC OPEN FORUM**

- 1 Police Report (c140466)
2. Parishioners questions
3. County Councillor's Report
4. District Councillors' Reports
5. PTLO Report

**PARISH COUNCIL MEETING**

1. Apologies
2. Minutes of the APCM meeting of 12th May 2014
3. Declaration of Interests
4. Matters arising i) Confirmation of committee members  
ii) Village Green trees/hedge (c140423, c140424)  
iii) Innocence Lane update  
iv) B & M development update
5. Project list
- 6 Administrative Matters (c140405, c140438, c140452, c140461)  
i) Freedom of Interest request (c140436/7)
- 7 Acceptance of written Committee Reports  
a) Planning (attached) (c140440/1)  
i) SCDC CIL & SCI consultation (c140427/51/53)  
b) Finance (attached) (c140412, c40433, c140460, c140435, c140459)  
i) Internal audit report (c140459/70)  
c) Environment (c140401, c140444/50, c140445/6, c140454)  
d) Recreation Ground (c140413)
- 8 SALC Report (c140400, c140415)
9. Other Correspondence to note (attached)
10. Matters for inclusion in future Agenda
11. Date of next meeting:- Monday 14<sup>h</sup> July 2014 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.*

## CORRESPONDENCE

### Police

140466 R Kerry Update on police moves

### Matters arising

140423 G Walker Village green plan  
140424 D Jacobs Response to 14023  
140450 SCC RE: Overgrown footway

### Administrative Matters

140405 SALC Openness of LG Bodies regs 2014 -Plain Eng **(circ)**  
140437 D Jacobs/I Cade Responses re c 140436 Phone Number Change  
140438 Ipswich BC Have your say!  
140452 Home Start Home-Start Suffolk Coastal AGM invite  
140461 CAB Invite to AGM 25 June

### Planning

140427 SCDC Suffolk Coastal Public Consultation **(circ)**  
140451 PO'Brien FW: Consultation Release **(circ)**  
140453 A Hutton Response on 140427 **(circ)**  
140440 Scottish Power Consultation and Public Information Days  
140441 Scottish Power East Anglia 3 Consultation and CD  
140471 RTPi Neighbourhood planning conf Colchester 1th June **(circ)**

### Finance

140412 NS&I PO a/c Statements to 12 May  
140433 S Comm Found News from the Grants Team - May  
140460 Comm Action Suffolk Confirmation of membership  
140435 Namesco Changing to co-op for broadband  
140459/70 Heelis & Lodge Internal audit report

### Environment

140401 SCDC Requests for provision of bins and reports of problems  
140444 D Jacobs Footway to the rear of 44 and 86 Meadowlands.  
140450 SCC RE: Overgrown footway  
140445 S Harvey Fwd: Pictures of flood in Weir Place  
140446 D Jacobs Kirton Sewer Problems  
140454 eastsuffolk.gov Tree Warden Update May 2014

### Recreation Ground

140413 Charity Commission CC Newsletter

### SALC

140400 SALC LAIS1366 Transparency Code (Larger Councils)  
140415 SALC Suffolk Coastal Area Meeting **(circ)**

## **Other Correspondence**

140399 Broxap	Range of Cast Iron Bollards
140409 Broxap	Large Capacity Double Litter Bins and Recycling
140432 Broxap	Broxap's Seats and Benches
140449 Broxap	Litter and Recycling Bins for Schools
140402 Parkleisure	Celebrate our 25th Anniversary
140403 Rural services network	Rural Opportunities Bulletin
140416 Rural services network	Hinterland - Rural intelligence
140439 Rural services network	Hinterland w/b 23 May
140458 Rural services network	Hinterland w/b 30 May
140422 Rural services network	Sustainable Tourism Strategies
140425 Rural services network	Vulnerability Service - Broadband
140418 Rural services network	News Digest - 19 May 2014
140422 Rural services network	Sustainable Tourism Strategies
140425 Rural services network	Vulnerability Service - Broadband
140464 Rural services network	Join a Rural Local Council Sounding Board
140465 Rural services network	News Digest - 2 June
140447 Rural services network	Spotlight on small businesses
140404 HAMG SMP	50% off Outdoor Fitness Equipment
140406 Kesgrave FC	Pitch hire Kirton rec ground
140407 SCC	Queen's Baton coming to celebrate sport
140426 SCC	New sports project for cancer patients
140467 SCC	More top sporting names heading to Suffolk
140408 Play direct	New playground equipment for your school?
140410 White Hill Direct Ltd	Cycle Storage Solution
140411 East Suffolk Gov	Leisure Strategy Consultation - Drop-in
140417 East Suffolk Gov	Leisure Strategy - Councillor Focus Group
140419 East Suffolk Gov	BADMINTON England - Village Halls
140462 Eastsuffolk.gov	Visit Felixstowe Newsletter - June 2014
140420 EACH	Colour Dash
140421 Public Service Exec	Millions missed off voter lists
140463 Public Sector Exe	Governments 'let the public down' over council finance
140426 SCC	New sports project for cancer patients
140428 Suffolk Police	CANCELLED Felixstowe SNT Tasking
140430 Comm Action Suffolk	Volunteers' Week   Queen's Baton Relay
140431 Rendelsham PC	Neighbourhood & Community Planning Event
140414 HMRC	Get the help you need as an employer
140434 SALC	Suffolk Show - Park and Ride
140442 Public Service Exec	Households in council tax arrears increasing
140443 Proludic	Proludic May Newsletter
140448 Russell Play	Bexley opens new play area
140455 Comm Action Suffolk	VCS groups invited to discuss SCC transforms
140456 SALC	Clerk's networking day 4th June
140457 EELGA	East of England LGA e-bulletin

**KIRTON & FALKENHAM PARISH COUNCIL**

**Minutes of Annual Parish Council Meeting held on  
Monday 12th May 2014 at 7.30 pm in the Recreation Ground Pavilion**

**PRESENT:** Messrs I Cade, A P Hutton, D Jacobs (Chair), M A Paul, G Walker, Ms EY Choi , Mesdames J L Shaw, and 1 parishioner.

1. a) **ELECTION OF CHAIRMAN**

Mr I Cade in the Chair, Mr D Jacobs was proposed by J Shaw, 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 EY Choi and carried.

**PUBLIC OPEN FORUM**

The Chairman opened POF at 7.50pm.  
There was no further information on the Village Shop; an update is awaited.  
The Chairman closed POF at 7.55 pm and reopened Parish Council.

**PARISH COUNCIL**

2. **APOLOGIES** Councillors C Cooper (business), A Colvill (business), F Last (holiday), J Matthews (unwell), Mrs P O'Brien (CC), Mrs S Harvey (DC), Mr J Beer.

3. **DECLARATION OF INTERESTS**

None made

3. **APPOINTMENT OF COMMITTEES**

The following composition of committees was agreed.

**Financial & General Purposes:** All Councillors

**Recreation Ground**

D Jacobs (ex officio)  
P Barker (chairman)  
J Beer (treasurer)  
B Barker  
F Last

**Planning**

D Jacobs (ex officio)  
I Cade (chairman)  
A Hutton  
F Last  
M Paul  
J Shaw  
A Colvill

**Environment & Transport**

D Jacobs (ex officio)  
C Cooper  
A Hutton  
J Matthews  
M Paul  
J Shaw P Negus (PTLO)  
G Walker (chairman)

Proposed E Choi, seconded G Walker and carried that these should constitute the committees.

4. **FINANCIAL**

a) Confirmed that Messrs D Jacobs, I Cade, F Last (any two) are signatories of cheques; and Messrs I Cade, F Last, M Paul (any two) be signatories of PO accounts.

b) Proposed J Shaw, seconded M Paul and carried that the Clerk be appointed Responsible Financial Officer (RFO), that the SALC model RFO duties be accepted.

5 **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.. The Annual Return was signed off by Clerk and Chairman.

6. **APPOINTMENT OF REPRESENTATIVES**

a) **SALC**

Proposed M Paul seconded E Choi that Mrs A Colvill continue in the position, but attendance is open to any councillor.

b) **VILLAGE HALL**

Proposed J Shaw,seconded E Choi and carried that G Walker is appointed. .

c) **POLICE FORUM**

D Jacobs, J Shaw and I Cade appointed.

d) **PORT LIAISON COMMITTEE**

The Clerk, A Hutton, G Walker, I Cade as available.

7 **SCHOOL GOVERNOR**

Confirmed that Mr D Kemp currently remains a Governor.

8 **PUBLIC TRANSPORT LIAISON OFFICER**

Mr P Negus

9 **LOCAL HISTORY RECORDERS**

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

10. **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).

11 **DATES FOR MEETINGS 2013/2014**

The following were agreed.

<u>2014</u>	<u>2015</u>
9 <sup>th</sup> June	5 <sup>th</sup> January
14 <sup>th</sup> July	2 <sup>nd</sup> February
8 <sup>th</sup> September	16 <sup>th</sup> March
20 <sup>th</sup> October	13 <sup>th</sup> April (Annual Meetings)
24 <sup>th</sup> November	18 <sup>th</sup> May (Annual PC Meeting)
	8 <sup>th</sup> June
	13 <sup>th</sup> July

12. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 17<sup>th</sup> March 2014 having been previously circulated were taken as read, approved and signed.

**ACTION**

13. **MATTERS ARISING**

i) Village Green Trees/hedge Quote from Wildwood still awaited; Councillor Walker to pursue tree quote and quote from hedge having decided on height. **GW**

ii) Electoral Review Nothing further to report; remove from agenda

iii) Innocence Lane development Following attendance at Port LAL Committee meeting minutes had been received (c140277), Councillor Cade reported on discussions he had had with T Collins (Bidwells) (c140267/303) and further discussions with him are awaited. **IC**

iv) B & M development Taylor Wimpey had put forward a proposal for a development of c45 houses on land at B & M Concrete on Falkenham Road (c140335) which had been the subject of a Public Exhibition on 24<sup>th</sup> April and a presentation at the Annual Meetings on 28<sup>th</sup> April, at which it had been agreed that any future planning application would be presented to a Public Meeting. Chairman had written to Anglian Water (c140364) seeking assurances that due notice will be taken of the proposals. Agreed implications on Core Strategy should be monitored. **AW**

15. **PROJECT LIST**

Ongoing; list in preparation (c140345). Councillors Hutton and Matthews to liaise on use of Locality Budget (c140377) tables for VG. **AH/JM**

16. **ADMINISTRATION**

- i) Crime Commissioners meetings Dates in July (SCDC) and October (Ipswich) (c140222) noted.
- ii) Transparency Code Draft code for consultation (c140254/5) thro' SALC/SCDC circulated to Councillors for comment. No response submitted.
- iii) Give as you Live Councillor Walker had circulated this initiative (c140280) to Councillors for consideration.
- iv) NALC policy review New policy on creation of new PC/TC (140285/6) noted; no comments submitted.
- v) European Elections List of persons nominated and notice of poll (c140351) posted by Clerk.
- vi) Enabling committee roadshow Roadshow at Snape on 19<sup>th</sup> May (c140376) noted.

17. **COMMITTEE REPORTS**

a) **Planning** (attached)

- i) Flood risk assessment Enquiry from WSP Group (c140275) related to B & M site. Clerk had responded that Council had no information.
- ii) A14 infrastructure changes Proposal for Cambridge/Huntindon improvement (c140229) through SALC circulated and noted.
- iii) Housing survey SCDC circular (c140270) on random Housing Survey noted.
- iv) Planning Policy Framework survey NALC feedback survey (c140329) noted; no comments.
- v) Core Strategy CIL & SCI Advance notice of consultations (c140346) circulated and noted.

b) **Finance** (attached)

- i) Invoices Proposed m Paul, seconded G Walker and carried that the renewal **CLERK** of membership of Comm Action Suffolk £30 (c140337) and SALC £468 (c140398) is approved.
- ii) Repeal of LG Act section 150(5) Revision related to signature of cheques and internet banking (c140221/5) noted but Council does not propose to alter its procedures.
- iii) Public liability insurance Copy of certificate received from insurer (c140240) copy passed to J Beer.
- iv) RG pavilion insurance Renewal of insurance confirmed (c140336).
- v) Grant Appeal from Headway (c140273) referred to autumn

vi) VG grass cutting 2014 Pproposed M Paul, seconded J Shaw and carried that quotation from SCDC Services (c140278) for £425 + vat is accepted. Clerk had complained about failure to cut around obstructions and this had been corrected (c140282).

vii) Updated Financial Regulations Noted SALC advice of corrections to revised model (c140313).

viii) Employment allowance Advice from NALC that allowance does not concern PC unless Sole/Custodian Trustees (c140337/50) noted.

18. **ENVIRONMENT**

i) Ground maintenance Satisfaction Survey from SCDC (c130292) completed. **CLERK** for return.

ii) Coastline Lite On line newsletter from SCDC (c140281) circulated.

iii) Air Quality survey Consultation on 2013 Report (c140294) noted.

iv) Vehicle activated signs Procedures for acquiring VAS thro' SCC (c140299) noted but no action proposed.

v) Bus transport seminar Report of seminar of 24<sup>th</sup> February (c140330) available on line noted; copied to P Negus (PTLO).

19. **SALC**

i) Area meeting Presentations at recent meeting (14042/52) received.

ii) Highway maintenance Views on contractual arrangements invited (c140347).

20. **OTHER CORRESPONDENCE** Other correspondence as listed on agenda noted.

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

Project list, Community Shop, Innocence Lane, B&M development, tree work.

22. **DATE OF NEXT MEETING**

Monday 9<sup>th</sup> June 2014 in Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 9.35 pm.

Signed.....

Chairman

Date.....



## COMMITTEE REPORTS

### PLANNING

PC

SCDC

#### Existing applications

None

#### New applications

DC14/1584 29 Burnt House Lane, Kirton  
Proposed rear extension (existing conservatory  
removed)

### FINANCE

Cheques written since APCM meeting:- C A Shaw £266.40 (clerk's salary), HMRC £66.60 (paye), Comm Action Suffolk £30 (subs), SALC £479 (subs), G Walker £44.93 (AM exp)

2014/15 budget monitr	Budget	Jun-14	
	£	£	2013/4
Clerk's salary/PAYE	4000	666	3500
Subscriptions	600	509	600
Electricity	30		30
Insurances	1600		1600
Miscellaneous (audit, broadband etc	700		700
Clerk/Councillor expenses	450	45	450
Training	200		400
Grants	1200		1200
Publicity	500		500
Environmental Services	1115		1615
Reserves			
Less VAT Refund	100		100
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GENERAL ACCOUNT	10495	1220	10495
RG GRANT/VAT REFUNDS	4500		4500
	-----	"-----	-----
TOTAL PRECEPT/EXPENDITURE	14995	1220	14995
ADD VAT			