

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 **12th** day of **October 2015** at **7.30p.m.**

Signed **C A**

Shaw

Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Report
2. Parishioners questions
3. County Councillor's Report
4. District Councillor's Report
5. PTLO report

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 14th September 2015
3. Declaration of interests *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.*
4. Street Name for TW development, update
5. Defibrillator training/first responders, update
6. EAONE update
7. Neighbourhood Plan
8. VG hedge
9. Cyclists
10. Administrative matters (see correspondence)
11. Acceptance of written Committee Reports
 - a) Planning (attached)
 - b) Environmental & Transport
 - c) Recreation Ground
12. FINANCE & GENERAL PURPOSES COMMITTEE MEETING (agenda attached)
13. SALC Report

14. Other Correspondence (attached)
15. Matters for inclusion in future Agenda
16. Date of next meeting:- Monday 23rd November 2015 in the R G Pavilion at 7.30pm.

CORRESPONDENCE

Police

150858/900 Suffolk Police 28th September Community Panel Meeting agenda/minutes **(circ)**
150901 Suffolk Police Report for 12th October **(circ)**
150869 SALC Letter from Suffolk Constabulary

Item 4

150845 I Cade/G Walker The Paddocks
150867 I Cade RE: Re: Street Naming and Numbering **(circ)**
150865 I Cade Violet vs Paddock**(circ)**

Item 5

150840 D Jacobs Re: FW: Community Heartbeat Trust Reg
150846 D Jacobs Fwd: Kirton Awareness Confirmation
150847/852 D Jacobs/A Colvill Defib text for Review/re defib awareness

Administration

150853 P Grimwood Waldringfield and District Bowls Club relocation
150864 S Comm Found FW: Parish Newsletter
150866 Comm Action Suffolk Tougher fundraising regulator is needed
150868 east suffolk East Suffolk Partnership Annual Forum - Friday 27 Nov
150898 CAS Annual Health and Wellbeing Stakeholders Conf. 20th October.

Planning

150833 I Cade FW: Working Draft of the FPAAP **(circ)**
150861 SCDC Forthcoming consultation on FPAAP **(circ)**
150855 I Cade TW Footpath condition **(circ)**
150872 AH/IC/AC/MP RE: re Taylor Wimpey citron FAO Steve Roltmi
150856 Taylor Wimpey Violet Green advert
150876 Port of Felixstowe Liaison Committee Meeting 10th Sept minutes
150883 S Harvey FW: Proposed Flagship Housing Kirton **(circ)**

Environment

150848 Norse Ground Maintenance services
150877 eastsuffolk Coastline Lite **(circ)**
150888 EDF September Parish Update
150897 Birds Farm clearance sale of native trees
150904 C Jacobs Tree saplings

SALC

150828/34 SALC Suffolk Coastal area meeting **(circ)**
150870 SALC SALC AGM Thursday 12 November 2015
150832 SALC Smaller Authorities Transparency Fund - Application forms/guidance
150854 SALC Suffolk Coast & Heath report
150893 SALC FW: Competitions for 2015

Other Correspondence

150827	SCC	Temporary Traffic Regulation Notice C360
150835	SCC	Problem Report 00117842 Closed
150860	EA Air Ambulance	Paws with a Cause
150891	SCDC	Felixstowe Events Listing - November
150829	The Phone Co-op	Invoice for August £7.71
150851	HMRC	PAYE - Key facts, figures, dates and rates
150873	HMRC	Employers - Reporting expenses and benefits
150882	HMRC	PAYE Expenses and Benefits 29 Sept
150890	HMRC	Successful Receipt of Online Submission
150862/63	SCDC	Credit Memo: SC-031040 for Kirton/SC-031036 for Falkenham
150891	SCDC	Felixstowe Events Listing - November
150830/50/74/99	Rural Services Network	Hinterland w/b 11/18/24 September/2 October
150849	Rural Vulnerabilty Serv	Rural Transport - September 2015
150885	Rural Services Network	Rural Economy Spotlight
150831	SCC	Scattered Orchard Project
150836	Emma Ellis	Funding
150837	S Livingstone	Mist net reminder
150838	D Jacobs	Defib awareness text
150839	Broxap	Economy Litter and Recycling Bins
150844	Broxap	Internal and External Recycling Units
150884	Broxap	Enhance your Litter/Recycling Bin
150886	Broxap	Duracast™ Polyurethane (PU) Bollards
150841	The Phone Co-op	Autumn news and updates
150842	Headstart fencing	KEEPING YOUR PARISH SAFE & SECURE
150857	eastsuffolk	Landguard Photography Competition 2015
150859	SLCC	THE SUFFOLK BRANCH OF THE SLCC INVITE
150875	SCC	Ipswich businesses get behind the next gen
150878	SALC	launch bid to find locations for Short Stay Stopping
150880	LCAS	- NEW COURSES FOR OCTOBER
150881	SCDC	Felixstowe Forward October news
150887	Comm Action Suffolk	CEO leaving
150902	Comm Action Suffolk	The day I told my boss to shut up and listen
150889	EELGA	e-bulletin
150892	LGNews	No department safe as council to cut more
150894	SALC	RoSPA Basic Playground Management

KIRTON & FALKENHAM PARISH COUNCIL

**Minutes of Parish Council Meeting held on
Monday 14th September 2015 at 7.30 pm in the Recreation Ground Pavilion**

PUBLIC OPEN FORUM

PRESENT 10 Parish Councillors, Mrs S B Harvey (DC), 1 Parishioner, Mr M Edgerley (SCDC).

1. **Police Report**

Written Police reports (c150731/87) recorded no crimes in the Parish during June-August/

2. **Update on Felixstowe Peninsular Area Action Plan**

Mr. Mark Edgerley, from Suffolk Coastal District Council (SCDC,) gave an update on the development of the Felixstowe Peninsula Action Plan, for which he is the lead SCDC official. This will define the details of housing, retail and employment sites. Councillor I. Cade (vice chair K&F planning committee) has been attending discussion workshops. Mr Edgerley explained that the draft document will be submitted to the SCDC Cabinet prior to a period of Public Consultation. Final consultation is anticipated in February/March 2016 and submission to the Planning Inspectorate in May. Councillor Cade commented on the lack of housing numbers and Kirton's community requirements in the document, and Mr Edgerley replied that these had now been included. Mr. Edgerley also presented a draft of a revised Kirton village planning boundary; considerable discussion took place on the merits or otherwise of the changes; including to land adjacent to Back Road and the Kirton Church car park. It was also felt that further protection status could be extended to Falkenham Old Rectory and Kirton Church Car park. It was proposed that the Parish Council would raise these during the public consultation. Whilst bungalows on the Taylor Wimpey development was considered the ideal option, SCDC have decided it is not possible to progress this. It is understood that the Taylor Wimpey development (forty-three houses) satisfies the Kirton contribution for housing for the FPAAP and Core Strategy/Local Plan. An anticipated incremental future requirement for housing in the SCDC area would be responded to with a proposal for a small quantity of housing in Bucklesham Road, including bungalows. Mr Edgerley was thanked for his attendance and he offered to make a return visit if needed.

3. **Parishioners Question**

Nothing raised

4. **County Councillor's Report**

The written report from Mrs O'Brien (c150824) having been circulated, referred

to several traffic issues (Martelsham Heath/Orwell Bridge/Felixstowe Port) which she would be referring to the Police Commissioner. She promoted the Suffolk Skills Show on 16th October and warnings from Trading Standards on scam mails.

5. **District Councillor's Report**

Mrs Harvey (DC) introduced her report (c150721), also circulated, which explained that the possibility of charging for Brown Bins was to be considered, An update on the Felixstowe Forward Launch was given and problems arising from travellers. The change to the Scheme of Delegation in planning matters will go before Council in September Finally she appealed to be kept informed of local events she could attend.

6. **PTLO Report (attached)**

i) Community Bus Services A survey from CAT (c150763) had been responded to by P Negus (c150814).

ii) Community Rail Partnership Newsletter (c150806) noted and passed to P Negus and Councillor Colvill.

The Chairman closed POF at 8.50 pm and opened Parish Council.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs, F H Last, P J Lickert, M A Paul, S W Livingstone, G J Walker (chair), Mesdames J L Shaw, E A Colvill, Mrs S B Harvey (DC), and 1 Parishioner, Mr M Edgerley (SCDC).

1. **APOLOGIES:**

Ms EY Choi (sick), Mr P Negus (PTLO), Mrs P M O'Brien (CC), Suffolk Police

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 27th July 2015 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Nothing declared.

ACTION

4. **TW Development Update & Street Name**

Councillor Cade advised that a planning application had been received last COUNCIL week relating to a number of Changes to Conditions which appear to be

largely minor, but this is being checked. Details are on the web site and comments should be forwarded to him before the end of September, The issue of the footpath access is still outstanding and unresolved, though the plans accompanying the application still show the footpath directed towards Durilda Green.

In response to the request from SCDC (c150777), a number of names had been put forward for the Street in the development (c150784); by a majority vote Paddock Green was agreed.

CLERK

5. **DEFIBRILLATOR**

Councillor Jacobs agreed to pursue a date to carry out “Awareness” training and together with the Clerk would endeavour to get a notice into the October Review. A list of “First Responders” should also be considered. **CLERK/DJ**

6. **PROJECT LIST**

i) An updated list had been circulated (c150794) by Councillor Jacobs.

ii) The following projects were put forward

Village sign	
Parent & Toddler Group (c150762)	Request estimate
Kirton Ward sign (c150735)	£80
Play Area equipment	Request to J Beer
RG 5-a-side equipment	£2000
Woodlands Group (c150788)	Doubtful as privately run

7. **EAONE**

Councillor Paul reported on the cable work, the trenches for which started on 1st September and expected to last a couple of months. Archaeological work is being undertaken by the Wessex Unit.

8. **TRAINING**

Councillor Lickert was booked on a SALC training course in October (c150743).

9. **NON-DESIGNATED HERITAGE SITES**

Councillor Cade had submitted a response to the request from SCDC (c150722).

10. **HEDGES**

i) Meadowlands/Church Lane footway Clerk had brought this to the attention of SCC, who had responded (c150772/835) that no action was proposed at the moment.

- ii) Village Green Proposed D Jacobs, seconded A Colvill and carried that Councillor Jacobs would ask D Cope to undertake the annual cut of the south side hedge. Agreed Chairman/Councillor Jacobs/Clerk would agree quote. **DJ**
- iii) Pot holes Pot holes in roads was raised particularly in Falkenham. Councillor Shaw to provided pictures and forward to Clerk. **JS**
11. **BIG PATH WATCH** Councillor Shaw reported as on-going. **JS**
12. **FINANCE & GENERAL PURPOSES**
- Agreed the F & GP meeting should be held during October meeting.
13. **ADMINISTRATIVE MATTERS**
- i) Visit of Therese Coffey MP The Chairman and a parishioner had met her at the Village Hall on 1st September (c150744).
- ii) Civic Church Service The Chairman & Mrs Walker would be attending on 3rd October (c150761).
- iii) Budget Liaison/Review Chairman will to attend SCDC meeting (c150820) on 16th November.
- iv) Grow your own Community Conference Conference on 25th September (c150740/45/66) will not be attended
- v) Road closure Closure of Falkenham Road (c150781) from 21 September to 17th October between Meadowlands and Church Lane for sewer works noted.
- vi) Gambling Act Consultation on draft (c150712) noted but no action proposed.
- vii) Grants Information from Headway of services (c150717) noted for future.
F&GP
- viii) Parking Report of parking on “triangle” by Councillor Paul (c150718) had been resolved by Clerk.
- ix) eastsuffolk Latest joint report (c150749) circulated and noted.
- x) Community Emergency Planning Conference on 13th November (c150798) noted

14. **COMMITTEE REPORTS**

a) **Planning (attached)**

i) Saltmarsh Conference No attendance at this event (c150739) proposed.

ii) Innocence Lane development Clerk had replied to enquiry (c150738) in early August from a prospective purchaser of property on Trimley Road, that at that time there was no change in the situation.

iii) LA Liaison Committee The Chairman, vice Chairman and the Clerk had attended the meeting on 10th September (c150741). Councillor Cade outlined principal matters affecting planning and performance of the Port. In particular the Innocence Lane development appeared to be coming off the shelf. Some 25/40 acres likely to be developed for mixed use, tho' could be 3years before operational. Christmas Yard Wood was also being considered for single occupancy.

iv) Sizewell C Notes of events had been received (c150748/824), suggested a presentation on this might be appropriate at the Annual Meeting. **AM**

v) Networking Forum Chairman would attend this event (c150792) on Neighbourhood Planning on 1st October. **CLERK**

vi) Planning applications Two applications had been received since the agenda had been posted. **IC/C'K**

DC15/3327 Land east of Nine Cockles Acre
Construct 3 dwellings

DC15/3409 Land behind 16-22 Falkenham Road (TW)
Variation of a number of Conditions

These would be considered by the planning committee and response forwarded to Clerk.

b) **Finance (attached)**

i) Budget monitor Circulated with agenda.

ii) Annual Return The external report from BDO had been received (c150764) and was signed off with a qualification over the declaration of Assets which should only contain assets for which the Council had paid. Clerk confirmed this would be addressed before the next audit. Proposed M Paul, seconded D Jacobs and carried that the report of BDO is accepted and its fee a/c for £120 is approved. **CLERK**

iii) Invoices Proposed M Paul, seconded D Jacobs and carried that the following

invoices are approved.

SCDC £150 (Election expenses c150809)

SALC £12 (G Walker briefing course c150818)

The monthly a/c from The Phone Co-op now in debit by £7.71 which the Clerk will deal with pro-tem.

iv) VAT A refund of £1190.92 received from HMRC (c150715); £659.56 repaid to Recreation Ground.

v) Grants Grants available through CAS (c150709/29) noted.

vi) Banking Community & Business a/c statements from Barclays (c150737/823) or June-Sept received and noted.

c) Environment & Transport

i) Meadowlands bollards The rusted bollards at the Meadowlands hammerhead are replaced (c150706/10).

ii) Tree Warden Forum Details (c150726) circulated to Environment Committee.

iii) Volunteer Work Parties Enquiry from Coastal Heaths noted (c150757), but largely out of this area.

iv) Coasts and Estuaries Conference Conference on 1st October noted.

d) Recreation Ground (attached)

i) Outdoor Playspace funds Explanation from J Beer to Councillor Cade (c150705) explaining differences between Sports and Playarea funds noted.

15. SALC REPORT

i) Events Various events and courses (c150768/74/804) noted.

16. OTHER CORRESPONDENCE

Other correspondence as recorded on the agenda noted.

17. MATTERS FOR INCLUSION IN FUTURE AGENDA

Christmas Tree Lighting, Cyclists, First Responders, Defibrillator, Neighbourhood Plan, EAONE.

18. **DATE OF NEXT MEETING**

Monday 12 October 2015 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 10.20 pm.

Signed.....
Chairman

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC15/2839	Russells Farm House, Falkenham Proposed Ss extension & internal alterations	Support/ Neutral Env. comments	Granted
DC15/3314	52 Falkenham Road, Kirton (village shop) Alter shop windows to sash windows and door Alter side windows and render wall	Neutral Traffic?	Granted
<u>New applications</u>			
DC15/3327	Land east of Nine Cockles Acre Construct 3 dwellings	Object OS envelope Linear develop	
DC15/3409	Land behind 16-22 Falkenham Road (TW) Variation of a number of Conditions	Neutral	
DC15/3473	54 Falkenham Road, Kirton Proposed side infill & garage conversion		
DC15/3685	Land behind 16-22 Falkenham Road (TW) Details required by condition 4; footpath access		

2015 Finance & General Purposes Committee- Agenda

- i) Clerk's salary
- ii) Parish Income & Payments a/c report (attached)
Cheques written since September meeting:-

SCDC	£150	Election expenses
SALC	£12	Briefing course
C A Shaw	£274.40	Clerk's salary
HMRC	£68.60	PAYE

Income since last meeting:-

SCDC	£7,705.43	2 nd ½ year precept and grant
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- iii) Project List and Budget Monitor (attached)
- iv) Expenditure forecast and precept for **2015/2016**
- v) Annual grants for **2015/2016** (see below)
- vi) Invoices:-
 - i) SPS £25 Renewal of annual subscription (c150895)
 - ii) CAS/Zurich £TBA PC insurance (c150871)
- vii) Correspondence

150843	K & F toddlers group	Re: Funding
150871	Comm Action Suffolk	RE: Kirton & Falkenham PC insurance renewal
150879	SCDC	Remittance Advice: KIR001 for Kirton & Falk
150896	Magpas	Newsletter and draw ti
- viii) Remembrance Sunday
- ix) Christmas tree arrangements
- x) Audit Effectiveness Review, (Standing Orders, Financial Regulations, Data Protection Registration)

GRANTS REQUESTED TO DATE

Disability Advice Service	c140938
Avenues Group	c141026
CAB (Felix)	c141033
Headway	c141061
SARS	c141112
Home Start	c150134
Suffolk Age Concern	c150138
Magpas	c!50183
Ipswich Hospital Sunrise app	c150355
Ipswich Hospital Ward Sign	c150735
St Elizabeth Hospice	c150383
St Eliz Hosp Kitchen Cloche	c150534
Homestart	c150664
EA Air Ambulance	c150860