

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 17th day of **October 2016** at **7.30 pm**

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/District Councillor's Report
4. PTLO report

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 19th September 2016
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. Matters arising
 - i) Local Services Survey consultation (c160890)
 - ii) Quiet Lane signs, Falkenham footpath sign/footpath survey
 - iii) Verge cutting/repairs (c160944)
 - iv) TW to Trimley Rd footpath
 - v) One Suffolk website
5. Remembrance Sunday
6. Christmas tree replacement
7. Administrative matters - **see correspondence below**
8. Acceptance of written Committee Reports
 - a) Planning (attached)
 - i) 3 Notified Applications DC16/3842/DC16/3903/DC16/4005
 - ii) FPAAP/TW development/Port Liaison Committee meeting (c16973)
 - iii) EAONE/THREE (c160909/64/51) iv) **correspondence below**
 - b) Finance (attached)
 - i) Budget monitor/Community projects - Falkenham Notice Board
 - ii) Invoices (c160913/967, c160918) iii) **correspondence below**
 - c) Environmental & Transport - **see correspondence below**
 - d) Recreation Ground (c160960)
9. SALC Report - **see correspondence below**
10. Other Correspondence - **see below**
11. Matters for inclusion in future Agenda
12. Date of next meeting:- Monday 28th November 2016 in the R G Pavilion at 7.30pm.

CORRESPONDENCE

Matters arising

160943 TW RE: FW: Back Road, Kirton - Road repairs **(circ)**
160937 one suffolk Recent onesuffolk CMS changes
160949 Parish councils online Parish Council Web Sites
160910/14 SALC FW: Onesuffolk/FW: Suffolk Cloud

Administration

160911 eastsuffolk Town & Parish Council Budget/Liaison Event 28 November **(circ)**
160935 eastsuffolk Database for Registration of Town/Parish Clerks
160940 Phone co-op About talking communities ... Why it matters?

Planning

160973 Trinity College RE: Local Authority Liaison Committee meeting 06.10
160909 EATHREEE East Anglia Three Offshore Wind Farm (EN010056) **(circ)**
160964 Scottish Power East Anglia THREE Hearings **(circ)**
160951 DBEIS Request for comments on requirement 29 **(circ)**
160930 P Ridley SCDC RE: planning notices
160947 EDF energy Sizewell C September Update

Finance

160913/967 CAS RG Insurance renewal prelim/RG insurance renewal documents £923.93
160918 SPS Membership renewal £30
160920 SCDC 2nd ½ of precept £7598.61
160931 DAS Request for donation
160956 Barclays Reduction in savings rates/On Line support
160982 Barclays Community a/c statement Aug - Oct
160950 SCC Grants Update - October 2016
160903 The Pensions Regulator Your staging day is approaching - What you will need
160972 HMRC Get things right with our live employer webinars

Environment

160924 S Harvey.S Crosley Re: Lighting of the Beacon
160925 G Walker/S Crosley/D Tonge Re: Lighting of the Beacon
160936 S Harvey RE: Footpath from Kirton to Trimley st Martin school on the school side
160945 S Harvey FW: Exciting opportunity to get involved **(circ)**
160941 S Coasts & Heaths Conservation Work Parties Oct to April
160942 SCC AONB Monthly Update Sept 2016 **(circ env comm)**
160955 SCC Community Emergency Planning Newsletter

Recreation Ground

160960 J Beer Re: removal of fencing around the RG playarea

SALC

160905 SALC Local Council Award Scheme Briefings
160915/76 SALC FW: SALC AGM Invitation 14th November
160958 SALC FW: How Local Councils can be More Effective Online
160959 SALC FW: Newsletter of the Year and Website of the year 2016
160968 SALC FW: Funding Event
160980 SALC SALC Awards Survey

Other correspondence

| | | |
|---------------|-----------------------------|--|
| 160900 | CAS | Your invitation to the CAS Annual Awards and Celebration |
| 160906 | CAS | Rural Housing What are your training needs? #Stoptober |
| 160981 | CAS | What is "social impact measurement" and why is it important |
| 160908 | D Jacobs | Re: pdf edit of Standing Orders/Code of Conduct |
| 160901 | eastsuffolk | FW: Funding deadline 30th September - constituted grants |
| 160907 | G Walker | Budget monitor - corrected! |
| 160927/34/71 | J Beer/CAS/J Beer | Re: Kirton and Falkenham Parish Council RG insurance |
| 160926 | I Cade | Re: Wasps nest |
| 160938 | P O'Brien | re-surfacing (circ) |
| 160948 | SALC | Suffolk Cloud sessions |
| 160966 | SALC | FW: Clerks Introductory Sessions |
| 160899 | Rural Services Network | Spotlight on Older People from RSN |
| 160902/4 | Rural Services Network | Rural Economy Spotlight |
| 160917/39 /75 | Rural Services Network | Hinterland w/b 23 Sept/30 th Sept/7 th Oct |
| 160946 | Rural Vulnerability Service | Fuel Poverty - September 2016 |
| 160962 | Rural Services Network | Rural Opportunities Bulletin |
| 160912 | SCC | And they're off, in race around the world! |
| 160929 | SCC | Westgate Community Primary takes on the challenge |
| 160963 | SCC | New run walk route launched in Moreton Hall |
| 160974 | SCC | Suffolk Saxons announce University of Suffolk as sponsor |
| 160979 | SCC | Girls' Football Week kicks-off |
| 160916 | Fieldstrust | UK's Best Park, as voted by YOU! 2016 |
| 160919 | Glasdon | LC brochure |
| 160921/23 | D Jacobs/G walker | Re: PARISH COUNCIL Fwd: FW: Suffolk Cloud/FW: Onesuffolk |
| 160928 | Headstart Fencing | ESTATE FENCING, RAILINGS & MUCH MORE |
| 160932 | LCPAS | Save money with Local Council Public Advisory Service |
| 160952 | Whitehill | External Noticeboards 2016 |
| 160954 | SALC/G Walker | FW: S; Aldeburgh – Serious sexual assault |
| 160944 | HMRC | Employers –the latest on statutory payments |
| 160957 | HMRC | Living Wage and National Minimum Wage – the facts |
| 160961 | HMRC | This week get the latest on statutory payments |
| 160978 | HMRC | Don't miss our webinars on Monday and Wednesday |
| 160965 | T Hatrick | Report for 17th Oct |
| 160969 | EELGA | East of England LGA e-bulletin |
| 160970 | KOPLAN | Supply Only Offer on Playground Equipment |
| 160977 | Ipswich BC | Monday's Ipswich Buses strike CANCELLED |

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on
Monday 19th September 2016 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 9 Parish Councillors,

1. **Police Report**

Any incidents not researched. Circular letter (c160759) sent out from Chief Constable on relationships with Parish Councils circulated and noted. Chairman had attended public meeting in Felixstowe (c160798) and gave a brief account. Mostly concerned Felixstowe; finance, apprentice levy, shift working and parking (for which police are responsible) figured.

2. **Parishioners Questions**

Nothing raised.

3. **County Councillor's Report**

A written report (c160844) from Mr P O'Brien covered progress on the devolution consultation, actions on highway maintenance, improvements in schools performance and a recent police SNT meeting which concentrated on communication and concerns about reduced police coverage.

4. **District Councillor's Report**

A written report (c160894) covered the new Health and Wellbeing Community Call to Action programme, through funding from SCC, supporting projects from £500 to £12.500. Her Enabling Communities budget is now £6000 rising to £6500 in 2017, together with a new Communities Exemplar Programme for larger community projects. Fly tipping should be reported to 01394 444000.

5. **PTLO Report**

Tom Hatrick reported (c160822) that no changes to bus services were expected in September this year. Mrs O'Brien reported (c160735) on SCC efforts to maintain the Park & Ride services.

The Chairman close POF at 8.15pm and opened Parish Council meeting.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs, F H Last, M A Paul, S W Livingstone, G J Walker (chair), Ms EY Choi, Mrs J L Shaw.

1. **APOLOGIES:**

P J Lickert, E A Colvill (other business), S Harvey (DC), P O'Brien (CC), T Hatrick, Police.

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 25th July 2016 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

i) Dispensations

M Paul and S Livingstone submitted written applications for dispensation on discussions on EAONE/EATHREE and TW developments respectively; agreed be granted.

ii) Standing Orders/Code of Conduct

Proposed D Jacobs, seconded J Shaw and carried that the revised codes be adopted and posted on the web site.

ACTION

4. **MATTERS ARISING FROM MINUTES**

i) Road signs Agreed no further action should be pursued on this issue, as an appropriate sign to cover all eventualities is not available. Councillor Shaw agreed to look further at Quiet Lane signs for Back Lane. **JS**

ii) Village Green

a) Councillor Jacobs will continue to pursue verge repairs. His negotiations with SCDC had improved the standard of grass cutting. **DJ**
(c160747/53/56/62).

b) The footpath display sign is erected (c160830) agreed the similar sign should be provided for Falkenham.

c) Agreed no further action on the TW direction sign on the VG (c160738/741/778) should be taken, as current sign is acceptable unless something more obtrusive appears.

iii) Verge cutting Councillor Paul was still dissatisfied with the standard of cutting over the past season. Chairman agreed to telephone SCC and discuss. **GW**

iv) EAONE/THREE Councillor Paul had nothing to report other than a cancelled meeting on access. Various letters on environment and hearings (c160730/96/61) noted. An update from Scottish Power (c160836) circulated. Wind Farm info from Bawdsey PC (c160806) noted. **MP**

v) Falkenham Notice Board Councillor Shaw had this in hand. **JS**

vi) Smokehouse This has opened, operating from Thursday to Saturday.

5. **ADMINISTRATIVE MATTERS**

i) Highways 8th edition of Highway matters from SCC (c160760) noted.

ii) eastsuffolk Annual Forum Event on 11th November (c160809) noted

iii) UK Power Networks Notification of 105 (c160848) to be forwarded to Chairman and Review. **CLERK**

6. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) Footpath to Trimley Road Basics of the footpath provision are agreed between TW and Nassau Trust (c16856/72), but future maintenance remains an issue. Suggested solutions to this problem (c160861/5), including PC involvement, not supported and unresolved. Councillor Jacobs would discuss with Mrs Harvey. **DJ**

ii) TW development Jordan Last (TW) had responded to questions over repairs to Back Road (c160783) and predicted work would be done at the end of the summer. As it is now autumn Clerk to request update. **CLERK**

iii) Back Lane Councillor Cade and Paul to liaise on condition of verges.

iv) Sizewell C An update on prospects of new build (c160745) circulated for information.

v) Play area fencing Questions raised by a parishioner on missing play area fencing (c160805) had been resolved with J Beer.

vi) Norfolk/Suffolk devolution Various responses from PCs and P O'Brien on the consultation (c160808/11/65) noted; council had not made any response.

vii) Call for sites Agreed request from eastsuffolk to advertise call for sites (c160893) should be ignored. Councillor Paul declared an interest.

b) **Finance** (attached)

i) Budget monitor/Project List (attached) Councillor Jacobs had modified the layout and would liaise with chairman for final revisions to clarify overall budget. Nothing new added to the project list apart from ideas carried over from last year. As £4000 earmarked could advertise for proposals. Prior to the work on the Falkenham walking map, Councillors Paul and Jacobs would survey the footpath signs. **DJ/GW**
MP/DJ

ii) Invoices Agreed the following invoices are approved.

CLERK

| | | |
|---------------|---------|------------------|
| BDO | £120 | Audit fee |
| A Shepherd | £404 | Walking map |
| Signs Express | £129.60 | Kirton Ward sign |

iii) Conclusion of Audit External audit had been completed and signed off by BDO with no comments. Notices of Completion and accounts posted on notices boards and web site. Proposed J Shaw, seconded D Jacobs and carried that the report of BDO be accepted.

iv) Broadband Invoices from Phone Co-op £38.26 (July) £39.02 (Aug) (c160775/860) noted.

v) VAT Refund from HMRC (c160728) received; £1131.94 refunded to RG.

vi) Onesuffolk web site SCC are transferring this site to Community Action Suffolk (c160863). Agreed the Council will accept transfer and fee of £50. **CLERK**

vii) Pensions Latest reminder from Pension Regulator (c160784) noted by Clerk.

viii) Banking Statements for Community a/c Jun-Aug and Business a/c Jun-Sept (c160787/854) received from Barclays.

ix) Budget meeting Agreed to hold this at the November meeting.

CLERK

c) Environment

i) AONB Various notices of working party events (c160764/68/826) noted and circulated to committee.

ii) Marine Conservation Zones Latest recommendations for Alde/Ore Estuary and Orford Offshore (c160791/823) noted and circulated to committee.

iii) Tree Guardian Latest update (c160814) noted and circulated to committee.

d) Recreation Ground (attached)

i) Football team memorabilia Football Monthly of 1956 featuring Kirton team (c160855/64) forwarded to John Beer and noted.

7. SALC REPORT

i) Area meeting Meeting held this evening not attended; papers circulated (c160795/819).

ii) LAIS 1392 Information document on Neighbourhood Plans (c160853)

noted and circulated.

iii) Training Course on ipad/iphone (c160867) devices circulated and noted.

iv) Survey Circular seeking Council views on local services noted (c160882) **CLERK** to be circulated for consideration prior to next meeting.

8. **OTHER CORRESPONDENCE**

Other correspondence as listed on the agenda noted.

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

Dispensations, EAONE/THREE, Quiet Lanes, Verge cutting, TW footpath, Falkenham Notice Board, Remembrance Sunday, Christmas tree replacement.

10. **DATE OF NEXT MEETING**

Monday 17th October 2016 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

| | | <u>PC</u> | <u>SCDC</u> |
|------------------------------|--|------------------------------------|-------------|
| <u>Existing applications</u> | | | |
| DC/16/3156 | Swiss Farm, Falkenham Remove 11 mature beech trees | Negative Observations | Granted |
| DC/16/3231 | Land rear 16 - 22 Falkenham Rd, Kirton Variation on conditions on occupation | Object on road/safety issues | |
| DC/16/3404 | The Old Wheelwrights, Falkenham Conversion of barn & stables to dwelling (outline) | No comment Density? | Granted |
| DC/16/3402 | 56 Falkenham Rd, Kirton Ss front extension with porch structure & detached garage | No comment | |

New applications

| | | | |
|------------|--|--|--|
| DC/16/3842 | Cartway cottage, Falkenham Replacement of dwelling | | |
| DC/16/3903 | 4 The Maltings, Trimley Rd, Kirton T1, T2, T3, T4, T7 crown work T5, T6, T8, T9 fell | | |
| DC/16/4005 | Grange works, Falkenham Rd, Kirton Change of use; agricultural to store for landscape materials. | | |

FINANCE

Cheques written since September meeting:-

| | | |
|---------------|---------|----------------------------|
| Signs Express | £129.60 | Ward sign |
| Scarlet Line | £404.00 | VG footpath sign |
| C A Shaw | £194.09 | Clerk's expenses |
| C A Shaw | £280.00 | Clerk's salary |
| HMRC | £70.00 | PAYE |
| A Hayden | £50.00 | Defibrillator contribution |

| | | |
|--------|----------|---------------------------------|
| Income | | |
| SCDC | £7598.61 | 2 nd precept payment |

ENVIRONMENT & TRANSPORT

Nothing to report

RECREATION GROUND

Nothing to report