

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 5th day of June 2017** at **7.30 pm**

Signed.....
Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Reports (c170596, c170597)
2. Parishioners questions
3. Neighbourhood Plan (c170653/660)
4. County Councillor's Report
5. District Councillor's Report
6. PTLO Report (c170586)

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of the APCM meeting of 8th May 2017
3. Declaration/Registration of Declarations 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) School yellow lines ii) Village Green posts iii) PSPOs
iv) Falkenham Notice boards v) Grass weed killing complaint
(c70609)
5. Village shop update
6. Falkenham telephone box
7. Assets of Community Value
8. EAONE/THREE (c160533/44)
9. Acceptance of written Committee Reports
 - a) Planning (attached)
 - i) DC/17/2003 50 Falkenham Road, Kirton Combine 48 & 50 with extensions
DC/17/2087 2 Grays Orchard, Kirton Side and rear extensions
 - ii) Correspondence
 - b) Finance (attached)
 - i) Annual Return/Annual Governance Statement approvals (draft attached)
 - ii) Unity Trust bank a/c confirmation/access confirmations
 - iii) Budget monitor
 - iv) Correspondence (below)
 - c) Environment (correspondence below)
 - d) Recreation Ground (attached)
10. SALC Report (correspondence below)
11. Other Correspondence to note (below)
12. Matters for inclusion in future Agenda

13. Date of next meeting:- Monday 10th July 2017 in R G Pavilion at 7.30pm

CORRESPONDENCE

Police

170596 Suffolk Police FW: Felixstowe and District SNT Newsletter May 2017 council
170597 Suffolk Police FW: Speed Watch Stats council

Neighbourhood Plan

170653 G Walker Fwd: Minutes council
170660 G Walker to Fothergill Re: Funding council/sh
170663 I Cade/D Jacobs Revised local plan review consultation and neighbourhood plan

PTLO

170586 SCC New Ipswich Park & Ride - coming soon

Matters arising

170609 NorseSuufolk RE: Grass cutting Kirton & Falkenham council

Planning

170584 G Walker/I Cade Fwd: SPR presentation to Kirton & Falk council
170588 G Walker per L Lanigan Fwd: EA One - Park Lane Chaos To Ensue council
170590 G Walker Fwd: EA One Letter
170608 I Cade RE: Iberdola Presentation
170629 Scottish Power RE: SPR presentation to Kirton & Falkenham council
170649 I Cade Feedback from Local Plan review discussioncouncil
170663 I Cade/D Jacobs Revised local plan review consultation and neighbourhood plan
170589 P O'Brien FW: Adastral Park council
170594 I Cade RE: PARISH COUNCILFwd: FW: Adastral Park council
170647 eastsuffolk EConsultation Parish Clerk - Coastal council
170646 P O'Brien/SCC FW: Consultation - Foxburrow Farm, Ipswich Road Brightwell council
170652 P O'Brien FW: Consultation - Foxburrow Farm

Finance

170591/631 CAS Membership is due for renewal/Membership Confirmation
170607 D Lines Invoices etc.
170592 The Phone Co-op Your invoice from The Phone Co-op is ready - £39.18
170628 AON PC insurance

Environment

170583 G Walker Out of control dogs
170595 I Cade etc etc RE: EA One - Park Lane Chaos To Ensue
170598 St Elizabeth Hospice Join the Great Garden Trail
170657 SCC AONB May Monthly Update: SCH

Recreation Ground

170624 eastsuffolk FW: Kirton Playing Field jb/gw/ac
170640 eastsuffolk RE: FW: Kirton Playing Field jb
170655 D Jacobs Fwd: Quotation 7177

SALC

170648 SALC Area meeting 19th June

Other Correspondence Circulated

170581	D Lines	Planning Aid
170600	eastsuffolk	New Development Management Contact List
170606	SALC per eastsuffolk	FW: Coastal Partnership East Spring Edition
170610	Police Connect	Ransomware Cyber Attack
170616	eastsuffolk	ASB Meeting 30th May 2017 - CANCELLATION
170630	SCDC	INVITATION - Local Plan Review
170637	eastsuffok	Call for volunteers - please can you help?
170612	SALC	Latest LAIS1399 Neighbourhood Planning Act 2017
170633	SALC	Information Bulletin w/c 8/5/17
170634	SALC	Latest LAIS 1400 Precept Data 2017-18
170635	SALC	Changes to Data Protection legislation
170656	SALC	Information Bulletin w/c 22/5/17

Other Correspondence not circulated

170617	Police Connect	Felixstowe burglar jailed
170619	Police Connect	PCC invites local residents to talk to him about crime in the area
170625	Police Connect	Hollesley Bay absconder
170651	Police Connect	Police continue to urge residents to be vigilant
170585	Police Connect	Search to continue at Milton landfill
170580	Charity Commission	Charity Commission News - Spring 2017
170587	East of England LGA	e-bulletin
170599	LCPAS	General Data Protection Regulations Course
170601	LCPAS	Understanding Planning Parts 1 and 2
170602	eastsuffolk	General Election - Suffolk Coastal Constituency
170603/55	HMRC	Successful Receipt of Online Submission/Stay Safe Online
170658	HMRC	Common expenses and benefits explained
170613	I Cade	RE: Local Plan Review gw/dj
170614	eastsuffolk	May 2017 News Update Felixstowe Forward
170615	SARS	change of correspondence address
170618	eastsuffolk	SCDC Quality of Place Awards 2017
170621	S Comm Foundation	New Suffolk Police & Crime Commissioner's Fund
170622	CAS	Ransomware Attack Funding event
170626	SPS	Suffolk View Spring issue
170641	Anglian Water	Can you help us find Private Pumping Stations
170659	Waldrinfield	Please help us promote this local event?

KIRTON & FALKENHAM PARISH COUNCIL

**Minutes of Annual Parish Council Meeting held on
Monday 8th May 2017 at 7.30 pm in the Recreation Ground Pavilion**

PRESENT: Messrs A P Hutton, D Jacobs, F Last, P Lickert, S Livingstone, G J Walker (chair), Mesdames A E Colvill. J L Shaw, Ms EY Choi, T Hatrick (PTLO), Mrs S Harvey (DC) and 1 parishioner.

APOLOGIES Mrs P O'Brien (CC), I Cade, M A Paul

1 a) **ELECTION OF CHAIRMAN**

Mr G Walker in the Chair, proposed by A Colvill, seconded by J Shaw and carried that Mr Walker be re-elected. Mr Walker thanked the Council for their support, and signed a Declaration of Acceptance of Office.

b) **ELECTION OF VICE-CHAIRMAN**

Mr I Cade was proposed by J Shaw, seconded by D Jacobs and carried.

2. **DECLARATION OF INTERESTS**

No Interests were declared for matters on the agenda.

3. **STANDING ORDERS, FINANCIAL REGS, CODE OF CONDUCT, TRANSPARENCY CODE**

The Council agreed to the current S O, F Reg, CoC and that provisions of the Transparency Code were adequate on the Council's web site.

4. **APPOINTMENT OF COMMITTEES**

Proposed P Lickert, seconded J Shaw and carried that these should constitute the committees.

Financial & General Purposes

All Councillors

Recreation Ground

G Walker (ex officio)

P Barker (chairman)

J Beer (treasurer)

B Barker

F Last

A Colvill

Planning

All Councillors

Environment

G Walker (ex officio)

D Jacobs

A Hutton

P Lickert

M Paul

J Shaw

S Livingstone

5. **FINANCIAL**

a) **Appointment of RFO** Two candidates had been interviewed by Councillors Walker, Cade and Colvill; Mr D Lines and Mrs E Ellis, position being offered to Mr Lines (c170408/39). Proposed J Shaw, seconded A Colville and carried that the appointment of Mr David Lines as RFO from the 1st April 2017 was approved. *The financial arrangements following the appointment and reduction in the Clerk's work load are contained in the Section 19 b Finance iv below.*

b) **Approval of banking arrangements** Proposed A Colvill, seconded J Shaw and carried that on the recommendation of the RFO (c170468) arrangements should be put in hand to open an account with Unity Trust Bank. *The conditions of agreement are contained in the Section 19 b Finance v below.*

Agreed that the accounts with Barclays should continue for the time being.

c) **Appointment of cheque/PO account signatories** Confirmed that Messrs D Jacobs, I Cade, F Last (any two) are signatories of Barclays cheques and Messrs I Cade, F Last, M Paul (any two) be signatories of NS&I accounts. D Lines circulated authorisation forms for signatories/access to Unity Trust Bank accounts to be confirmed at June meeting

d) **Unity Trust Bank signatories** Agreed G Walker, I Cade, D Jacobs and S Livingstone should be signatories to these accounts.

6. **ANNUAL ACCOUNTS**

a) Councillors were provided with copies of the Annual Accounts for 2016/17; proposed P Lickert, seconded J Shaw and carried that the accounts, be approved as representing a Fair Statement of the Parish finances. The accounts were signed and countersigned by the Chairman and Clerk.

b) Agreed that the arrangement with Heelis & Lodge to undertake Internal Audit is approved (c170365/72); noted External Audit date is 3rd July 2017 (c170457).

7. **APPOINTMENT OF REPRESENTATIVES**

a) **SALC**

Proposed A Colvill, seconded J Shaw and carried that Mr P Lickert be appointed, though attendance is open to any councillor. Mrs A Colvill was thanked for her spell as the representative.

b) **VILLAGE HALL**

G Walker being on the Village Hall committee accepted as the Council's representative. .

c) **POLICE FORUM**

G Walker, D Jacobs, J Shaw and I Cade confirmed.

d) **PORT LIAISON COMMITTEE**

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

8. **SCHOOL GOVERNOR**

Confirmed that Caroline Long is currently the Chair of the Governor, replacing Mr D Kemp who had held the position for the past 20 years. Contact has yet to be made with the new Chair.

9 **PUBLIC TRANSPORT LIAISON OFFICER**

Mr Tom Hatrick.

10 **LOCAL HISTORY RECORDERS**

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

11. **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**

Agreed Trustees confirmed as Mesdames M Posford, S Abbot, J Haines; Mrs P Adams (Clerk).

12. **PUBLIC OPEN FORUM**

i) Mrs S Harvey (DC) reported that discussions were in progress regarding bus links and their viability and needs particularly in rural areas. Questions were raised over the opening hours of recycling centres and whether closing times might be staggered. She noted that there was a possibility of the shop reopening as a Community Shop.

ii) An incident of a dog out of control at Swiss Farm had been reported which had resulted in a minor injury. Chairman will draft a letter to be sent by the Clerk to the owner requesting dogs be kept under control.

PARISH COUNCIL

13. **DATES FOR MEETINGS 2017/2018**

The following dates agreed.

<u>2017</u>	<u>2018</u>
5 June	8 Jan
10 July	12 February
14 August (provisional planning)	12 Mar
4 September	9 April (AM)
16 October	7 May (APCM)
27 November	11 June

14. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 13th March 2017 having been previously circulated were taken as read, approved and signed.

15. **MATTERS ARISING**

ACTION

i) School yellow Lines On-going

CLERK

ii) Village Green posts Anticipated for August/September.

DJ

iii) Public Space Protection Orders Feedback from SCDC awaited.

PL/SCDC

iv) EAONE Comments arising from Annual Meeting largely covering traffic management had been passed to Scottish Power (c170500/9/16/41) to which a response had been received (c170571), which had raised further questions to which the Chairman is preparing a reply and will consult with the Councillors before further response is sent.

GW

A letter had been received from Mr Lanigan (c170557) making suggestions regarding an alternative access to Park Lane; discussed and chairman would respond.

GW

Various circulars on pre-enabling works (c170469/436) noted.

v) Falkenham notice boards Awaiting labour input.

JS

The condition of the adjacent telephone box was noted, being in need of repainting and reconnecting. Councillor Shaw had reported it but would try again.

16. **NEIGHBOURHOOD PLAN** A meeting of parishioners was to be held on 9th May.

17. **ASSETS OF COMMUNITY VALUE** Agreed registration should be investigated for the White Horse and possibly the RG and VG.

18. **CORRESPONDENCE**

a) Administration

i) Suffolk Volunteering Conf Noted (c170417) but will not be attending.

ii) Footpath opposite forge Complaint about being ploughed up (c170435) noted but now reinstated.

iii) VG and village verge grass complaint Following the complaint about the application of herbicides around VG fixed objects and private roadside verges (c170497) the Clerk had written to SCNorse; a response is awaited. **SCNorse**

19. **COMMITTEE REPORTS**

a) Planning (attached)

i) Innocence Farm scoping application SCDC had submitted its response (c170441) and noted; delegation from Council and other parishes had met Phillip Ridley on 31st March.

ii) Felixstowe Port Liaison Comm Chairman, Councillor Cade and Clerk had attended meetings on 17th March; minutes received and circulated (c170394).

iii) Local Plan Copies of Adopted Plans received (c170459) and noted.

iv) Planning applications The following were considered.

DC/17/1314	B & M Concrete, Base station installation	No comment
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DC/17/1379	Blacksmith Cottage, Falkenham Single storey front extension to enlarge hall	No comment
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DC/17/1567	34 Falkenham Road, Kirton Single storey garage.	Object; visual amenity compromised by overdevelopment affecting building density. carried with 2 abstentions and 1 undecided.	CLERK
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b) Finance (attached)

i) Invoices Proposed E Young, seconded J Shaw and carried that the following are approved.

E-ON	£32.90	VG lighting a/c
SALC	£524.01	Annual subscription

ii) Insurances Pavilion insurances for 2017/18 confirmed (c170367).

ii) CAS membership Proposed J Shaw, seconded E Young and carried that membership of Comm Action Suffolk (c170368) be renewed with a donation of £25.

iii) Precept The first ½ of the precept £8037.50 had been received (c170385/519).

iv) Budget build 2017/18

Clerk's salary: Prior to the appointment of David as RFO, the minimum salary would have risen in line with the NLW increase on 1st April, up to a maximum of SCP20 level. Counter to this, the number of hours would necessarily be reduced to account for removal of RFO responsibilities. In all this offers Colin a range of between £4253 (NLW) and £5726 (SCP20) compared with £4680 (NLW) he was paid for 16/17. In a continuing act of generosity Colin has decided to hold his salary at £4680 for 17/18, thereby enabling a saving of £1046 against this years budget

RFO's salary: This is to be paid at the budgeted SCP20 level of £1202 as advertised.

Overall impact: As detailed in the attached budget proposal, the net impact will be a reduction to the amount to be drawn from reserves than originally anticipated, down to £1122. In order to facilitate eventual alignment to SCP20 pay for the role of Clerk without use of reserves (to fund Colin's replacement upon his eventual retirement), the need for Precept increases in each of years 17/18, 18/19 & 19/20 of around (6%) £900 remains a requirement (subject to review on an annual basis to account for SCP increases etc).

17/18 summary:

Precept = £16,075

Proposed budget = £17,196

From Reserves = £1,122

v) Unity Trust Bank agreement

1. The Council wishes to open an account with Unity Trust Bank plc ("the Bank") and produced to the meeting a copy of the Bank's [Terms and Conditions](#) for operating an account;
2. The Bank's [Terms and Conditions](#) are approved and it appoints the Bank as its Bankers;
3. The Bank's [Terms and Conditions](#) may vary from time to time and it agrees to be bound by them;
4. The Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures;
5. The Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it.

20. **OTHER CIRCULATED CORRESPONDENCE**

Circulated correspondence as listed on the agenda noted, together with Other Un-circulated Correspondence.

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

Parking on VG, Falkenham telephone box, Yellow Lines, Notice board, Neighbourhood Plan, ASV, Shop update.

22. **DATE OF NEXT MEETING**

Monday 5th July 2017 in Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 9.50 pm

Signed.....

Chairman

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC/17/1314	B & M Concrete, Base station installation	No comment	Granted
DC/17/1379	Blacksmith Cottage, Falkenham Single storey front extension to enlarge hall	No comment	Granted
DC/17/1567	34 Falkenham Road, Kirton Single storey garage.	Object; over- development St scene spoilt	

New applications

DC/17/2003	50 Falkenham Road, Kirton Combine 48 & 50. Replace existing ext with larger ext rear and side		
DC/17/2087	2 Grays Orchard, Kirton 2 Storey side extension, single storey rear ext		

FINANCE

Cheques written since APCM meeting:-

c1398	e-on	£32.90		VG electricity
c1399	C A Shaw	£312.00		Clerk's salary April
c1400	D J Lines	£80.99		RFO salary April
c1401	K & F RG	£2250.00		½ yr grant
c1402	SALC	£524.01		Annual Subs
c1403	C A Shaw	£154..19		Clerk's expenses to 31/3/17
c1404	G Walker	£43.42	£7.24 vat	Annual Meeting expenses
c1405	Scribe 2000	£154.20	£25.70 vat	Software licence
c1406	K & F PC	£500		Unity Bank opening balance
c1407	C A Suffolk	£25.00		Voluntary donation
c1408	D J Lines	£80.79		RFO salary May
c1409	C A Shaw	£312.00		Clerk's salary May

RECREATION GROUND

Nothing reported.