

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 10th day of June 2019 at 7.30 pm**

Signed *C A Shaw*

Clerk

To: **All Councillors**

A G E N D A

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of the APCM meeting of 13th May 2019
3. Outstanding Acceptances of Office /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. **PUBLIC OPEN FORUM**
 1. Police Report
 2. Parishioners questions
 3. County Councillor's/District Councillors Reports
 4. PTLO/Tree Warden Report
5. Dates for meetings 2019/20 (attached)
6. Matters arising
 - i) Grit bins
 - ii) SID results
 - iii) Schools Liaison meeting
 - iv) Footway to school
 - v) Training
 - vi) EAONE/THREE
 - vii) Dog fouling,
 - viii) data protection review.
7. Administrative Matters
 - i) Travellers
 - ii) Correspondence below
8. Planning (attached)
 - i) Final Local Plan update
 - ii) DC19/1960 The New House, The Old Vicarage, Falkenham
Proposed garage conversion etc, etc
 - iii) DC/19/2083/TPO The Old Maltings, Kirton Cut down 3 holly trees
 - iv) Correspondence below
9. Finance
 - i) Financial report, budget monitor
 - ii) Audit report
 - iii) correspondences below
10. Environment (see correspondence)
11. Recreation Ground
12. SALC (see correspondence below)
13. Matters for inclusion in future Agenda
14. Date of next meeting:- To be agreed.

CORRESPONDENCE

Police

190587 Police Connect Van owners urged to be vigilant (circ)
190588 earsuffolk Tier One April Felixstowe ASB Meeting Minutes (circ)

Matters arising

190555 SALC Councillor Briefing sessions
190565 D Jacobs Vehicle Stats from Bucklesham Road Speed Sign (circ)

Administrative Matters

190546 G Walker Data Privacy RA (circ)
190569 S Harvey Mobile Post Office
190571 eastsuffolk Felixstowe Horizons
190579 Bruno Peak Fwd: SUFFOLK & VE DAY 75 - 8TH MAY 2020

Planning

190547 I Cade Parish council - Material planning considerations (circ)
190548 I Cade Documents submitted by Trinity College to Inspector (circ)
190605 Tr St Martin PC East Suffolk District council Response to Questions
190550 I Cade Request for representation to Local Plan
190553 eastsuffolk RE: Suffolk Coastal Local Plan Examination
190584 I CADE Inspectors Questions
190549/559/570 I Cade/SALC Query to SALC/ Legal Acknowledgement
190606 SALC/NALC RE: Legal Advice
190589/591/95 I Cade/Tr St Martin PC RE: Cross Boundary Group Meeting
190585 Sizewell C EIA Scoping Notification and Consultation

Finance

190578 Hellis RE: KIRTON & FALKENHAM AUDIT

Environment

190592 Environment Agency Consultation: draft national flood and coastal erosion

Recreation Ground

SALC

190561 SALC Suffolk Day celebration
190563 SALC Consultation: Traffic commissioners
190572 SALC Latest SALC e-bulletin 20 May 2019 (circ)
190581 SALC launch of Suffolk Community Awards
190594 SALC Coastal Area Forum

Other Correspondence

190567 G Walker Payslip & dates
190564 SALC RE: Register of Interests system - gmail addresses
190562 NALC Chief executive's bulletin
190551 NALC NALC Newsletter
190566 NALC NALC Annual Conference 2019
190576 NALC Star Council Awards
190582 SALC CAS event: Suffolk Volunteering Conference
190586 NALC NALC Newsletter
190552 eastsuffolk Register of Interests system - gmail addresses
190554 SCC Parish liaison meeting - peninsular education matters
190556 facebook Speed awareness in Kirton & Falkenham
190558 A Colvill/J Durrant Re: PARISH COUNCIL Register of interests
190568 Pebbles tearooms Kirton Post Office & Village Store
190573 M Paul Re: PARISH COUNCIL DATES FOR MEETINGS
190577 Hutchinsons ports Another Destination by Rail from Port of Felixstowe (circ)
190580 P O'Brien Road repairs - Bucklesham Rd (circ)
190583 suffolk cloud Fwd: Website Security Certificate

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Annual Parish Council Meeting held on Monday 13th May 2019 at 7.30 pm in the Recreation Ground Pavilion

PRESENT: Messrs I Cade, A P Hutton, J Fothergill, P Lickert, M A Paul, G J Walker (Chairman), Mesdames A E Colvill, J L Shaw, J Durrant, Ms EY Choi, Mr T Hatrick (PTLO)

APOLOGIES D Jacobs, R Brunt, P O'Brien

1. **NEW COUNCIL /DECLARATIONS OF ACCEPTANCE OF OFFICE**

Mr G J Walker in the chair welcomed the Council and those new to the Council. Declarations of Acceptance of Office were signed, countersigned and deposited with the Clerk. Agreed that later submission of Declarations of Interests is acceptable.

2. a) **ELECTION OF CHAIRMAN**

Mr G J Walker in the Chair, Mr M A Paul was proposed I Cade seconded by J Shaw and carried. Mr Paul 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 A Colvill, seconded by EY Choi, and carried.

3. **DECLARATION/REGISTRATION OF INTERESTS**

i) The Clerk explained the procedure which required Declaration of Interests to be registered on line; he had registered all the members, apart from Mr Fothergill and Mrs Durrant whose telephone numbers were required (supplied), and each would be contacted directly by the on-line ROI site.

ii) No new Declaration of Interests were declared for matters on the agenda.

4. **GOVERNANCE DOCUMENTATION** 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. The Audit and Governance Statement was accepted and signed by the Chairman. Reviews of RG, VG and GDPR risk assessments carried out during April having been circulated were accepted.

5. **COUNCIL VACANCY**

As only 1 Councillor had been elected for Falkenham the Council was required to co-opt. Councillors were aware of persons interested in filling the vacancy and agreed that approaches should be made and contact made with the Clerk for consideration at a later meeting.

5. **APPOINTMENT OF COMMITTEES**

The following was agreed..

Financial & General Purposes: All Councillors

Recreation Ground

P Barker (chairman)
J Beer (treasurer)
B Barker

Planning

All Councillors

Environment

M Paul (ex officio)
D Jacobs
A E Colvill
J Durrant
P Lickert
J Shaw

6. **FINANCIAL**

a) Confirmed that Messrs D Jacobs, I Cade, are signatories of Barclays cheques; agreed arrangements should be put in hand to add A Colvill to signatories.

Confirmed D Jacobs, P Lickert, I Cade, are authorities to Unity Trust Bank; M Paul, J Fothergill, J Durrant to be added.

b) Proposed M Paul, seconded A Colvill and carried that Mr G Walker be appointed RFO.

7 **ANNUAL ACCOUNTS**

a) Copies of the Annual Accounts for 2018/19 having been circulated and posted on the Council website; proposed I Cade, seconded P Lickert 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. Noted that as payments/receipts did not exceed £25,000 external audit would not be required. RFO to submit exemption Certificate AGAR part 2.

b) Section 1 Annual Governance Statement and Section 2 Accounting Statements of the AGAR were completed, approved and signed by Chairman and Clerk, prior to submission to Internal Audit. RFO had prepared and circulated a GDPR risk assessment (c190368) as recommended at last audit.

8. **APPOINTMENT OF REPRESENTATIVES**

a) **SALC**

Agreed P Lickert should continue in the position, but attendance is open to any councillor.

b) **VILLAGE HALL**

Agreed this was no longer needed.

c) **POLICE FORUM**

D Jacobs, J Shaw and I Cade confirmed.

d) **PORT LIAISON COMMITTEE**

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

9 **SCHOOL GOVERNOR**

Noted that Mrs S Painter is now chair of the governors but no need for this to be confirmed in future.

10 **PUBLIC TRANSPORT LIAISON OFFICER**

Mr T Hatrick

11. **TREE WARDEN**

Mr R Brunt

12 **LOCAL HISTORY RECORDERS**

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

13. **CHARITIES**

a) **NASSAU TRUST**

Confirmed trustees are Mr F Nunn, Mesdames A Clarke, S Harvey; Mr Chris Poole replacing G Mayhew

b) **AMALGAMATED CHARITIES OF KIDD RODDAM AND WEBB**

Trustees confirmed as Mesdames, S Abbot, J Haines; Mrs P Adams (Clerk); Mrs R King replacing Mrs Posford as Co-operative Trustee.

PUBLIC OPEN FORUM

Nothing raised

14. **DATES FOR MEETINGS 2019/2020**

Agreed Clerk and Chairman would discuss and prepare proposals for future meetings.

15. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 11th March 2019 having been previously circulated were taken as read, approved and signed.

ACTION

16. **MATTERS ARISING**

i) Speed indicator device This now up and running on Bucklesham Road.

ii) Grit bins Clerk has yet to obtain approval of neighbours in Falkenham. **CLERK**

iii) Trimley St Martin School Delegate to attend liaison meeting in Felixstowe **CLERK** on 25th June to be decided.

iv) Footway to school A matter raised at the Annual Meeting will need to be referred to SCC highways. **CLERK**

v) Defibrillator battery This together with the pads will be renewed at expiry date at a cost of around £330. **PL**

vi) Verges Verges, particularly associated with building works around the parish to be monitored.

17. **ADMINISTRATION MATTERS**

i) Training Dates for Councillor briefings (c190512) received from SALC; consideration to be given for new Councillors to attend and possibility of in house training on selected topics.

18. **PLANNING** (attached)

i) Final Local Plan Councillor Cade provided an update. The date of the hearings and what questions the Inspector might request are awaited. Confirmed that £14000 of reserves have been put aside for professional assistance of which £400 had already been spent, Councillors Cade, Fothergill, Jacobs, Colvill, and Hutton form the working party and Councillors Lickert and Julie Durrant the financial signatories. Understood that Trimley St Martin and Trimley St Mary have also put aside sums of money. A PC group meeting has been arranged for 29th May to discuss strategy (c190508/513).

ii) DC19/1693 8 The Bungalows, Falkenham Road, Falkenham
Proposed single storey rear extension.
Agreed council would register concerns about loss of light to adjacent property.

iii) DC19/1748 22 Burnt House Lane, Kirton
1st floor extension, new gable to rear, replace all windows.
Agreed no comments on the proposals

iv) East Suffolk Development Management The new structure (c190337/409) circulated and noted.

v) ES Planning forum Invitation to event on 7th June (c190455) noted.

vi) Sizewell C consultation Response in particular relation Innocence Farm use for traffic facilities C190337/409) sent.

vii) A12 Martlesham/Foxhall Rd modifications Observations by P O'Brien (c190336/505) noted.

viii) LALCommittee Minutes of meeting on 2 April (c190476) noted and circulated to council delegates.

19. **FINANCE** (attached)

i) Accounts and budget monitor Reports to end of April circulated, confirmed

by Councillor Choi, approved and signed.

ii) Village Green Contract let to Norse (c190318/48) to cut VG grass during 2019 for £412.50 +vat.S

iii) Highway verges Through SALC (c190417) programme for verge cutting of A and B class roads inr 2019/20 circulated and noted.

iii) <u>Invoices</u>	Local Plan aid contribution	£200	TSMartin PC (c190328)
	Annual Subscription	£562.26	SALC (c190378)
	SID	£3281.23	swarco (c 190415/24)
	VG electricity	£0	e-on (c190444)
	Training	£37.20	SALC (c190344)
	SID insurance	£10.96	Norris & Fisher (c190454)
	Scribe renewal	£154.80	Scribe Accounting (c190473)

iv) Grants Receipt of £1000 Community Grant for distribution noted (c190463).
Request from EACH noted (c190472).

v) Precept 1st instalment received £10068.50 (c190463).

20. ENVIRONMENT

i) Innocence House hedge Information (c190300) that SCC had served notice on owner to cut back hedge noted, but no-one aware action had been taken.

ii) VG finger post Per S Harvey SCC had been asked to adjust fingers to improve visibility of directions (c190407),

iii) Tree bulletin April edition (c190422) forwarded to Tree warden.

21. SALC

Access data for new web-site (c190360/77) circulated.

22.. OTHER CORRESPONDENCE TO NOTE

Other correspondence as listed on agenda noted.

23. MATTERS FOR INCLUSION IN FUTURE AG2ENDA

Verges, EAONE/THREE, police contact, dog fouling, data protection review.

24. DATE OF NEXT MEETING

Monday 10th June 2019 in Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 9.55pm.

Signed.....

Chairman

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC/19/1117	Briar Cottages, Falkenham Road, Kirton Proposed extensions + erection of detached garage	No Comment	Refused
DC/19/1389	Croft Farm, Innocence Lane, Kirton Conversion, alteration & extension to link two barn and create a single residential property.	No Comment	
DC/19/1693	8 The Bungalows, Falkenham Proposed single storey rear extension.	Question Light loss	
DC19/1748	22 Burnt House Lane, Kirton 1 st floor extension, new gable to rear, replace all windows.	No Comment	
<u>New applications</u>			
DC19/1960	The New House, The Old Vicarage, Falkenham Proposed garage conversion to kitchen and alterations. New vehicular entrance.		
DC/19/2083/TPO	The Old Maltings, Kirton	Cut down 3 holly trees	

DATES FOR MEETINGS 2019/20

2019	2020
July 8th	January 6th
September 9th	February 10th
October 28 th	March 9th
November 25th	April 20th Annual Meeting
	May 11th Annual Parish Council meeting
	June 15th