

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 **8th** day of **January 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, any questions related to this raised during the POF will not be responded to until the appropriate point in the agenda.

1. Police Report (c171429, c171531, c171543)
2. Parishioners questions
3. County Councillor & District Councillor reports (c171452)
5. PTLO & Tree Warden reports

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 27th November 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) Village Green verges (c171533)
iii) Falkenham notice board/Phone box iv) Innocence Lane hedge
v) EAONE updates, lorry movements (c171443, c171522/23, c171435/54/64)
5. Community Shop
6. Speeding checks (c171425)
7. Administrative matters (c171534, c171540)
8. Finance i) Financial reports
ii) Annual grants for 2017/8 (see attachment)
iii) Budget monitor/Project list
iv) 2018/19 Precept
v) Correspondence
9. Planning (attached)
i) Issues & Options update
ii) Planning applications DC/17/5067 Part side garden Homeleigh
DC/17/5072 Land rear of 32/34 Falkenham Road
DC17/5165 May Cottage, 29 Falkenham Rd
iii) Correspondence
10. Environmental & Transport (see correspondence)
11. Recreation Ground
12. SALC Report (see correspondence)
13. Other Correspondence (attached)
14. Matters for inclusion in future Agenda
15. Date of next meeting:- Monday 12th February 2018 in the R G Pavilion at 7.30pm.

CORRESPONDENCE

Police

171429 eastsuffolk/Suffolk Police Felixstowe and District ASB meeting mins
171531 Suffolk Police Christmas message from the PCC - including precept survey
171543 Police Connect tax payers asked their views on policing precept

POF

171452 S Harvey DC December 17 Report **(circ)**

Matters arising

171533 D Jacobs/SC Norse Village Green Edge Restoration and Protection **(circ)**
171443 Scottish Power East Anglia ONE Update **(circ)**
171522/23 Scottish Power East Anglia ONE Activity/Public Information Day **(circ)**
171435/54/64 G Walker/Sct Power Re: Lorry movements around Kirton

Speed checks

171425 D Lines/I Cade Speed awareness signs **(circ)**

Admin

171534 T Coffey Newsletter No.40 - Winter 2017 - Update **(circ)**
171540 SCDC Register of Electors 2017/18

Finance

171524 D Lines Bank Reconciliation **(circ)**
171514/44 SALC/D Lines Local government finance settlement **(circ)**
171541 namesco Domain renewal £16.79
171486 The phone Co-op Broadband invoice £39.33
171505 eastsuffolk Budget Session held on 27 November 2017 **(circ)**

Planning

171427 P O'Brien/I Cade DC/17/4257/OUT Orwell Crossing Service Area
171509 P O'Brien Adastral Park - Revised Transport Assessment **(circ)**
171492 Sizewell C Sizewell C Project Update December 2017
171496 I Cade RE: PARISH COUNCIL - INNOCENCE FARM **(circ)**

Environment

171526 S Harvey FW: Suffolk Highways - Highways Matters
171458/68/79/527 Highways England Osborne Weekly Traffic Bulletin **(circ)**
171515 SCC FUTURE NOTIFICATION OF ROAD CLOSURES
171476 eastsuffolk FW: Consultation on Air Quality
171436/517SCC AONB Monthly Update November 2017/Monthly Update for December

171437 Marine GI Data Natural England Call for data Nov 2017 to Feb 2018
171502 Felixstowe TC North Sea Floods - 27 & 31 January 2018 **(circ)**
171503 Tree Council Tree Guardian Seasons Greetings, 2017

Recreation Ground

171455 Zurich Our Reference : 27170000781

SALC

171434/51 SALC Sizewell Stakeholder report/Appointment for the SALC Board
171472/97 SALC information bulletin w/c 4 December 2017/w/c 11 December **(circ)**
171491 SALC per pension reg FW: Pensions - auto enrolment
171504 SALC The Local Councillor
171532 SALC Latest information from NALC on GDPR
171511 SALC Buckingham Palace Garden Party

Other Circulated Correspondence

171465	Scottish Power	Public Information Day - Kirton Pavilion 13th Dec
171477	G Walker	Re: PARISH COUNCIL TREE LIGHTING
171498	suffolkonboard	Newsletter - December 2017
171520	D Lines	December Payments
171474	SALC	URGENT NOTICE
171465	Scottish Power	Public Information Day - Kirton Pavilion 13th Dec
171477	G Walker	Re: PARISH COUNCIL TREE LIGHTING

Other Uncirculated Correspondence

171439	P Lickert	PARISH COUNCIL Fwd: Winter Preparedness
171441	D Lines to G Walker	Consultancy role
171444	Ipswich BC	A Very Ipswich Christmas
171448	IMI	War Memorial Cleaning, 100 Year Centenary
171450	LCPAS	2018 Brochure
171453/80/535	roadworks.org	roadworks Alerts
171460	P O'Brien	FW: Trading Standards
171461	Town & PC websites	Website funding - deadline next Monday
171469	East of England LGA	e-bulletin
171484	Hutchinsons ports	Environment Report 2017
171487	HMRC	Important information for employers
171488	CAS	Another GDPR masterclass announced
171490	HMRC	Statutory payments – clear advice
171493	eastsuffolk	Business and Communities Awards 2018
171519	HMRC	Successful Receipt of Online Submission
171537	UK Power Network	Norwich Roadshow (5 Feb 2018)
171539	Pension regulator	Automatic enrolment pension cont
171442	Police Connect	warning -rise in theft of tools from vans
171457	Police Connect	Safety advice following distraction burglaries
171489	Police Connect	Avoid falling prey to a pickpocket
171494	Police Connect	Tips on keeping heating oil secure
171525	Police Connect	Safe Rider Workshops
171433	CAS	CAS funding boost CIO changes GDPR event
171512	SCC	Suffolk's top athletes praise 'very important' work of sports charity
171516	CAS	One Suffolk Upgrade Important Update
171521	CAS	Stronger charities for a stronger Suffolk" - 7 Feb
171473	namesco	Renewals now due on your names.co.uk
171481	Barclays	business/community statements to 4 Dec
171513	HMRC	National Minimum Wage – Guidance to avoid underpay

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 27th November 2017 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

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

1. **Police Report**

Report of social disorder in Grays Orchard noted. Motor cycle noise complaint from Falkenham parishioner (c171212) considered but Council unsure what assistance can be given. Referred for further investigation to see whether problem persists or may have transferred to another part of the Parish.

2. **Parishioners Questions**

In response to a question about EAONE vehicle movements, confirmed that possible compensation to the Parish was not appropriate and the issues over routes and time slots are actively being pursued by the Council. Incidents of lorries mounting pavements will be taken up with Scottish Power, but it is essential that vehicle registration numbers recorded to make an effective complaint..

3. **County Councillor's Report**

Mrs O'Brien reported on her dealings with SCC Highways over its response to the Adastral Park developments, copies of which had been sent to PCs and her continued efforts to promote partnership between organisations which had received support from a recent meeting. She gave an update on education and appeals for foster carers. She had £800 in her locality budget for dispersment by 31st March 2018.

4. **District Councillor's Report**

Mrs Harvey thanked councils and parishioners for their responses to the "Issues & Options" consultation, which are being assessed; she is heavily involved in planning meetings. She recorded that an application for development at Kesgrave had been refused on appeal. She remarked on drug issues which were growing and that Felixstowe TC were to produce a Local Plan. A meeting on the Community Shop is to be held on 30th November.

5. **PTLO Report** (attached)

Nothing further to report.

6. **TREE WARDEN**

Had nothing to report pending receipt of past information from Clerk and Councillor Choi.

PARISH COUNCIL

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

1. **APOLOGIES:**

F H Last, M A Paul. (family commitments). Ms EY Choi (business)

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 16th October 2017 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

None raised.

ACTION

4. **MATTERS ARISING**

i) Kirton Road yellow lines Awaiting response from SCC **SCC**

ii) Christmas tree lighting In hand. Agreed collection should go to Army, Navy & Airmen Association.

iii) Village Green verges Councillor Jacobs awaiting contact from suppliers. **DJ**

iv) Falkenham notice boards/Phone box Boards ongoing; BT has reconnected phone, cleaned out box and will paint during 2018/9 (c171222) Councillor Shaw to provide photograph of paintwork to forward to BT. **JS**

v) Speeding checks Mr D Lines (RFO) had provided information and contact with Waldringfield PC (c171246/50). Notional cost of indicator signs, depending on type, within range £2500 - £5000. Councillor Livingstone indicated might be able to mount a trial. Location of signs still appears to be an issue and **SL**

Councillors Jacobs and Cade to discuss further. Proposed J Shaw, Colvill and carried that the purchase of a recording sign should be pursued with a view to sharing 1/3 of the cost with two other parishes. Mr D Lines to act as co-ordinator. **DJ/IC**

vi) Hedges Clerk had lodged a report to SCC about the condition of hedges in Church Lane (c171218/89) but SCC did not consider any action was necessary. Councillor Harvey had been pursuing the problem with the hedge at Innocence House (c171348/55) with little effect. Agreed a letter should go to the landowner, after Councillor Lickert had researched the criteria. Trimley St Martin PC had also made representations about the problems in Innocence Lane (c171330/54). **CLERK**
PL

5. FINANCE & GENERAL PURPOSES COMMITTEE MEETING

i) Salaries Taking into account the current NJC Union pay claim for local government employees (5% - although not yet agreed, this is the maximum required), it was agreed that from a salary budget perspective the PC would include the following

1. Overall salary budget increase (5%) = £328
2. 18/19 salary related Precept increase (5% + £900) = £1,2278 (The £900 is part of plan to align with SCP20 salary scales as agreed in 17/18 salary review)
3. Budgeted salary to be paid (NJC agreement pending) = £294 (This is less than £328 because the Clerk doesn't take his full salary allowance)

ii) Financial report Mr D Lines (RFO) presented finance statements to 20th November; proposed J Shaw, seconded A Colvill and carried they be accepted.

iii) Budget monitor The RFO had circulated a budget monitor (c171401).

iv) Expenditure forecast and Precept Following discussion of the provisional budget for 2018/19 presented by RFO, agreed to postpone decision to January meeting to provide councillors further time to consider options. Precept letter (c171324) had been received from SCDC for response by 19th January 2018. **COUNC**

v) Grants for 2017/18 To be considered at January meeting. Request from DAS for grant (c171231) noted.

vi) Invoices The following given approval

SALC	£26.40	Data protection course
Royal British Legion	£50.00	2 Poppy Wreaths (up from £40 minimum)

vii) NS&I accounts RFO confirmed that the 2 NS&I accounts had been closed (c171224/29) and the deposited funds of £669.88 and £456.41 paid into Unity Trust account.

viii) Insurance Confirmation received (c171322) that PC insurance with Zurich had been renewed.

ix) Annual T&P budget review Invitation to meeting on 27th November (c171322) from SCDC noted but will not be attending.

6. **ADMINISTRATIVE MATTERS**

i) Kirton & Falkenham web site The Chairman having finalised the transfer of the Council website to Suffolk Cloud (c171220/22/28), proposed D Jacobs, seconded A Colvill and carried that the transfer is approved.

ii) Parliamentary Boundary review Notice form SCDC (c171233) circulated and noted.

7. **EAONE**

i) Lorry movements Concerns over lorry movements through the village were being addressed by the Council through Scottish Power (c171281etc).

ii) News Notification of new liaison officer (c171389) and newsletter circulated.

8. **EMERGENCY PLAN**

i) Councillor Lickert reported that he had received one further response. More co-ordinators and administrators were required.

9. **COMMITTEE REPORTS**

a) **Planning (attached)**

i) Issues & Options consultation Responses had been sent to the SCDC consultation by the Parish council (c171288), the Cross Group (c171282) and P O'Brien (c171217).

ii) East Suffolk District Proposals for the creation of a "super District" (c171342) received, circulated and noted.

iii) Adastral Park A copy of SCC Highways response (c171272) circulated to all Council's had been received and noted.

iv) LALC Minutes of meeting held on 15th October at Felixstowe Port (c171267) received.

v) SCC Minerals & Waste Plan Notice of consultation received (c171287); areas do not appear to affect the parish.

c) **Environment**

i) WW1 bell ringing Invitation to ring church bells on November 11th 2018 (c171237) will be taken up by Falkenham and Kirton Churches.

ii) A14 closures Programme of overnight closures of A14 between Copdock and Docks (c171326) from Highways England until early January 2018 circulated.

iii) R Deben salt marshes Presentation at Waldringfield on the 5th December (c171361) noted.

d) **Recreation Ground** (attached)

i) Play area Copy of play area inspection carried out in October received (c171214).

ii) Annual Return Charity Commission had confirmed AR received (c171360).

10. **SALC REPORT**

i) AGM/Area meeting Councillor Lickert had attended the AGM on 7th November (c171258/311) and will attend area meeting (c171398) on 11th December.

ii) LAIS The following received:

LAIS 1403 Data Protection Bill (c171234)

LAIS 1404 Right Homes Consultation (c171234/62)/SALC response

LAIS 1405 Councillor disqualification (c171241/63)/SALC response

iii) Data protection Update (c171363) circulated.

iv) Precept consultation SALC response (c171242) noted.

11. **OTHER CORRESPONDENCE**

Other circulated and uncalculated correspondence as listed on agenda noted.

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

Community shop, Precept, Grants, lorry movements

13. **DATE OF NEXT MEETING**

Monday 8th January 2018 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 10.25 pm.

Signed.....

Chairman

WRITTEN REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC/17/3171	Brook Cottages, Bucklesham Road, Kirton Retention of existing panel fence/provision of new access drive	No objection	Granted
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)	
DC17/4122	K & F Recreation Ground Erect 6 replacement floodlights	No objection	Granted
<u>New applications</u>			
DC/17/5067	Part side garden Homeleigh, Falkenham Road, Falk Proposed new dwelling with cart lodge (DC/15/2023)		
DC/17/5072	Land rear of 32/34 Falkenham Road, Kirton Variation of condition 2		
DC/17/5153	Lodge Farm, Kirton Erection of grainstore building		
DC17/5165	May Cottage, 29 Falkenham Rd, Kirton Erection of cart lodge and residential annex etc	No objection	

GRANT INFORMATION

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