

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 **16th** day of **October 2017** at **7.30 pm**

Signed *C A Shaw*
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, any questions related to this raised during the POF will not be responded to until the appropriate point in the agenda.

1. Parishioners questions
2. Police, County, District (c171150), PTLO (attached) Reports

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 4th September 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) Tree Warden appointment (c171154)
 - ii) School yellow lines
 - iii) VG verges (c171146)
 - iv) Innocence Lane hedge/Trimley Rd ftw
 - v) EAONE (c171040)
 - vi) Village Shop (c171020/21)
 - vii) Notice boards & signs
 - viii) Assets of Community Value
 - ix) Emergency Plan
 - x) Speeding checks (see corresp)
5. Administrative matters (see correspondence)
6. Acceptance of written Committee Reports
 - a) Finance
 - i) Financial report
 - ii) External Audit (c171086/89/92)
 - iii) Parish Council Insurance renewal (c171031/43/46, c171088, c171048, c171167/75)
 - iv) Funds Transfer (c171176)
 - v) Invoices
 - vi) Correspondence
 - b) Planning (attached) (see corresp)
 - i) Response to Local Plan Issues and Options consultation
 - ii) Neighbourhood Plan
 - iii) Correspondence
 - c) Environmental & Transport (see correspondence)
 - d) Recreation Ground (attached)
7. SALC Report
8. Other Correspondence (attached)
9. Matters for inclusion in future Agenda
10. Date of next meeting:- Monday 27th November 2017 in the R G Pavilion at 7.30pm.

CORRESPONDENCE

POF

171044/56 I Cade/Police RE: Re Crime/RE: Crime in Kirton & Falkenham gw/ic
171150 S Harvey FW: October District Cllr report (circ)

Matters arising

171154 R Brunt/G Walker Fwd: Tree Wardens - News
171020/21 D Jacobs to EADT Trimley Road footway/RG hedge (circ)
171126 S Rushbrook to SCC Dangerous potholes gw/ic/dj/sh
171146 J Abbott Using village green for parking dj
171040 P O'Brien Various Roads (30mph Speed Restriction) (circ)
171022 I Cade Speed sign (circ)
171026/28/36 P Lickert/G Walker RE: Speed sign (circ)
171166 Waldringfield PC Speed camera

Administration

171090/3 SALC FW: It's time to appoint your Data Protection Officer
171107/153eastussuffolk Car Parking - your views are wanted!

Finance

171086/89/92 D Lines per BDO Completion of Audit 2017 External Audit
171031/43/46 CAS PC Insurance update for 2016/17
171088 CAS/Zurich Confirmation of PC additional premium £17.96
171048 CAS PC insurance renewal docs 2017/8 (circ)
171167/75 J Beer Insurance valuation issues
171176 D Lines Payment to Recreation Ground and proposal to transfer funds
171079 SPS Renewal of subscription £30
171095 J Beer/G Walker Re: Replacement Floodlights
171108 eastussuffolk REF: 18/17 Outdoor playing space fund
171120 HMRC VAT refund £5729.73
171137 SCDC Remittance Advice: KIR001 for Kirton & Filename - precept
171065 Phone Co-op Broadband a/c £37.79 August

Planning

171057/58/61 TS Martin PC/I Cade/B Parker Innocence Farm Group Meeting Note (circ)
171075 Tr St Martin PC Innocence Farm Group gw/dj/ic
171067/82 SCDC to I Cade RE: Sustainability analysiscounc
171136 P O'Brien Issues & Options for the Suffolk Coastal Review gw/ic
171102/3/12/13 L Spall/D Doggett/J Dunn/A M Kirk Potential Land for Development, Kirton ic/gw
171123 S Harvey Town and Parish Meetings on the Local Plan gw/ic/dj
171139 D Jacobs/I Cade FW: Town and Parish Meetings on the Local Plan gw/ic/dj 2 emails
171164/68 Tr St Martin PC Innocence Farm Group
171121 Port of Felixstowe LALC Minutes of Meeting 17.03.17
171076 SC Local Plan Neighbourhood Planning advice from SCC (circ)

Environment

171025 P O'Brien FW: Ipswich Road, Nacton (circ)
171119 G Walker Box on 30mph sign
171122/33 Tree Council/E Suff Tree Guardian Update/ Tree Saplings for Tree Wardens
171124 SALC Suffolk Highways presentation (circ)
171131 SCC AONB Monthly Update: Sept 2017 env comm
171183 S Harvey New footpath between Paddock Way and Durilda Gr/Dog bin

Recreation Ground

171117 Charity Commission Annual return request jb

SALC

171070 SALC Sizewell A & B Stakeholder Group dj/p
171071 SALC AGM 7th November
171127/34 SALC LAIS1402 Precept Consultation coun
171144/72 SALC weekly information bulletin w/c 25 September/2 October (circ)

OTHER CIRCULATED CORRESPONDENCE

171027	D Lines	Qualification [BDO-UK.FID5031279]	(circ)
171050	I Cade/G Walker	K&FPC Village Meeting for review.	(circ)
171072	SCDC/IC/DJ	REMINDER: Suffolk Coastal Local Plan Issues	(circ)
171084	Hutchinson's Ports	Latest Phase of Expansion at the Port of Felixstowe	(circ)

OTHER UNCIRCULATED CORRESPONDENCE

171091	LCPAS	Understanding Planning Parts 1 and 2	
171098	jobydoo/gwalker	Re: Important Link Request	
171142	CAS	NEW DATE! Suffolk Village Halls	
171078/109	Police Connect	Warning over telephone scam in Suffolk	
171135	Police Connect	Suffolk Police Community Safety Survey	
171051	Barclays	Business A/C statement March - Sept	
171178	Barclays	Community Account for Aug/Oct	
171052/81	Phone Co-op	Account Review for Kirton & falkenham	
171149	HMRC	Successful Receipt of Online Submission	
171053/73	D Jacobs to D Lines	Invoice from Flyer Press	
171085	M Sharples/P Negus	Hire of church hall a/c £40	
171073	D Lines/GW/DJ/IC	Unity payments CAS (2), flyer press	
171170	SALC	AGM 7th November	
171147	SALC	A/C for Clerk' day £19.20	
171155	SALC	FW: Prettys' Employment Law Webinar	
171171	SALC	FW: Charitable funding	
171106	SALC	Additional briefing sessions:	
171034/5	Tr St Martin PC/I Cade	Group Meeting, Thursday 7th September at 2p.m	
171037	UK Power networks	Roadshows (29 Sep 2017 - 9 Oct 2017)	
171041	P O'Brien	C321 Bucklesham Road, Purdis Farm (Emergency)	
171116	G Walker	Fwd: REF: 18/17 Outdoor playing space fund	
171173	noticeboard co	Exclusive Offer For Churches & Parish Councils	
171174	EELGA	e-bulletin	
171128	J Beer	Land ownership	
171177	T Hatrick	PTLO report for October	
171039	EALGA	e-bulletin	
171068	CAS to D Lines	FW: YLL 2720041953	
171069	P O'Brien	School Transport	
171094	JACS (UK) Ltd	Village Gateways	
171099	PC websites	Website funding - only available for 6 more months	
171101	CAS	New training pages Power To Change	
171104	OneLife Suffolk	New health walks coordinator	
171111	Power Networks	ONE WEEK TO GO! UK Power Networks	
171132	Port of Felixstowe	Local Authority Liaison Committee Meeting 05.10.	
171140	White Hill Direct	Traffic & Finger Post Signs	
171143	Hutchinsons Ports	Port of Felixstowe wins Port Operator of the Year	
171148	HMRC	National Minimum Wage and National Living Wage	
171151	S Comm Found	Grants Update - October 2017	
171156	Queensbury	Bus Shelters From Queensbury	
171157	Charity Commission	Charity Commission News - Autumn 2017	
171160	D Lines	FW: PARISH COUNCIL VAT	
171161	CAS	CAS Awards pictures New conference date	
171162	D Lines	Unity Payments	
171163	I Cade to D Lines	FW: Receipt for Your Payment to Tracker Software	
171165	SCC	FW: Falkenham, C361 Back Road (October 2017)	
171174	EELGA	e-bulletin	
171055	S Comm Foundation	Living Safely Online Fund	

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 4th September 2017 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 8 Parish Councillors, Mr T Hatrick (PTLO), Mr D Lines (RFO), Mrs P O'Brien (CC), Mrs S B Harvey (DC), 1 Parishioners.

1. **Police Report**

No new reports received since June, but an incident in Weir Place noted. Various incidents of damage to equipment on RG, rowdyism and possible drug use noted but appears not to have been reported to police. Agreed a request should be put to Felixstowe police to increase patrols on a temporary basis to prevent it becoming established. Latest ASB minutes (c170904/21) received.

2. **Parishioners Questions**

In reply to a question about Alley Road footpath hedge, matter is in hand by RG and Council.

3. **County Councillor's Report**

Mrs O'Brien reported on the adoption of Strategic Priorities document, that SCC had agreed not to increase councillors allowances, O and A level results had improved and changes to free school bus provision are out to consultation. She announced a new site to report Highway problems.

4. **District Councillor's Report**

Mrs Harvey's report covered the consultation on the Core Strategy Review, problems with verge and hedge cutting and merging of the 2 district Councils. In response to a question she agreed to look into the operation of the Tourist Information Office in Felixstowe library.

5. **PTLO Report**

Mr. Hatrick awaits any revision of bus services in October. The Clerk will forward a copy of the latest "Suffolk on Board".

PARISH COUNCIL

PRESENT: Messrs I Cade, D Jacobs, P J Lickert, M A Paul, S W Livingstone, G J Walker (chair), Mesdames J L Shaw, E A Colvill, Mr T Hatrick (PTLO), Mr D Lines (RFO), Mrs P M O'Brien (CC), Mrs S B Harvey (DC), and 1 Parishioner.

1. **APOLOGIES:**

A P Hutton, Ms EY Choi, F H Last.

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 10th July 2017 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Nothing new advised.

ACTION

4. **MATTERS ARISING**

i) School yellow lines SCC had been advised of need and acknowledged request. **SCC**

ii) Falkenham notice boards/telephone box In hand **JS**

iii) VG verges/grass cutting Councillor Jacobs has in hand. Clerk has written **DJ/SCDC** to SCDC asking for records of grass cutting and response awaited.

iv) Innocence Lane hedge Mrs Harvey (DC) had been in contact with SCC **SCC** (c170927/59) but no action so far.

v) Trimley Road footways Despite many representations from councillors **SCC** /DC/CC (c170855/896,c170928) SCC had failed to act so far. Councillor Jacobs will contact SCC on 5th September.

vi) EAONETHREE Notification of EATHREE approval (c170897) received **EAONE** and circulated. Chairman had written to Scottish Power (c171001) reminding them of issues still outstanding since meeting in June.

5. **ASSETS OF COMMUNITY VALUE** Chairman had discussed with owner **GW** of White Horse and response far from positive. Will talk again after perusal of criteria..

6. **VILLAGE SHOP** Business plan is in preparation. Plunket Foundation had paid a visit and given advice. Building control had inspected premises and found it satisfactory and planning officer saw little problem apart fro windows that need attention. Funding under discussion.

7. **PUBLIC OPEN SPACE ORDERS CONSULTATION** Notice of consultation on dog control orders received (c170922). Councillor Lickert had

responded (c170977) and also raised points about parking regulation.

8. **EMERGENCY PLAN** Ongoing for discussion at next meeting. **PL**

9. **SPEEDING CHECKS** Following queries from parishioners (c170853), speeding incidents (c170852/54) and police reports (C170942) agreed installation of a speed indicator should be considered. Councillor Cade to investigate. **IC**

10. **ADMINISTRATIVE MATTERS**

i) East Suffolk annual forum Forum on 10th November (c170943) noted but attendance unlikely.

ii) Therese Coffey MP visit Clerk, District Councillor and a parishioners met Mrs Coffey on 29th August for 10 minute session and hedge cutting, school play group and Innocence Farm development discussed.

6. **COMMITTEE REPORTS**

a) **Finance**

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

ii) Unity Bank RFO confirmed that account with Unity Bank is now set up. Proposed I Cade, seconded J Shaw and carried that the following motion is adopted.

To add Cllrs Peter Lickert & Steven Livingstone to the list of Unity Trust Bank signatories

The Parish Council confirms:

that the people named in this form will be authorised signatories on all accounts that instructions and changes will be given in line with the mandate that it is aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory it will notify Unity Trust Bank of any changes to the organisation in writing.

iii) Closure of NS&I and Barclay accounts Proposed M Paul, seconded S Livingstone and carried that the two NS&I accounts should be closed and the requisite forms were signed by signatories M Paul and I Cade. Agreed at a future date the Barclay accounts should be would up. **DL**

iv) External Audit Various queries had been raised by BDO (c170834/947/55/60) to which the RFO/Clerk had responded, some of which had appeared unjustified. To date the Annual Return had not been signed off by BDO and RFO will chase up immediately following the meeting. As a consequence the Council will have to arrange a meeting before 30th September to approve the External Report in order to conform with the law. The Council will consider a formal complaint.

v) Tree lighting Approval given to purchase of replacement bulbs and accessories from Turnock (c57/83/910) at a cost of £69.

iii) Public Meeting leaflet Approval given to the production of a leaflet to be circulated with Felixstowe Flyer at a cost of £143 (c170966/69)

vi) VAT claim Clerk reported that vat claim submitted in June had not yet been refunded following queries over verification (c170892).

vii) PC insurance Clerk advised Council that the PC police would come up for **CLERK** renewal on 1st October. In consultation with J Beer the new equipment will need to be added (c170950/51) and the opportunity to verify the assets on the RG and in the parish. He will discuss this with the insurers, Community Action Suffolk, before the next meeting.

viii) Defibrillator Proposed D Lickert, seconded I Cade and carried that a **CLERK** sum of £50 be paid to A Hayden to cover the electricity cost and a facility contribution.

b) Environment & Transport

i) Consultation on Air Quality A consultation on Air Quality by SCDC **CLERK** (c170866) had been circulated. Proposed D Jacobs, seconded P Lickert and carried that the response circulated by Councillor Cade (c170895/99/75) with particular reference to Innocence Farm should be submitted to SCDC. A copy to be forwarded to Therese Coffey as Environment Minister.

ii) Dangerous Dog A complaint involving an incident involving a dog harassing a walker in Falkenham (c170889/93) had been taken up with the owner who had taken action to control the dog (c170972).

iii) Deben Estuary Works involving grass cutting and footpath closures through river defence works (c170850/916) circulated and noted.

iv) Rectory Lane Potholes in Rectory Lane had been reported to SCC but it proposes to take no action (c170918/37).

v) Tree Warden Latest tree warden news received (c170920). Agreed and **CLERK** invitation for a volunteer to fill the Tree Warden vacancy should be put in the Review.

c) Recreation Ground

i) New floodlights The RG were anticipating funding from SCDC towards the provision of new floodlights and a request for support from the PC was expected (c170882/88), but now advised that planning approval may be required which is under investigation.

7. **SALC REPORT**

i) Data protection legislation Councillor Walker will attend the seminar on **CLERK** the new legislation on 10th October.

ii) Area meeting Will not be attended as it coincides with public meeting on 18th September.

iii) Litter Copy of LIAS 14101 Litter Strategy (c170951) received and noted.

8. **OTHER CORRESPONDENCE**

Other circulated and uncalculated correspondence as listed on the agenda

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

Local Plan Review public meeting, EAONE, Hedge cutting

10. **COMMITTEE REPORTS**

a) **Planning**

i) Declaration of interest As matters about to be discussed involved possible conflict of interests, Councillor Paul left the meeting at 9.55pm.

ii) Local Plan Issues & Options consultation Arrangements for circulation **IC/DJ** of leaflet with Felixstowe Flyer are in hand for delivery around 6th September. Councillor Jacobs will collect additional copies for distribution to properties not covered by the Flyer. A public meeting to enable parishioners to air views and assist PC in preparing a response is to be held in Kirton Church Hall on 18th September. The meeting procedure was discussed and agreed with Councillor Cade who will lead the meeting; and he will circulate a draft agenda.

iii) Town and Parish Council meetings Agreed that Councillors Walker, Cade **CLERK** and Jacobs will attend a one to one meeting with SCDC on the Local Plan Review on 16th October (c170967).

iv) Inter Parish meetings Councillors Walker, Cade and Clerk will attend meeting with surrounding Parishes at Trimley St Martin (c170863/88) on 7th September to discuss strategy on Local Plan Review.

v) Planning application The following was considered:-

DC17/3571 3 Rectory Lane, Front & rear extensions
Agreed the Council had no objections to the proposals.

11. **DATE OF NEXT MEETING**

Monday 16th October 2017 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 10.45 pm.

Signed.....

Chairman

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC/17/2714	30, 32 and 34 Falkenham Road, Kirton Erection of 2 No bungalows with integral garages	Objection Bldg density	Granted
DC17/2855	Vicarage Cottage, The Old Vicarage, Falkenham Certificate of lawful use (existing) Continued Change of use of Vicarage Cottage to a dwelling house.	Objection Keep attached	
DC/17/3171	Brook Cottages, Bucklesham Road, Kirton Retention of existing panel fence/provision of new access drive	No objection	
DC17/3571	3 Rectory Lane, Kirton Front & rear extensions	No objections	Granted
<u>New applications</u>			
DC17/3853/TPO	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	

FINANCE

To follow at meeting.

ENVIRONMENT

Nothing reported.

RECREATION GROUND

Pavilion : All Ok in pavilion. Once the freezing winter temperatures arrive, the underfloor plumbing will be further tested. I will be amazed if we get through the winter with no flooding.
Play-Area : The play area has been incredibly popular during the summer holidays. However, as you may have heard there has been some trouble in the play area during the summer. Our trampoline has had half a dozen of the connectors on the jumping surface burnt and the facility has been closed for safety reasons. There are also reports of excessive noise and activity (drug related ?) in the play area very late into the evening. It is over 5 years since we had any trouble on the Rec so we need somehow to knock this on the head ASAP. CCTV is now being investigated with some urgency.

Fitness Equipment / Zip wire : Paintwork touching up on the fitness equipment will be done in September. Several end caps on most of the fitness equipment have rusted or are damaged. We are awaiting a quote from the installers to replace them.

Ground : It looks as if Taylor Wimpey will be doing our requested work at the boundary before they leave the site. This has now been put back to Oct/Nov, I believe. There has been a delay with funding for the new floodlights as the SCDC person responsible is tied up on other matters. Susan Harvey has been helping us with regard to planning permission. We do not think it is needed but she is checking this out with SCDC Planning Department. The application still has to be passed to the PC for approval. The work will now be delayed, probably until October. Hedge cutting all around the ground is due by the end of the year. Dog mess is still a massive problem !!

J Beer (3rd September and circulated at 4th December meeting)

PTLO

Buses serving Kirton - The changes to the timetables from Monday 30th October are still being processed. However, the final details should be available this week and I should receive them from Suffolk County Council in time for inclusion in the November Review. Apparently, these changes are quite minor. T Hatrick October 2017