

**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 **26<sup>th</sup>** day of **November 2018** 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. Police Report (181187,181187,181242)
2. Parishioners questions
3. County Councillor's/District Councillor's Reports
4. PTLO/Tree Warden reports

**PARISH COUNCIL MEETING**

1. Apologies
2. Minutes of meeting held on 29<sup>th</sup> October 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) Kirton Road yellow lines
  - ii) SID
  - iii) GDPR
  - iv) Grit bins
  - v) Tree lighting 7<sup>th</sup> December
  - vi) WW1 commemorations
  - vii) EAONE/THREE
  - viii) Swiss Farm trees
5. Administrative matters
  - i) RFO appointment
  - ii) Correspondence (181176, 181276)
6. Finance & General Purposes Annual meeting
  - i) Financial reports (to follow)
  - ii) Salaries
  - iii) Financial Budget 2019/20 (181284, 181258, 181288)
  - iv) 2018/9 Grants
  - v) Financial correspondence (attached)
7. Planning (attached)
  - i) **DC18/4123** Scout Hut, Church Lane, Kirton Replacement Scout Hut
  - ii) Local Plan Update/MPC meetings/Letter to Dr Coffey MP
  - iii) Neighbourhood Plan
  - iii) Correspondence (attached)
8. Environment (See correspondence)
9. Recreation Ground (attached)
  - i) Play equipment inspections
10. SALC (See correspondence)
11. Other Correspondence (attached)
12. Matters for inclusion in future Agenda
13. Date of next meeting:- Monday 7<sup>th</sup> January 2019 in the R G Pavilion at 7.30pm.

## CORRESPONDENCE

### Police

181174 Police Connect Local policing at heart of new Suffolk model  
181187 Police Connect Results from Felixstowe day of action **(circ)**  
181242 Police Connect PCC announces Suffolk's share of Home Office **(circ)**

### Administration

181176 P O'Brien per SCC FW: Carers Survey  
181276 Pension Regulator Workplace pensions – Important info gw/dl

### Finance & GP Committee

181284 D Lines Draft Budget and Budget Monitor **(circ)**  
181290 D Lines/I Cade RE: Draft Budget and Budget Monitor  
181258 SCDC Estimated Parish Council Election Fees - 2 May 2019 gw/dl  
181288 SCDC 2019-20 Parish Precept Letter **(circ)**  
181203 Felixstowe Poppy Appeal 3 No Wreaths circ £60  
181270 Names.co.uk Renewals now due on your names a/c £13.99

181158 SCDC Remittance Advice: CIL 2018 £1209.99 dl/gw  
181175 eastsuffolk CIL Neighbourhood Funding gw/dl

181225 P O'Brien Locality budget **(circ)**  
181233 G Walker Re: PARISH COUNCIL Fwd: Locality budget

181217 D Jacobs per D Cope Village Green Hedge Cutting £163 dl  
181266 Norse A/C for drop pole £193.85  
181267 Norse A/C for VG grass cutting £494.40  
181254 SALC Training a/c G Walker £37.20 dl/gw  
181272 G Walker/A Hayden Receipt for defibrillator facility payment dl  
181239 Barclays Community A/C statement October dl/gw  
181252 The Phone Co-op Your invoice from The Phone Co-op £38.33

### Planning

181280 I Cade RE: MPC Consultation - DRAFT plan PCs  
181222 Trimley Eastate Invitation to Innocence Farm Stakeholder Workshop **(circ)**  
181228 J Palasz Re: Invitation to Innocence Farm Stakeholder Work ic/gw  
181244 MPC RE: Consulting the community **(circ)1**  
181289 D Jacobs Re: MPC Consultation Tuesday 20th **(circ)**  
181253 P O'Brien Bucklesham Road development  
181287 P O'Brien FW: Gladman Properties - 2700 houses Bucklesahm **(circ)**  
181255 Felixstowe Port Minutes 15.10.18 Port of Felixstowe Local Liaison **(circ)**

### Environment

181191 SCC ANOB Monthly Update (October 2018) **(circ)**  
181197 eastsuffolk Consultation on Air Quality in East Suffolk - Have your say **(circ)**  
181206 SCC Consultation - Suffolk Minerals & Waste Local Plan  
181234 J Gardener Use of village green 7<sup>th</sup> April 2019 – yard sale

### Recreation Ground

181282 Charity Commission Charity Commission deadline: jb/ac/gw

### SALC

181177 SALC Membership Subscriptions 2019-20

## OTHER CORRESPONDENCE

181185	G Bremner	A massive well done to the Kirton and Trimley	
181186	eastsuffolk	Events for website	
181188	G Walker	First aider for beacon lighting	counc
181189	UK Power Networks	Next Week: UK Power Networks Roadshows	
181196	NALC	Newsletter	
181205	Norris & Fisher	RE: Kirton & Falkenham Insurance Policy Number	gw/dj
181207	Highways Agency	Traffic Bulletin - 5 November 2018	
181211	LCPAS	Undertaking Effective Consultations - Bury 21 Nov	
181212	P O#Brien	FW: Invitation to Orwell Green public consult	
181215	SALC	Final Confirmation fpr G Walker course	
181216	CAS	Appreciations for Suffolk Pro-Help	
181220	NALC	NALC Newsletter	
181223	eastsuffolk	Become one of the first East Suffolk councillors	counc
181224	I Cade	RE: PARISH COUNCIL Fwd: Invitation	
181229	EELGA e-bulletin		
181231	Highways Agency	Weekly Traffic Bulletin - 12 November	counc
181232	UK power networks	Preparations for bad weather tonight	counc
181235	G Walker	WW1 Beacon Tribute	
181248	one suffolk	One Suffolk System Improvements	gw/dj
181251	NALC	NALC Newsletter	
181263	Highways Agency	Weekly Traffic Bulletin - 19 November 2018	
181264	J Beer	Report for 7th Nov	
181277	HMRC	Successful Receipt of Online Submission	

## KIRTON & FALKENHAM PARISH COUNCIL

### Minutes of Parish Council Meeting held on Monday 29<sup>th</sup> October 2018 at 7.30 pm in the Recreation Ground Pavilion

#### PUBLIC OPEN FORUM

**PRESENT** 10 Parish Councillors, Mr T Hatrick (PTLO), Mr R Brunt (tree warden), Mrs S B Harvey (DC) and 3 Parishioners.

1. **Police Report** Recent robberies in Kirton were noted from the Police reports and suggestions offered that the possibility of hidden items might be investigated. The confirmation of the New Plan for the future of Community Policing from the Police Commissioner had been circulated and noted.
2. **Parishioners Questions** Nothing raised.
3. **Kirton Land Grab** As the group was holding a public meeting on the issue in Felistowe that evening, Councillor Cade read a submitted statement. It emphasised that its actions would not introduce emotive responses but concentrate on the SCDC evidence. They had been in receipt of numerous communications over the past 10 weeks. A London Planning Lawyer had been engaged and it is anticipating funding it by public subscription. The Council agreed that it would continue to co-operate with the group as appropriate.
4. **County Councillor's Report** Mrs O' Brien (CC) sent a written report covering observations and possible actions on potholes, grass cutting and parking/Park and Ride. A consultation on trading standards enforcement policy was current. The report made reference to Special School needs, the financial problems facing the CC and the idea being floated by a developer for 2600 homes on Bucklesham Road, Bucklesham. Comment made that her report on schools included no reference to the possible relocation of Trimley St Martin School.
5. **District Councillor's Report** Mrs Harvey (DC) gave updates on the Local Plan consultation and her personal concerns about Innocence Farm development, the green bin scheme, 1 Burnt House Lane, which had been offered for sale which she proposed to take up again with Heritage Housing, and 17 new beach huts for Felixstowe. She appealed for reconsideration of a Neighbourhood Plan, which could influence Unlisted Assets. After 8 years she confirmed that she will not be standing for re-election to the District Council next May; now was the time to be seeking possible candidates. She still has Community Budget to spend.
6. **PTLO Report** Mr Hatrick reported that new bus timetables were due at the end of the month. Comments were raised about incidents of buses speeding through the village.
7. **Tree Warden Report** Mr Brunt planned to carry out pruning of the reverted branch on the VG maple tree shortly. He had been monitoring the replacement beech trees at Swiss Farm but so far there had been no progress. He noted the concerns about the Oak tree at !

Burnt House Lane, but as it was not protected there was little action could be taken.

## PARISH COUNCIL

**PRESENT:** Messrs I Cade, A P Hutton, D Jacobs, F H Last, P J Lickert, M A Paul, G J Walker (chair), Ms EY Choi, Mesdames J L Shaw, E A Colvill, Mr T Hatrick (PTLO), Mr R Brunt (tree warden), Mrs S B Harvey (DC) and 3 Parishioners.

1. **APOLOGIES** S W Livingstone, D Lines (RFO), P M O'Brien (CC).

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 3<sup>rd</sup> September 2018 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

None new offered

### ACTION

4. **MATTERS ARISING**

i) Kirton Rd yellow lines Plan awaited.

**JS**

ii) SID The poles are now all in place, funding has been received and purchase of the devices can proceed.

**DJ/GW**

iii) GDPR Update to follow next month.

**GW**

iv) Grit Bins Agreed 2 bins should be provided for Falkenham; Councillor Shaw to confirm locations, and bins obtained for Guston Gardens and Alley Road. Councillor Jacobs to research suppliers.

**JS/DJ**

v) Bottle bank Councillor Lickert had produced and displayed notices at the bank regarding overfilling advice.

vi) WW1 commemorations The 3 Wreaths for presentation at Kirton and Falkenham Churches on the 11<sup>th</sup> November were ready for collection; Councillor Last would lay that at Kirton and Councillor Shaw would arrange that for Falkenham. The Chairman confirmed that arrangements for the Beacon Lighting in connection with "The Battles Over" national event are complete; it may have to be delayed until 7. 30pm to enable the bugler to come up from Falkenham. Agreed a collection would be taken in aid of the RAF Benevolent Fund. The Clerk would be attending the poppy laying event by school children at Kirton Church on the 8<sup>th</sup> November.

**Cl'K/GW**

vii) EAONE/THREE Nothing new to report/

5. **ADMINISTRATIVE MATTERS**

i) RFO resignation Mr D Lines had tendered his resignation (c1801138/9) as of the 20<sup>th</sup> November 2018, in order to take up another appointment. The Chairman acknowledged the valuable work he had achieved upgrading the finances and banking since his appointment. Pending a new appointment, for the time being the Chairman would take over the role of RFO.

ii) Christmas tree lighting Agreed this would be held on Friday 7<sup>th</sup> December at 6 pm; the collection to be in aid of The Blossom Cancer Care Appeal. A budget up to £100 for refreshments was agreed.

## 6. FINANCE

i) Financial reports The RFO had forwarded financial reports and Budget monitor (c181152 attached), which were verified by Councillor Young approved and signed by the chairman.

ii) Annual Return The external auditor, PKF Littlejohn LLP, had signed off the the Annual Return without qualification (c181071/75). Proposed M Paul, seconded A Colvill and carried that the report be accepted and their fee is approved.

iii) Insurance The insurances of the Parish Council, RG and Pavilion had been renewed for 1 year as of 1<sup>st</sup> October 2018 (c181080/89/91, 181103) with Norris & Fisher at a reduced premium. Arrangements to regularly inspect the play equipment will need to be agreed between the Council and RG Trustees to accord with the requirements of the Insurance Policy. **COUNC**

iv) 2018/2019 budget Clerk reminded Council that the budget for the coming year should be discussed at the next meeting. **RFO/GW**

v) Defibrillator A cheque for £50 had been sent to Mrs Hayden (c181075) towards the defibrillator on The White Horse.

vi) VAT Council had been advised by HMRC (c181053) of how to submit claims on line.

vii) SCC finances The note from Mrs O'Brien regarding SCC budget overspend (c180980) and its consultation on 2019 budget (c181089 circulated and noted.

viii) Banking A request from Barclays for update of information (c181134/37) was left unanswered pending response from SALC and Barclays on personal information content.

ix) Precept Second instalment of precept of £9000 (c181076) received.

7. **PLANNING**

i) Planning application The following considered

DC18/4220 30 Falkenham Road, Kirton  
Front ground floor extension

**CLERK**

The Council had no comments to make on the proposal

ii) 1<sup>st</sup> Draft Local Plan The leader of the Kirton Land Grab group had made approaches to a planning lawyer in London and invited Councillor Cade to accompany him (c181122) when this came about to which the Council gave approval. A response from Dr T Coffey through another council had been seen (c181155) and noted. A letter to Dr Coffey from the Council seeking a meetings with the Minister for Local Government to express its concerns over the short comings in the Draft regarding Innocence Farm was given approval. The possibility of the Primary school eventually being relocated (c181141) was noted for future consideration.

**CL'K/IC**

iii) Port Liaison Committee The Chairman and Councillor Cade had attended the latest meeting (c181057) and I Cade gave a brief account of the meeting pending the arrival of the minutes

iv) Bucklesham Parish Mrs O'Brien had brought to councils attention (c181098) a proposal to develop for housing a plot off Bucklesham Road, Bucklesham

8. **ENVIRONMENT**

Nothing of note to report.

9. **RECREATION GROUND**

i) Charity Commission The Annual Return had been submitted (c181056).

10. **SALC**

ii) Area Meeting The latest meeting had not been attended.

ii) AGM The AGM on 6<sup>th</sup> November will not be attended.

11. **OTHER CORRESPONDENCE**

Other correspondence as listed on the agenda noted

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

Neighbourhood Plan, Kirton Land Grab, Beech trees, CIL return, RG inspections, Primary

School.

13. **DATE OF NEXT MEETING**

Monday 26<sup>th</sup> November 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

DC18/3404	Paddock Close, Kirton Variation of legal agreement to modify S106 on DC14/4225	No comment
DC18/4220	30 Falkenham Road, Kirton Front Ground Floor extension	No comment

#### New applications

DC18/4123	Scout Hut, Church Lane, Kirton Replacement Scout Hut
-----------	---

### ENVIRONMENT

Village Green hedge has been cut.

### RECREATION GROUND

**Pavilion :** After much thought and discussion, we have decided to set up the CCTV camera (which will look at the play area) on a pole a few metres in from the B & M fence. B & M have agreed that we can use their power for the camera cabling. We are using a pole donated by FES Electrics (who did our floodlight work) and ducting courtesy of OPT Services. Karl Saagi is providing his CCTV services free of charge. Preliminary work in B & M has been done and the pole erection is scheduled for Saturday November 24th. The camera will be up soon after. The committee has purchased some scaffolding to provide access to the camera on the pole (4.9 m high). Broadband has been installed in the pavilion. This will allow remote access to the CCTV system. We are going to have a couple of outside power points installed on the pavilion near the defib machine. This will save hassle trailing wires out of the windows when we have events at the ground. Naturally they will be lockable to avoid vandalism. Still waiting for a visit from the electrician.

**Play-Area :** The new seat at the Paddock Close entrance has been installed. The annual play area inspection is due last week in November. I understand the PC has saved a considerable amount of money on insurance which covers the play equipment. There may have to be some sort of documented inspections to validate any insurance claims – discussions still underway !

**Fitness Equipment / Zip wire :** The end caps have been replaced on the fitness equipment. Also the rusted areas have been rubbed down and primed ready for painting in the spring/summer of 2019.

**Ground :** Still waiting for Taylor Wimpey to complete the tarmac work around the new mobility gate. This is due when they complete the work on the nearby road surface. Some ‘thinning out’ and ‘cutting back’ work has been carried out on 2 of the oak trees near the back of the pavilion. The subject was raised by a couple of Guston Gardens residents and they have shared the cost of the work with us. The ground itself is looking very patchy these days.

It has not recovered very well from the hot and dry summer (like many lawns !!).

No change on the dog mess front – still too many left behind !!!! J Beer November 2018

