

**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 **12<sup>th</sup>** day of **February 2018** at **7.30 pm**

Signed.....  
Clerk

To: **All Councillors**

**A G E N D A**

**PUBLIC OPEN FORUM**

*Please note that since one or more Councillors have declared interests in the SCDC call for sites consultation and applications 18/0194 Village hall, Kirton & 18/0105 Land btwn 73 & 101 Bucklesham Rd, any questions related to these items raised during the POF will not be responded to until the appropriate point in the PC agenda.*

1. Police Report (c181065, c180147)
2. Parishioners questions
3. County & District Councillor's (c180161) Reports
4. PTLO/Tree Warden reports (c180042, c180148/57)

**PARISH COUNCIL MEETING**

1. Apologies
2. Minutes of meeting held on 8<sup>th</sup> January 2018
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) Community Shop ii) School yellow lines
- 5 iii) Falkenham notice board/phone box iv) Speed checks v) EAONE  
vi) RG access gate (c180043)
6. Finance  
i) Budget monitor/Project list  
ii) RG Trampoline (c180122)  
iii) Correspondence
7. Planning (attached)  
i) Planning applications DC/18/0061, Manor Farm Barn, Struston Mead, Kirton  
DC/18/0166 4 Guston Gardens, Kirton  
DC/18/0194 Village hall, Falkenham Rd, Kirton  
DC/18/0105 Land btwn 73 & 101 Bucklesham  
Rd, Kirton  
ii) Issues & Options Consultation  
iii) Correspondence
8. Annual Meeting speaker/Annual PC meeting date
9. Reviews of Financial & Standing Orders, Governance, Risk assessments. (c180146)
10. VG verge posts contract. (c180098/120/141)
11. Emergency Plan.
12. General Data Protection Act (c180046, c180067, c180127, c181149)
13. Administrative matters (see correspondence)
14. Environment (see correspondence)
15. Recreation Ground
16. SALC (see correspondence)
17. Other Correspondence (attached)
18. Matters for inclusion in future Agenda
19. Date of next meeting:- Monday 12<sup>th</sup> March 2018 in the R G Pavilion at 7.30pm

## CORRESPONDENCE

### Police

180165 I Cade Police Crime Reports (circ)  
180147 Suffolk Police Felixstowe and District ASB Meeting (circ)

### POF

180161 S Harvey DC February report (circ)

### Transport/Tree Warden

180042 eastsuffolk Accessible transport Guide (circ)  
180148 The Tee Council Tree Guardian February 2018  
180157 D Jacobs/rb Fwd: Tree Survey

### Matters arising

180043 TW eastanglia RE: Violet Gardens, Kirton - Mobility Gate and access

### Finance

180122 J Beer Play area trampoline  
180033/57 D Lines to SCDC Kirton and Falkenham Precept/Change of bankers 2 emails  
180114/59 ssafa/SARS Acknowledgement of donation/grant  
180045 The Phone Co-op December a/c £45.30

### Planning

180130/31 Crosbie/Roberts 4 Guston Gardens (circ)  
180124 G Walker Fwd: Minutes of Planning Meeting 24.01.18  
180167 Felixstowe Port LALC meeting 26th April  
180068 P O'Brien Adastral Park (circ)  
180126 S Harvey FW: Number 1 Burnt House Lane.....Flagship (circ)

### Agenda items

180146 D Lines Update to Financial Regulations 2emails (circ)  
180098/120/141 SCC/D Jacobs/D Lines FW: Locality Offer Letter  
180046 SALC FW: GDPR - Provision of DPO Service  
180067 SALC Data Protection Bill/GDPR - latest update  
180127 SALC GDPR update - Prices REDUCED by The DPO  
180149 LCPAS/gw Fwd: Important GDPR update on LCPAS Sector Specific Services

### Admin

180056 suffolk.cloud Software upgrade and new features 2 emails  
180094 eastsuffolk Informal Electoral Review consultation  
180152 SCDC Changes to Register of Interests submissions (circ)

### Environment

180106 P O'Brien New procedure for reporting Highways issues  
180111 SCC Update from the Areas of Outstanding Natural Beauty  
180113 G Walker Re: PARISH COUNCIL - LORRY ISSUES  
180116 naturalengland Boundary Review Consultation (circ)  
180135 SALC AONB  
180144 SCDC Garden Waste Collection Scheme (circ)  
180133 |R Brunt Fly tipping Back Lane  
180145 eastsuffolk RE: Consultation on Air Quality in Suffolk Coastal (circ)  
180160 SALC Suffolk Highways: Community Self Help (circ)

### SALC

180053 SALC Weekly Information Bulletin w/c 8 January 2018  
180088 SALC Weekly information bulletin w/c 15 Jan  
180121 SALC Weekly Information Bulletin

## **OTHER CIRCULATED CORRESPONDENCE**

180079 eastsuffolk FW: PLANNING APPLICATIONS - KIRTON  
180080 Highways Eng A14 Orwell Bridge to Junction 62 - westbound works  
180117 P O'Brien The Street, Newbourne - Drainage Improvements  
180109 Highways Agency Traffic Bulletin - 29 January 2018 - UPDATED  
180118/156 P O'Brien East Anglia ONE Construction Activity  
180142 SCC per DEFRA Bird Flu awareness & guidance Jan 2018  
180036 EAONE Public Information Day - Bawdsey 16th January  
180050 Highways Agency Weekly Traffic Bulletin - 15 January 2018  
180055 eastsuffolk Planning applications to be considered  
180070 UK Power networks Power Networks - Norwich Roadshow (5 Feb 2018)  
180073 P O'Brien/HA Closure likely on Orwell Bridge on Thursday 18  
180082 Highways England Weekly Traffic Bulletin - 22 January 2018  
180085 EAONE Construction Activity  
180086 EAONE Important Message  
180100 P O'Brien FW: Orwell Bridge likely to close tomorrow morn

## **OTHER CORRESPONDENCE**

180035 CAS our invitation to the Stronger Charities  
180040 CAS Stronger charities conference | Village Halls Week  
180052 onesuffolk Website Refresher Training Sessions 2 emails  
180062 D Lines AGM  
180092 CAS How can digital technology improve your organisation  
180093 onesuffolk One Suffolk Upgrade Update  
180139 onesuffolk One Suffolk Upgrade Completed - Update 2 emails  
180096 CAS It's Village Halls Week!  
180102 CAS House of Lords | Stronger Charities conference |  
180103 carechoices New Suffolk Care Services Directory  
180058 Corrinne Day Use of village green for parking Saturday 28th July 2 emails  
180119 P O'Brien Construction of on-shore cable route  
180129 greenprint forum January Newsletter  
180041 Kaspersky Lab Order Confirmation (Order #33616847762)  
180047 Hutchinsons Port Latest Expansion Begins at Port of Felixstowe  
180063 SALC RE: FW: GDPR - Provision of DPO Service  
180066 P O'Brien RE: Locality Budget - Kirton & Falkenham  
180071 eastsuffolk Consultation Event  
180072 eastsuffolk Update from previous email  
180075 Felixstowe TC FW: 65th Anniversary of the North Sea Floods  
180077 CAS Is your experience that accessing funding is becoming  
180078 SCC Dockless bike sharing scheme coming to Ipswich  
180083 G Walker Damaged Give way sign  
180087 CAS Stronger Suffolk" conference - 7 Feb  
180091 SCC Problem Report 00192881 Logged  
180095 roadworks.org Roadworks Alert  
180097 HMRC Successful Receipt of Online Submission  
180099 D Lines/GW Payments  
180107 G Walker/mp Re: PARISH COUNCIL - LORRY ISSUES  
180125 CAS Stronger Charities for a Stronger Suffolk conference: 7 Feb  
180128 ncsgrp Automatic reply: KIRTON VILLAGE GREEN  
180132 roadworks.org Roadworks Alert  
180137 eastsuffok FREE Consultation workshop  
180153 Highways Agency Weekly Traffic Bulletin - 5 February 2018

# **KIRTON & FALKENHAM PARISH COUNCIL**

## **Minutes of Parish Council Meeting held on Monday 8<sup>th</sup> January 2018 at 7.30 pm in the Recreation Ground Pavilion**

### **PUBLIC OPEN FORUM**

**PRESENT** 8 Parish Councillors, Mr D Lines (RFO), Mr T Hatrick (PTLO), Mrs P O'Brien (CC), Mrs S B Harvey (DC), 2 Parishioners.

1. **Police Report**

Police reports, derived from website, noted a number of break-ins in the village, particularly into a number of garages in Violet Gardens (The Paddocks).

2. **Parishioners Questions**

Potholes in Rectory Lane raised but explained SCC had already declined to attend to them earlier in the year.

3. **County Councillor's Report**

Mrs O'Brien, gave updates on education, particularly the Home to School consultation, appeals for Foster Carers, Warm Homes Fund and progress on the Upper Orwell crossing. There was still £800 in the Locality Budget. Arising from survey on policing precept, suggested Police Commissioner might be invited to talk to PC at some stage.

4. **District Councillor's Report**

Mrs Harvey, reported on various planning issues, which covered the "Options" consultation, her attendance at a SCC open day, which highlighted initiatives on highway maintenance, finance and problem reporting. She reported on the proposal to introduce charges for the Brown Bins and progress on the preparations for the single Council with Waveney DC.

5. **PTLO Report** Mr Hatrick had nothing new to report.

6. **Tree Warden Report**

Following appeal from Mr Brunt, determined that Councillor Jacobs had tree wardens documents.

7. **Community Shop**

Mrs Harvey reported upon proposals, following a meeting that morning, to revive interest and establish a village shop on the Village Green were noted and a detailed plan will be presented and considered at the February meeting.

### **PARISH COUNCIL**

**PRESENT:** Messrs I Cade, A P Hutton, D Jacobs, P J Lickert, G J Walker (chair), Ms EY Choi, Mesdames J L Shaw, E A Colvill, Mr D Lines (RFO), Mr T Hatrick (PTLO), Mrs P M O'Brien (CC), Mrs S B Harvey (DC), and 2 Parishioners.

1. **APOLOGIES:**

M Paul (family commitment), F H Last, S W Livingstone, Mr R Brunt (tree warden),

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 27<sup>th</sup> November 2017 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Councillors Cade and Lickert had declared interests concerning the application DC17/5165, May Cottage, 29 Falkenham Rd, considered since the last meeting, Councillor Paul regarding DC/175163, Lodge Farm and Councillor Walker regarding Community Shop.

4. **MATTERS ARISING**

**ACTION**

i) School yellow lines Response from SCC still awaited. Clerk had posted a reminder. **SCC**

ii) Village Green verges Agreed by majority vote (4 votes to 3) that proposal from SC Norse (c171533) to supply and install wooden posts at a cost of £452 excl vat and steel drop down bollard at a cost of £290 excl vat be accepted. Agreed request should be put to Mrs O'Brien for £500 towards posts and £300 towards drop bollard from Locality Budget. **CLERK**

iii) Falkenham notice board/phone box Notice board and photos of box paintwork on-going. **JS**

iv) Innocence Lane hedge Councillor Lickert had investigated criteria and concluded there was no action the council could take.

v) EAONE Updates noted and circulated, together with monitoring of lorry movements and complaints. (c171443, c171522/23, c171435/54/64)

5. **SPEEDING CHECKS**

Following information from SCC and police, supplied by D Lines (c171425), Councillors Cade and Jacobs to continue to progress. **IC/DJ**

6. **ADMINISTRATIVE MATTERS**

i) Parliamentary news Newsletter from Therese Coffey (MP) (c171534) noted and circulated.

ii) Register of electors Clerk had received an electronic copy of the 2018 register of electors (c171540).

7. **FINANCE**

i) Financial report D Lines (RFO) presented updated current year budget monitor (c171524) and bank reconciliation/draft budget forecast for 2018/9 (c180019).

ii) Grants The following grants for 2017/8 were agreed to be paid from the Barclay account.

**CLERK**

CAB	£200
Homestart	£100
EACH	£100
SARS	£100
Disability Advice Serv	£100
EA Air Ambulance	£100
MAGPAS	<u>£100</u>
Total	£800

iii) Precept Having considered the budget forecast for 2018/19 (c180019), proposed and agreed that a precept of £18,000 be requested, a rise which covers the increase of revenue from new developments and the council's 3 year alignment with National Salary Scales.

**DL**

iv) Broadband The Clerk had renewed the Council's Domain with Namesco (c171541) for £16.79. Broadband invoice for December (c171486) £39.33 received.

v) SCDC budget Report of Budget meeting on 27<sup>th</sup> November (c171505) circulated.

8. **PLANNING** (attached)

i) Issues and Options consultation Nothing new to report. Noted Bidwells had re-published on 5<sup>th</sup> December sale option on strip of land of Innocence Farm bordering A14 (c171496).

ii) Planning applications The following were considered.

DC/17/5165 May Cottage, Falkenham Road, Kirton  
Erection of cart lodge and residential annex. Alter vehicle access.

Due to time limit, with approval, had been considered by circulation. No objections raised and comment made that access was an improvement on existing.

DC/17/5067 Part side garden Homeleigh  
New dwelling with cart lodge in part of garden

DC/17/5072 Land rear of 32/34 Falkenham Road  
Variation of condition 2 for erection of 2 bungalows

DC/17/5153 Lodge Farm, Kirton  
Erection of grain store

No objections raised to these 3 proposals.

iii) Orwell Crossing service area SCC Highways objections to the proposals DC/17/4257 (c171427) circulated and noted.

iv) Adastral Park Mr O'Brien's (CC) follow up on transport assessment (c171509) circulated and noted.

9. **ENVIRONMENT**

i) Highway matters Update on re-organisation of SCC Highways (c171526) circulated and noted.

ii) Air quality consultation Acknowledgement of Council's contribution received (c171476) and concerns noted regarding Innocence Farm\_

iii) A14 closures Weekly updates from Highways England on overnight closures for resurfacing works circulated.

iv) North Sea Floods commemoration Events in January (c171502) noted.

10. **RECREATION GROUND**

i) Trampoline Zurich had advised (c171455) that the damage to the trampoline was not covered by policy. The repair cost of £3200 + vat will need to be funded from elsewhere.

ii) Mobility Gate This was now in place; agreed TW should be thanked for providing and installing the gate. Enquire about provision of drop kerb. **CLERK**

11. **SALC REPORT**

i) Area meeting The December meeting was cancelled due to adverse weather.

ii) Information bulletins The two December bulletins (c171472/97) circulated.

iii) "The Local Councillor" Hard and digital copies of Issue 3 received and circulated; majority of Councillors agreed that digital copies would be preferred. SALC had confirmed (c171504) that the digital circulation was a one off and was under review.

iv) GDPR Latest information, L10-17 received (c171532).

v) Buckingham Palace Garden Party Agreed Councillor Jacobs as a past chairman be put forward for the ballot (c171511). **CLERK**

12. **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted.

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

Community shop, Emergency Plan, GDPR, Annual Meeting speaker.

14. **DATE OF NEXT MEETING**

Monday 12<sup>th</sup> February 2018 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 9.40 pm.

Signed.....

Chairman

Date.....



## REPORTS

### PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC17/4337	27 Bucklesham Road, Kirton Put in new dropped kerb for vehicle access as the current shared drive is on a bend and visibility is very limited.	No comment ref to (C.3653/2)	Granted
DC/17/5067	Part side garden Homeleigh, Falkenham Road, Falk Proposed new dwelling with cart lodge (DC/15/2023)	No objection	Granted
DC/17/5072	Land rear of 32/34 Falkenham Road, Kirton Variation of condition 2	No objection	Granted
DC/17/5153	Lodge Farm, Kirton Erection of grainstore building	No objection	
DC17/5165	May Cottage, 29 Falkenham Rd, Kirton Erection of cart lodge and residential annex etc	No objection Access improved	Granted
<u>New applications</u>			
DC/18/0061	Manor Farm Barn, Struston Mead, Kirton Proposed Ss extension		
DC/18/0105	Land btwn 73 & 101 Bucklesham Rd, Kirton Erect 10 new dwellings, vehicle access, service Rd		
DC/18/0166	4 Guston Gardens, Kirton New roof, side and rear extensions		
DC/18/0194	Village hall, Falkenham Rd, Kirton Proposed Ss rear extension for toilets. Modern kitchen & storage.		