

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 27th day of **November 2017** 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 & District Councillor's Reports (**c171299**)
5. PTLO (attached) & Tree Warden's Reports

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 16th October 2017
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) School yellow lines
 - ii) Christmas tree lighting
 - iii) Village Green verges
 - v) Falkenham notice boards/phone box (**c171222**)
 - vi) Speeding checks (**c171246/50**)
 - vii) Hedges (**c171218/89, c171348/55**)
5. **Finance & General Purposes Committee meeting** (agenda attached)
6. Administrative matters (**171220/22/28, c171233**)
7. EAONE (**c171281**)
 - i) Lorry movements (**c171389**)
8. Emergency Plan
9. Acceptance of written Committee Reports
 - a) Planning (attached)
 - i) Local Plan Issues and Options update (**c171288, c171282, c171217,**)
 - ii) Port liaison committee report. (**c171267**)
 - iii) Correspondence
 - b) Environment (**see correspondence**)
 - c) Recreation Ground (attached) (**see correspondence**)
10. SALC Report (**see correspondence**)
11. Other circulated/un-circulated correspondence (attached)
12. Matters for inclusion in future Agenda
13. Date of next meeting:- Monday 8th January 2018 in the R G Pavilion at 7.30pm.

2016 Finance & General Purposes Committee- Agenda

- i) Salaries
- ii) Financial Report
- iii) Project List and Budget Monitor (attached)
- iv) Expenditure forecast and precept for **2018/2019**
- v) Annual grants for **201/2018** (see below)
- vi) Invoices:-
- vii) Correspondence

171224/29 NS&I/D Lines	Closure of accounts/cheque for £669.88	
171277/79/97 D Jacobs to D Lines	Re salary payments/VG hedge	
171324 SCDC	2018-19 Town and Parish Council Precept Demand	(circ)
171231 DAS	Appeal for grant	
171247 SALC	A/C for Data protection course £26.40	
171315 RBL	2 poppy wreaths £40 suggested	
171370 eastsuffolk	Annual Town and Parish Budget Review Meeting	(circ)
171322 CAS	Confirmation of PC insurance	

GRANT REQUESTS 2017/8

CAB
Ipswich Hospital
Headway
Homestart
EACH
SARS
DAS

GRANTS MADE 2016/17

Disabilty Advice S	100
EA Air Ambulance	100
Avenues group	100
CAB (felix)	200
SARS	100
AgeUK Suffok	50
EACH	100
MAGPAS	100
St Elizabeth Hospice	100
Homestart	100
Kirton Lunch Club	50
Alzheimer	<u>200</u>
TOTAL	£1300

CORRESPONDENCE

Police

171284 C Posford Fwd: RE: Motor Cycle Disturbance Falkenham
171372 eastsuffolk Felixstowe ASB meeting minutes (circ)
171336 Police Connect Shed burglary Trimley/Theft from motor vehicle K (circ)
171375 Police Connect Counterfeit Notes – Felixstowe (circ)
171264 Police Connect Street robbery advice
171369/84 Police Connect Burglaries/Ipswich & Felixstowe/in Suffolk- high value jewellery & cash

DC Report

171299 S Harvey November District Cllr Report

Transport

171249 T Hatrick Bus time for Woodbridge /Felixstowe

Matters arising

171222 J Shaw Phone box
171246/50 S Harvey/Wald'd PC Static speed camera
171218/89 SCC Problem Report 00183157 Logged/Problem Report 00183157 Closed (circ)
171348/55 S Harvey Innocence House, Innocence Lane.

Administation

171220/22/28 G Walker/CAS/S C'd Kirton & Falkenham PC website
171233 eastsuffolk Parliamentary Constituency Boundary Review (circ)

EAONE

171281 EAONE Newsletter
171389 Scottish Power RE: Lorry movements around Kirton

Planning

171288 I Cade FW: Kirton and Falkenham PC response to the SCDC (circ)
171282 Cross group to SCDC Response to Site 706 (circ)
171217 P O'Brien Response to SCC Highways comment on SCDC Local Plan
171342 SCDC creation of new super district for east Suffolk (circ)
171272 SCC Adastral Park - Highways Consultation Letter (circ)
171267 Port of Felixstowe LALC Minutes 05.10.17
171287 SCC Consultation - Suffolk Minerals & Waste Local Plan
171387 Highways England Have Your Say: Email Bulletins

Environment

171237 brunopeek WW1 Beacon lighting/bell ringing
171326 Highways England Highways England Response - RE A14 Orwell to Junction (circ)
171361 R Deben Assoc Invitation to a talk on saltmarshes
171330/54 Tr St Martin PC to SCC FW: INNOCENCE LANE
171350 G Walker Fwd: SCDC call for sites & Back Road repairs

Recreation Ground

171214 SCDC RE: REF: 18/17 Outdoor playing space fund
171255/329/52 J Beer/G Walker/CAS Trampoline
171292 J Beer Playarea Inspection
171261/305 R Brunt/JB Zip wire, Rec Play Area
171334/60 Charity Commission Annual Return 2017 - confirmation of receipt
171360 Charity Commission

SALC

171258/311 SALC RE: AGM/SALC AGM & request for information (circ)
171398 SALC Area meeting 11th December (circ)
171234 SALC LAIS 1403 DPA & 1404 UPDATES (circ)
171241/63 SALC Latest LAIS 1405 Councillor Disqualification/SALC response
171242 SALC Precept Consultation - SALC Response (circ)
171363 SALC New Data Protection legislation - Update (circ)
171240/58/86/96 SALC weekly information bulletin w/c 16 October 2017
171262 SALC FW: Right Homes consultation - SALC response

OTHER CIRCULATED CORRESPONDENCE

171238	Police Connect	serious collision on A14 Orwell bridge	counc	
171239	D Lines	Bank Reconciliation	counc	
171290	Tr St Martin PC	RE: Cross Boundary Parish Council Group - Issues	counc	
171291	Tr St Mary/D Jacobs	RE: Cross Boundary Parish Council Group - Issues	counc	2 emails
171317	M Paul	Re: Lorry movements around Kirton	counc	
171366	Scottish Power/GW	RE: Lorry movements around Kirton	counc	3 emails
171215	roadworks.org	Roadworks Alert from roadworks.org	counc	
171245	I Cade	Re: Final draft of Local Plan for review	(circ)	4 emails
171310	SCC	works on the A14 from the Orwell Bridge to Junction 62	counc	
171219	SPS	FW: Latest Edition of Suffolk View	counc	
171385	eastsuffolk	Car Parking – your views are wanted!	counc	
171254	Rural Services Network	News Digest - Monday, 23 October, 2017	counc	
171271	The Tree Council	Tree Guardian Update	counc	
171309	G Walker to Scottish Power	Lorry movements around Kirton	counc	2 emails
171313	I Cade	RE: PARISH COUNCIL Fwd: Suffolk County Council Prob	counc	
171332	A Colvill/et all	Re: Lorry movements around Kirton	counc	3 emails
171333	Scottish Power	Re: Lorry movements around Kirton		
171340	G Walker et al	Re: Lorry movements around Kirton	counc	5 emails
171349	Scottish Power	FW: Lorry movements around Kirton	gw/trstmart	

OTHER UN-CIRCULATED CORRESPONDENCE

171221	Countryside Alliance	Less than four weeks to go		
171225	Police Connect	Police advice ahead of East Anglian derby		
171258	SALC	RE: AGM		
171265	Police Connect	PCC meets MPs to call for fairer funding for Suffolk		
171275	Police Connect	Appeal after man bitten by dog near Felixstowe		
171303	Police Connect	Suspicious van – Suffolk		
171304	Police Connect	Theft of Lead - Suffolk		
171351	Police Connect	People urged to hand in unlicensed firearms		
171235	D Lines/DJ/IC	Important payments - insurance/payee		3 emails
171270	Environment Agency	Power Station at Bradwell – Environment Agency's role		
171252	T St Martin PC	Innocence Farm Group - Draft response		2 emails
171260	TSMpc/I Cade/B Frost	RE: Innocence Farm Group - Draft response		3 emails
171273	B Frost	RE: Innocence Farm Group - Draft response		
171276	Trimley St Mart/Mary PC	RE: Innocence Farm Group - Draft response		3 emails
171280	Julie March to SCDC	Proposed Housing - Kirton Suffolk - Additional		
171308	P Durrant to SCDC	Local plan consultation.		
171378	G Walker to Scottish pw	Re: Lorry movements around Kirton		
171382	Scottish Pw/G Walker	RE: Lorry movements around Kirton		2 emails
171253	Barclays	Changes to Terms		
171268	SPS	FW: Design Training for Consultees		
171294	SCC	AONB Monthly Update Oct 2017		
171368	Phone co-op	Broadband October £40		
171244	S Coasts & Heaths	Pollinator Patches Project	1 poster	
171269	Creative Play	Winter Proof your Playground		
171301	D Talbott	Recreation Ground incident		
171359	J Beer	Re: RG incident		
171344	SALC	Important: Vacancies at SALC		
171364	SALC per SPS	FW: Suffolk Preservation Society Design Training		
171373	SALC	media query on around funding of Christmas Lights		

KIRTON & FALKENHAM PARISH COUNCIL

**Minutes of Parish Council Meeting held on
Monday 16th October 2017 at 7.30 pm in the Recreation Ground Pavilion**

PUBLIC OPEN FORUM

PRESENT 7 Parish Councillors, Mr D Lines (RFO), Mr T Hatrick (PTLO), Mrs S B Harvey (DC), 3 Parishioners.

1. **Police Report**

Police Connect messages circulated as appropriate, no incidents had been recorded since August. Response on request for greater presence (c171044/56) required notification of incidents.

2. **Parishioners Questions**

Complaint on state of hedges in Church Lane will be referred to SCC. Update on PC response to Innocence Farm given.

3. **County Councillor's Report**

Mrs O'Brien had nothing to report.

4. **District Councillor's Report**

Mrs Harvey reported on the Issues & Options progress. Spoke of the SCDC/Waveney apprenticeship scheme, the A12 bypasses consultation, and progress on planning application compliance. She appealed for co-operation between parishes in using speed cameras.

5. **PTLO Report**

Mr Hatrick advised that possible changes are still awaited.

PARISH COUNCIL

PRESENT: Messrs F H Last, A P Hutton, D Jacobs, P J Lickert, G J Walker (chair), Ms EY Choi, Mesdames J L Shaw (8 pm), Mr D Lines (RFO), Mr T Hatrick (PTLO), Mrs S B Harvey (DC), and 3 Parishioners.

1. **APOLOGIES:**

I Cade, M A Paul, S W Livingstone, E A Colvill, P M O'Brien (CC).

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 4th September 2017 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

In her absence Councillor Colvill had declared an interest in application DC/17/4337 as she lived adjacent to the property.

ACTION

4. **MATTERS ARISING**

i) Tree Warden The appointment of Richard Brunt of 3 Falkenham Road, Falkenham as Tree Warden was approved and co-opted to Environment committee. Mr Brunt was thanked for volunteering (c171154) and welcomed.

ii) School yellow lines Response from SCC awaited. **SCC**

iii) VG verges Costings awaited. Agreed parking for notified events acceptable. **DJ**

iv) Hedging and footways No progress had been made on the trimming of the hedge on Innocence Lane bend, some work had been done on clearing the Trimley Road footway (c171020/21) but some impediment still existed.

v) EAONE Archaeological work in hand and notices of road restrictions received (c171040).

vi) Falkenham notice boards/signs and phone box Boards and signs in hand. **JS**
BT had advised (c171199) that phone box will be reconnected and internally cleaned. Councillor Shaw to provide photographs of paintwork condition so that BT can repaint in 2018.

vii) Emergency Plan Update had been circulated by Councillor Lickert (c171213) **PL**
It now included Community Resilience items; some gaps still existed and **COUNC**
will be contacting parties that have expressed an interest. He would appreciate feedback.

viii) Speeding checks Councillors Cade, Walker and Lickert had undertaken **IC/GW/PL**
a survey of local roads (c171022/26/28/36) and suitable sites for portable or
moveable speed signs need to be identified. Councillor Jacobs to pursue costs. **DJ**
Email from Waldringfield PC investigating sharing in costs of a moveable
sign (c171166) noted.

5. **ADMINISTRATIVE MATTERS**

i) Data Protection Officer SALC is investigating whether a councillor can act as DPC (c171090/3). Chairman had attended workshop on the issue and gave a report. SALC likely to take a lead as the independent DP officer. The PC would assume the role of data controller. Actual data processing would be in the hands of the Chairman and Clerk.

ii) Car parking Consultation by SCDC on changes to car parking in the district (c171107/15) circulated for comment.

iii) Christmas tree lighting Agreed ceremony should take place on Friday 8th December. Proposed D Jacobs, seconded J Shaw that a budget up to £100 is agreed for refreshments.

iv) Remembrance Sunday Councillor Last would present wreath at Kirton and Councillor Shaw to arrange for Falkenham; Clerk to obtain wreaths from RBL.

CLERK

6. COMMITTEE REPORTS

a) **Finance**

i) Accounts RFO presented accounts for past month (attached) which were accepted, verified by Councillor Choi and signed off by Chairman.

ii) External audit BDO had signed off the Annual Return without qualification (c171086/89/92) and requisite notices published. Proposed P Lickert, seconded E Choi and carried that BDO report is accepted.

iii) Parish Council Insurance Upgrade of the PC Insurance (c171031/43/46) in the sum of £17.96 and renewal with Zurich through CAS (c171048) for 2017/8 in the sum of £1220.05 approved. Clerk, Councillor Licket and J Beer to liaise on review of valuation of assets.

DL

CL/PL/JB

iv) Emergency Insurance Proposed E Young, seconded J Shaw and carried that Council should confirm that it is adequately covered for liabilities arising from implementing Emergency Actions.

v) Fund transfer Proposed D Jacobs, seconded J Shaw and carried that a further £15,000 be transferred from Barclay a/c to Unity Trust a/c.

DL/C'K

vi) Bank signatories RFO confirmed that final authorisations are in hand.

DL

vii) Invoices Proposed J Shaw, seconded P Lickert and carried that membership of Suffolk Preservation Society should be renewed for £30.

DL

viii) VAT Refund of £5729.73 for period October '16 to March '17 (c171120)

received; £587.73 refunded to RG.

ix) Precept 2nd half of precept received; £8037.50 (c171137)

x) Broadband August a/c for £37.79 received (171065).

b) **Planning**

i) Local Plan Issues and Options Councillors Walker/Cade/Jacobs had met SCDC officers for one to one discussions that day, putting, in particular, the out of date state of planning predictions, the need for villages separation, the views expressed at public meeting and the Innocence Farm/employment sites. A further meeting of other Parish Council representatives was to be held on 20th October (c171075) particularly to consider Innocence Farm. A Draft response from the Council had been circulated (c171201), comments received and was further discussed. Agreed that as by agreed delegated powers to Councillor Cade, he would further review response, take comments and prepare and forward submission to SCDC before 31st October; the Clerk being on leave.

IC

ii) Neighbourhood Plan Left in abeyance currently. Advice from SCC (c171076) noted,

iii) Port Committee Minutes of the meeting on 17th March (c171121) received and noted. Clerk and Councillors Walker and Cade attended the latest meeting on 5th October.

iv) Planning Application The following was considered.

C17/4337 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.

Agreed no comments be made, but refer SCDC back to original approval (C.3653/2) which restricted access for the 3 properties to one shared access for safety reasons.

CLERK

c) **Environment**

i) Tree Guardians Clerk will forward latest Tree Council newsletter (c171122/33) to R Brunt (tree warden).

ii) AONB Latest newsletter (c171131) forwarded to environment committee.

iii) The Paddocks to Durilda Green S Harvey had advised (c171183) that footpath near completion and suggested a dog bin be provided. Agreed to consider at next meeting.

d) Recreation Ground

i) Hedges Councillor Jacobs reported (c171021) that hedge along Alley footpath had been inspected and no action proposed for the time being. Gate not yet provided; believe TW should be providing or financing. **DJ/TW**

ii) Annual return Request from Charity Commission (c171117) forwarded to J Beer for action.

iii) Outdoor Playing space fund Agreed Council supports RG application (C171108/1116) for release of £5280 from the fund; Clerk to respond. **CLERK**

iv) New floodlights J Beer is in the process of applying for planning approval (c171095) and RG will bear any fees incurred. **JB**

7. SALC REPORT

i) AGM Councillor Lickert may be able to attend (c171071) on 7th November. **PL/C’K**

ii) LAIS 1402 - Precept Consultation (c171127/34) circulated and noted; Chairman will consider response before 26th October. **GW**

iv) Web site Arising from Weekly Newsletter (c171144/72) containing reports on future audits and data protection, Suffolk Cloud was promoted as an alternative to OneSuffolk. Proposed G Walker, seconded D Jacobs and carried that the transfer should be made. Chairman to implement and investigate “training” possibilities in November/December. **GW**

8. OTHER CORRESPONDENCE

Other circulated and un-circulated correspondence as listed on the agenda noted.

9. MATTERS FOR INCLUSION IN FUTURE AGENDA

Yellow lines, RG gates, VG verges, Christmas arrangements, F&GP meeting.

10. DATE OF NEXT MEETING

Monday 27th November 2017 in the Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 10.05 pm.

Signed.....

COMMITTEE REPORTS

PTLO

New timetables for the 173/174 service (Felixstowe/Woodbridge/Felixstowe) were introduced with effect from the 30th October. There are some minor changes to the times but we still have the same number of buses - six daily to Felixstowe Monday to Friday and five on Saturdays. In the opposite direction, we have five each day Monday to Saturday. However, the 15.23 ex Kirton on school days terminates at Kesgrave High school and does not go to Woodbridge. There are no changes to the buses for Ipswich, services 72 and 179. I have a supply of timetables and if you would like one, please let me know. Alternatively, they can be obtained on line by visiting the Suffolk on board website. Go to Buses/Bus timetables by service No. T Hatrick Nov. '17

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC17/2855 Granted	Vicarage Cottage, The Old Vicarage, Falkenham	Objection	
	Certificate of lawful use (existing) Continued Change of use of Vicarage Cottage to a dwelling house.	Keep attached	
DC/17/3171	Brook Cottages, Bucklesham Road, Kirton Retention of existing panel fence/provision of new access drive	No objection	
DC17/3853/TPO Granted	1 Church Lane. Kirton 3 Oaks, Shorten laterals 2 Sycamore, Lifts crowns etc 2 Ash tress fell to Beech tree growth	No objection Query loss of Ash trees	
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)	
<u>New applications</u>			
DC17/4122	K & F Recreation Ground Erect 6 replacement floodlights	No objection	

RECREATION GROUND

Pavilion :. All OK in pavilion. We have upgraded our CCTV to provide extra options for a few more cameras. We are now in a position to have a camera focussed on the play area. The idea is

to position it on the end on one of the new houses near the play area. All we have to do now is convince one of the householders to agree to it !! The cameras have been supplied by Karl Saagi, who lives in Meadowlands. He has done all the installation work free of charge. He has also agreed to maintain them for us.

Play-Area : Everything good in the play area, except that the trampoline is still out of action. We have had a quote of £3200 + VAT to replace the complete top surface of the equipment. No idea where this money will come from. We are putting in an insurance claim but doubt whether this will succeed. The annual inspection was carried out at the end of October. NO high risk items highlighted.

Fitness Equipment / Zip wire : We have got as far as applying the primer to the rusted areas. This should be enough to get through the winter. Several end caps on most of the fitness equipment have rusted or are damaged. We are still awaiting a quote from the installers to replace them and do a bit of servicing on the zip wire.

Ground : Taylor Wimpey have agreed to purchase and install a large mobility gate at the boundary with the Recreation Ground. They have also paid for a new play area gate – this work will be done by E. Jacobs and sons. SCDC have proved very obstinate regarding our replacement floodlights. We are replacing like for like (including the power/light levels) so why on earth we need planning permission is beyond belief. As we are taking up a grant from SCDC to help fund the project, we have no option but to await planning agreement. This has seriously delayed the project but we are still hoping to get the work done W/C December 11th before any serious winter weather arrives. Hedge cutting all around the ground is due by the end of the year.

J Beer November 2017