

KIRTON & FALKENHAM PARISH COUNCIL

I HEREBY GIVE NOTICE that a **REMOTE ANNUAL PARISH COUNCIL MEETING**
will be held Monday 5th May 2021 at 7.30 pm.

Meeting ID: 825 6197 1991

Passcode: 553450

Signed. *C A Shaw*
Clerk

AGENDA

1. a) Election of Chairman b) Election of Vice-Chairman
2. Apologies
3. Declaration of Interests
4. Confirmation of Financial Regs, CoC, Transparency Code, Governance, Risk Assessments. (210461, 210328/31)
5. Composition of Committees
 Finance & General Purposes Planning
 Recreation Ground Environment
6. a) Appointment of Responsible Financial Officer.
 b) Confirmation of banking arrangements (Unity Trust, Barclays)
7. a) Approval of Annual Accounts 2020/2021
 b) Completion of Annual Return for audit
8. Appointment of Representatives
 a) SALC b) Police Forum c) Community Partnership d) Port liaison
9. Confirmation of Public Transport Liaison Officer/Tree Warden
10. Confirmation of Local History Recorders:
 Falkenham 1; Kirton 1
11. a) Confirmation of Trustees of Nassau Trust, Kirton
 b) Confirmation of Trustees, Amalgamated Charities of
 Kidd, Roddam and Webb, Falkenham
 c) Confirmation of Trustees of Recreation Ground
12. Minutes of PC meeting on 15th March 2021,
 Annual Parish Meetings 12th April 2021
13. Matters arising i) Rectory Lane sign (210329/334)
 ii) Community workshop (210435/59, 210472)
 iii) RG/VG land registration (210455/56)
 iv) Quiet Lanes
14. **10 MINUTE PUBLIC OPEN FORUM**
15. Dates for meetings 2021/2022
16. Future of remote meetings.
17. Emergency Plan (attached)
18. Finance i) Monthly financial/monitoring reports
 ii) Disposal of records
 iii) Correspondence
19. Planning (attached)
 i) DC/21/1603 1 Burnt House Lane Erection of 1 no. dwelling and garage
 ii) DC/21/1617/FUL21/1618/LBC The Maltings, single height extension
 iii) DC/21/1659/FUL Fairview Falkenham, garage alterations
 iv) DC/21/1786/TPO The Old Rectory, Pollard Holm Oak
 v) DC/21/1775/FULCroft Farm, barn conversion to residential
 vi) Correspondence
20. Environment (see correspondence)
21. Other Correspondence to note.
22. Matters for inclusion in future agenda
23. Date of next meeting: To be arranged.

CORRESPONDENCE

APCM

210461	J Beer/G Walker	Risk assessments	gw	2 emails
210328	SALC	Model internal control template	circ	
210331	SALC	Model internal control template - header date updated		

Matters arising

210329	E Choi to SCC	RE: Bucklesham Road Finger Post ref 264995	dj	
210344	Choi per SCC	RE: Bucklesham Road Finger Post ref 264995	dj	
210435/59	ESC	Reports for Felix Comm Partnership meeting on 22/04/2021/Update		
210472	ESC	Peninsula Community meeting 24th June		
210455/56	D Jacobs/fairstep	Registration of Land	mp/jb	

Finance

210324	G Walker to P O'Brien	Fwd: PC Fwd: Locality Grant Offer Letter		
210325	P O'Brien to GW	Fwd: PC Fwd: Locality Grant Offer Letter	3 emails	
210338	Norse	Grounds maintenance 2021 at Kirton VG quote £437.62	mp/dj/gw	6 emails
210371	Suffolk cloud	Website hosting invoice	gw	
210383/8	SALC	Subscription a/c £558.10	gw/mp	
210441	SALC	4744 Invoice for training £60	gw	
210333	G Walker	Unity authorisation required	4 emails	
210432	G Walker	Unity authorisations please	3 emails2	
210430	Phone Co-op	Your invoice from The Phone Co-op £45.26		
210381	magpas	We don't mind gaining your pounds this Easte		

Planning

210330	L Beighton	University Dissertation	circ	
210400	Lisa Mills (ESC)	University Dissertation	circ	
210355	ESC	T and PC Planning Forum slides March 2021	circ	
210352	Theberton and Eastbridge	ESC Planning Protocol - Survey	circ	
210423	J Fothergill	RE: PC Fwd: ESC Planning Protocol - Survey	circ	
210442	ESC	Adoption of the ESC Statement of Community Involvement		

Environment

210336	D Jacobs/swarco	Re: MVAS Annual inspection	2 emails	
210327	P Lickert	Fwd: FW: Virtual forum: a conversation about speeding	circ	
210413/46	J Hazelton/SCC	Access Complaint	mp/dj	

SALC

210340	SALC	FW: Community Facebook groups - request for help	dj/gw/mp	2 emails
210343	SALC	ebulletin dated 22 March 2021		
210362	SALC	East Suffolk south area forum summary notes	circ	
210363	SALC	Joint East Suffolk area forum		
210365	SALC	e-bulletin dated 29 March 2021	circ	
210391	SALC	e-bulletin 6 April 2021		
210426	SALC	e-bulletin 12 April 2021		
210454	SALC	e-bulletin dated 19 April 2021	circ	
210416	SALC	Prince Philip, Duke of Edinburgh	circ	
210436	SALC	Period of national mourning and notice of council meetings		
210417	SALC	Expiry of remote meetings regulations FAQs	circ	
210427	SALC	Managing good performance - webinar		
210339	NALC	CHIEF EXECUTIVE'S BULLETIN	circ/th	
210447	NALC	CHIEF EXECUTIVE'S BULLETIN		

OTHER CORRESPONDENCE

210332	EATHREE	East Anglia THREE Ground Investigation Works	
210354	SCC	All the latest AONB news	
210361	P Durrant	Hedges	mp/pd 2 emails
210385	Tree Council	Branching Out: your Easter update 🌱	rb/mp
210342	D Kemp	Quiet Lanes Consultation	
210347	C Skippins	Quiet lanes	
210388	A Jones	Qut Lanes submission	circ
210399	Glemsworth	Quiet Lanes	circ
210407	B & K Kemp	Quiet Lanes	
210408	R Mallet	Quiet Lanes	
210410	D Talbott	Quiet Lanes Proposal	
210411	S Harvey	Quiet Lanes	
210425	H Farthing	Quiet Lanes	
210326	N Morrison	Back Road Quiet Lane	
210438	ESC	Sign up now to partner with the Great British Spring Clean!	
210448	SALC	Clerk networking: Tues 20 April 11 am	
210323	CAS	Reserves Policy and Management Workshop	
210334	CAS	Village Hall news 17Mar21	gw/jb/mp
210341/56	K Riddell	Expansion of Twisted Oaks Bike Park	mp
210346	ESC	Notice of Election - SCC & P and C elections (May 2021)	
210357	CAS	Network News Catch up with the latest from the sector!	
210359	SCDF	Suffolk Coastal Disability Forum	
210360	J Gardiner	Booking the green for parking	pl/dj/mp 2 emails
210370	SPS	Suffolk View Spring issue	
210377	M Allen	UPDATE: Press release - Help keep East Suffolk litter-free	circ
210378	M Allen	New resources for schools - environment focus	circ
210379	M Allen	PPE disposal	circ
210380	M Allen	New grants to help businesses re-open safely	circ
210392	EAONE	Non-Material Change Application Consultation	
210406	ESC	Election Notices	circ
210431	ESC	Reporting of Anti-Social Behaviour	
210443	BHIB	Free Checklist & Guide: Holding 'COVID-safe' Council Meetings	
210449	ESC	Lifting England's lockdown – Indoor and outdoor sport and leisure	
210450	CAS	Funding Newsletter	
210460	CAS	Social Care Cost Modelling Hybrid Working	
210462	ESC	Understanding the hidden impact of periods	

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 15th March 2021 at 7.30 pm by Remote Zoom

PARISH COUNCIL

PRESENT: Messrs I Cade, J Fothergill, A P Hutton, D Jacobs, P J Lickert, R J Osborne, M A Paul (chairman), Ms EY Choi, Mesdames E A Colvill, J Durrant, J L Shaw, G J Walker (RFO) and 2 Parishioners.

1. **APOLOGIES:** Mr T Hatrick (PTLO), Mr R Brunt (Tree Warden), Mrs P M O'Brien (CC)

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on Monday 15th February 2021 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Nothing new offered

ACTION

4. **MATTERS ARISING**

i) Quiet Lanes Councillor Shaw gave an update on the process so far (210266/269) for Quiet Lane to be established on Back/Brook/Church Lanes. A response from the Parish Council was required by the end of April. Agreed by a vote of 6 to 5 that the Consultation Notice (210240) be circulated to parishioners and be an open discussion item on the Annual Meeting Agenda of 12th April 2021 to determine degree of approval.

ii) Rectory Lane signpost Councillor Choi had finally obtained from SCC **AH/EC/DJ** a breakdown of costs (c210191) but there were still outstanding issues. On the nature of the Heritage sign. Agreed Councillors Choi, Hutton and Jacobs should pursue the option of having the sign repaired.

iii) Flooding There as no progress to report. Flooding opposite 32 Falkenham Road had now subsided but no action from SCC can be expected in the near future.

iv) Community workshop The Clerk had attended the remote meeting on 18th February (210184) at which the primary topic had been CIL; the notes (219244) had been circulated, together with the latest Small Grants Scheme (210277). The next meeting is on 22nd April (210256).

v) Trimley interchange Councillor Cade had had discussions with the Clerk of Trimley St Martin PC. It had been pursuing the condition of hedges with SCC but had not achieved any action. A working party is looking into cycle path diversions.-

vi) Cycles on footpaths Councillor Fothergill had had discussed the problems

with Kevin Proctor (210288), who had walked some the footpaths/bridleways. He saw no obvious damage caused by cycles, although tractor use had made some nearly impassable; some motorcycle tyre tracks on the bridleways and footpaths had been spotted. He offered some suggestions on the need for improvement to signs to avoid confusion. Councillor Paul reported that SCC had been erecting new signs.

vii) RG/VG Land Registration Response from Land Registry still awaited

viii) EAONETHREE The new Falkenham entrance should be started later in he month.

5. PUBLIC OPEN FORUM

Police ASB remote meeting on 26th February (210194) was not attended. Circular on Hare coursing (210313) circulated and noted.

County Council Written report from Mrs O' Brien (210306) noted the setting of the budget for 2021/22 increasing expenditure by £41m to include Covid 19 costs, the introduction of ANPR at recycling centres and support for the creation of a Freeport at Felixstowe.

Fish and Chip van Proposed D Jacobs, seconded A Colvill and agreed by 9 votes to 1. that a fish and chip van application for Friday afternoons on the VG presented through Councillor Osborne (210317) be permitted; access to the VG to be by phone box.

6. ADMINISTRATIVE MATTERS

i) Parking Kirton Road Traffic Order from SCC (210235) confirming waiting restrictions around school noted.

ii) Cyber security Advice from NALC (210292) noted and agreed consideration needs to be given to long term security of Council data.

C'K/COUNC

7. ANNUAL PARISH/PARISH COUNCIL MEETINGS

Due to Covid restrictions Annual Parish Meeting will be held remotely on 12th April; agenda to be restricted to minutes, discussion on Quiet Lanes and emergency plan. In view of apparent Government reluctance to confirm continuity of remote meetings and general agreement of the Councillors that face-to-face are not yet acceptable, agreed the APCM should be brought forward to 10th May.

CLERK

8. PLAYGROUP CLOSURE

Communication from chairman of Village Hall (210290) advised that alternative arrangements to reopen playgroup are in hand, but extensive refurbishment of facilities in the hall will have to be undertaken. Estimates are being sought and grant assistance was sought from the Council. Agreed SCC/CC should be asked to reallocate the Community Grant money for Rectory Road sign be reallocated to this purpose.

GW/SCC

9. FINANCE

i) Financial reports (attached) Financial/monitoring reports to 8th March having been previously circulated (210278) were certified by Councillor Choi, and accepted.

ii) Locality budget As agreed the £1,100 allocated towards the Rectory Lane sign (210188/280) is to be redirected for a grant to the Village Hall.

iii) Section 137 Noted from SALC bulletin of 8th March (210222) the appropriate sum for S137 for 2021/22 is ££8.41 per elector.

iv) Banking Authorised payments (210275)

HMRC/VAT claim	£324.60	C A Shaw/salary	£345.60
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G Walker/salary	£87.00	Recreation ground/VAT refund	£1258.61
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10. PLANNING

i) School relocation Councillor Mumford had communicated with Pete Mumford, Schools Planning Manager, and in response (210233/36) explaining it had not been able to carry out a transport assessment until future development was clear. He had also discussed the transfer of the school's facilities with the head teacher (210242).

ii) Planning applications considered

a) 21/0695 1 Burnt House Lane, Kirton
Side extension

The Council had no comments to make on this proposal

b) 21/0981/FUL Longridge, Back Road Falkenham
New dwelling

The Council had no comments to make on this proposal

c) 21/0850/LBC White Horse Inn
Extensions to kitchens

The Council supported this work; Councillor Cade will compose a response for approval and submission

IC/C'K

d) 21/1004 Avalon 1 Alley Road Kirton
Side extension/loft conversion

The Council noted the revised proposals but had no further comments to make

iii) Mill River change of use application The concerns expressed by some Bucklesham residents (210221) were noted and understood and should be monitored.

iv) ESC Panning Forum Councillor Fothergill is to attend session on 25th March.

JF

v) Model Design Code NALC consultation paper (210228) had been circulated.

11. **ENVIRONMENT**

i) Park Lane litter bin Councillor Lickert reported that this was now back in place.

ii) Grass areas Proposals by ESC to consider further areas of grass to be left uncultivated was discussed but agreed VG cutting should be left as it is.

iii) Grit bins Advice from SCC (210214) that grit are to be replenished following recent snow falls noted.

iv) Traffic Latest statistics for Falkenham Road (210189) circulated

12. **RECREATION GROUND**

Nothing reported.

13. **SALC**

i) Circulars NALC/SALC bulletins etc circulated as appropriate.

ii) Policing Presentation on Speeding Councillor Lickert had attended remote police presentation on 8th March on speeding (210327) and circulated notes and visual presentation.

14. **OTHER CORRESPONDENCE.**

Other correspondence as listed on the agenda noted

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

Quiet Lanes, Trimley interchange, flooding, EAONE

16. **DATE OF NEXT MEETING**

APCM Monday 10th May via Zoom facility at 7.30 pm

There being no further business the meeting closed at 9.38 pm.

Signed.....

Chairman

Date.....

REPORTS

PLANNING

		PC	ESC
<u>Existing applications</u>			
20/1860/OUT	Land Off Howlett Way Trimley St Martin Phased construction of up to 340 dwellings	Object	
20/4206/ROC	Grooms Cottage Swiss Farm Falkenham Road Removal of Condition No 4 of C/91/0931 - Change of use of farm office to provide accommodation for live-in groom in conjunction with livery stables.	No comment subject to listed status	Granted
21/0654	5 Bucklesham Road, Kirton First floor extension, porch, balcony & elevation alterations.	No comment	Granted
21/0695	1 Burnt House Lane, Kirton Construction of a two storey side extension, single storey front porch, render and external insulation of existing concrete walls.	No comment	Granted
21/0981/FUL	Longridge, Back Road Falkenham Severance of side garden and erection of new dwelling, and associated works.	No comment	
21/0849/50	White Horse Inn 15 Bucklesham Road Kirton Listed Building Consent - Extension to rear of existing kitchen to incorporate existing scullery	Support	Granted

New applications

21/1603	1 Burnt House Lane. Kirton Erection of 1 no. dwelling and garage		
21/1617/FUL	The Old Maltings, Trimley Road, Kirton		
21/1618/LBC	Erection of sigle height extension		
21/1659/FUL	Fairview Falkenham Alteration and extension of existing garage		
21/1786/TPO	The Old Rectory, Churcj Lane, Kirtom Holm Oak in rear garden - to be pollarded		
21/1775/FUL	Croft Farm, Innocence Lane Kirton Conversion of existing barns to residential		