

KIRTON & FALKENHAM PARISH COUNCIL

I HEREBY GIVE NOTICE that the ANNUAL PARISH COUNCIL MEETING
will be held at the Recreation Ground Pavilion, on Monday 9th May 2022
at 7.30 pm.

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, Emergency Plan.
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 2021/2022
 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:
 Kirton 1 Falkenham 1
11. a) Confirmation of Trustees of Nassau Trust, Kirton
 b) Confirmation of transfer of Kidd, Roddam and Webb charities, Falkenham
 c) Confirmation of Trustees of Recreation Ground
12. Minutes of PC meeting on 14th March 2022
 Annual Parish Meetings 11th April 2022
13. Matters arising i) Rectory Lane sign ii) Falkenham Notice Board
 iii) Tree Lights iv) EAONE/THREE
 v) Quiet Lanes vi) Queen's Jubilee
 vii) Festival of Suffolk I x) Verges
 x) Community Workshop
14. **10 MINUTE PUBLIC OPEN FORUM**
15. Dates for meetings 2022/2023
16. K&F Village Hall - Open Morning 11 June 2022 10am-12 Noon
17. Planning (attached)
 i) 1 Croxton Close. Side extension; loft conversion; new garage
 ii) Falkenham Lodge. Side extension
 iii) Correspondence
18. Environment
 i) Rectory Lane/Falkenham Road junction
 ii) Dog bins
 ii) Correspondence
19. Other Correspondence to note.
20. Matters for inclusion in future agenda
21. Date of next meeting: TBA

CORRESPONDENCE

Matters arising

220338	S Mowles/J Shaw	Notice Board	circ	3 emails
220376	D Jacobs to G Walker	Re: R Larkman Ltd notice board accessories		
220372	EATHREE	East Angle summer newsletter	circ	
220331	quietlanessuffolk	Re: Volunteer Q&A Sessions - 14 + 17 March	js	
220360/63/64	quiet lanes to J Shaw	Kirton and Falkenham Quiet Lane Scheme/	jsmp	3 emails
220375/95	quietlanessuffolk/JS	Kirton & Falkenham - Quiet Lane Scheme - Wave 2		
220384/409	quietlanessuffolk	QLS - Wave 2 collection of signs		
220393	D Jacobs	RE: Festival of Suffolk - Torch Bearer		2 emails
220396	Kaye Paul FoS	RE: Festival of Suffolk - Torch Bearer		
220431	J Folthergill	Felixstowe Peninsula Community Partnership meeting 17/03/	circ	
220471	J Fothergill	FW: Reports for F P C Partnership meeting on 26/04/2022	circ	

Finance

220488	J Durrant	Re: Re- Village Green Phone Box		
220443/63	G Walker	PC Salary increases Apr 2022		5 emails
220342	Suffolk Cloud	Annual Invoice	gw/dj/mp	
220434	Norse	Invoice for VG grass cutting 2021 £280.07	circ	
220506	ESC	Remittance Advice: VKIR004 for Kirton & Falkenham PC	circ	
220507	ESC	Neighbourhood CIL Payments – April 2022	circ	
220401	SALC	225830 Subs invoice £558.60	gw	
220476	G walker to Clerk	Payslips & P60		
220349/83/481	G Walker	Unity Authorisations please		5 emails
220373/402	swarco /Gwalker	Silver Maintenance Contract Expires 10/04/2022.		2 emails

Planning

220345	ESC	DC/22/1055/FUL 1 Croxton Close	circ	
220422/47	B Lacy A G Lot	Objection to Planning Application 1 Croxton Close	circ	2 emails
220454/60	R Kerry/M Richardson	RE: PLANNING APPLICATION, KIRTON		2 emails
220379	ESC	DC/22/0966/FUL Falkenham Lodge orangery extension	circ	
220427	ESC	Public Access Notification – DC/21/4004/5/ARM	circ	3 emails
220330/438	ESC	FW: PARISH COUNCIL Re: Swiss Farm, Falken	circ	
220503	ESC	FW: Save the date - 3rd October 2022 – PC's housing		
220436	J Folthergill	Housing in Clusters and Small-Scale Residential Develop	circ	
220459	R Kerry	Briefing c	circ	
220510	ESC	Adoption of the Sustainable Cons Supp Planning Doc		
220332/461	Sizewell C	Sizewell C Project Update – March 2022 /April 2022		
220425	Sizewell C	British Energy Security Strategy: Sizewell C		
220495	gov.uk	FW: EN010012 – The Sizewell C Project		
220444	info aesps	JOINT LETTER TO KWASI KWARTENG RE SIZEWELL C		
220374	National Highways	A14 Junction 55 Copdock Interchange Project	circ	2 emails
220335/450	National Highways	Update A14 junctions 58 (Seven Hills Interchange) to 58a	circ	
220423	M Richardson	KATCAG		

Environment

220466	Norse	RE: KIRTON DOG BIN	gc/dj/mp/gw	3 emails
220381/91	G Christian	Dog Waste Bins	mp/dj/gw	
220382	SCC	News from the AONB		
220390	ESC	FW: Weir Place, Kirton		
220415	M Richardson	FW: Wild spaces return to East Suffolk		
220416	M Richardson	FW: 'Clean for the Queen' - campaign launch		
220483	SCC	More than £70,000 available for AONB community projects		

SALC

220383	SALC	Training and network e-bulletin 29 March 2022	circ	
220350	SALC	news e-bulletin 21 March 2022	circ	
220472	SALC	news e-bulletin 19 April 2022	circ	
220499	SALC	news e-bulletin 25 April 2022	circ	
220376	SALC	news e-bulletin 28 March 2022	circ	
220408	SALC	news e-bulletin 4 April 2022	circ	
220397	NALC	CHIEF EXECUTIVE'S BULLETIN	circ	
220436	NALC	CHIEF EXECUTIVE'S BULLETIN	circ	

OTHER CORRESPONDENCE

220332	A Colvill	Re: KIRTON HISTORY RECORDER	circ	2 emails
220362	ESC	Community Governance Review in East Suffolk		
220403	G Walker	K&F PC Finance report to APM	circ	
220367	National Highways	A14 J55 Copdock Interchange - Meeting Agenda	circ	
220340	M Richardson	FW: Avian Flu outbreak near Woodbridge	circ	
220406	ESC	Grass Cutting	dj/mp	
220449	M Paul	Last Night's Expenses		3 emails
220352	SCC	More than £90,000 of funding awarded to farmers and land managers		
220425	eco green comm	Benefits of environmental stations on Parish & Town Councils		
220426	SCC	Coast & Heaths AONB Award Winner Announced		
220427	R Brunt per ESC	Fwd: ENF/22/0071/OTHER		
220341	G Walker/ESC	Re: Missing invoice for grass cutting		2 emails
220394	ESC	RE: KIRTON DOG BI		
220489	Tree Council	Ready, set, go! The Big Give is now live!2		
220400	plusnet	Your payment details have been updated		
220496	SALC	SALC subscription review		
220447	SALC	news e-bulletin 11 April 2022		
220329	SALC	training and network e-bulletin 15 /22/March/April5/12/19/26 2022		
220508	SALC	SALC training and network e-bulletin 26 April 2022		
220337/68/462/490	NALC	CHIEF EXECUTIVE'S BULLETIN		
220357/423/459	NALC	NEWSLETTER		
220361	NALC	MAKE A CHANGE		
220393	NALC	CIVILITY AND RESPECT PROJECT		

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 14th March 2022 at 7.30 pm in the Recreation Ground Pavilion

PRESENT: Messrs I Cade, G Christian, J Fothergill, S. Mowles, M A Paul (chairman), Ms EY Choi, Mesdames E A Colvill, J Durrant, J L Shaw, Mr T Hatrick (PTLO), Mr R Brunt (Tree Warden), Mrs P Mulcahy CC), and 1 parishioner.

1. **APOLOGIES:**

D Jacobs, P J Lickert, G J Walker (RFO), R Kerry (DC), M Richardson(DC)

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 14th February 2022 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Nothing registered

4. **PUBLIC OPEN FORUM**

Police Report None received.

Parishioners Questions The dangers of the multi way junction of Falkenham/Bucklesham Roads and Rectory Lane was raised, particularly from the slip past the forge where drivers ignored the Give Way Sign. The Council would consider arranging a site meeting with Suffolk Highways to discuss the problem.

County Councillor's Report None received

District Councillor's Report Written reports had been received and circulated. Highlighted were the need to report incidents to the police timely, the distribution of Jubilee oak trees, and their individual problems in attending PC meetings.

PTLO Report Mr Hatrick had nothing to report other than to observe that services were beginning to return to normal

Tree Warden Report Mr Brunt had forwarded photos to ESC of stumps left at The Maltings after oaks felled. The Council was made aware of a response from ESC (not received by the Clerk) that the tress had been felled due to the presence of honey fungus infection.

ACTION

5. **MATTERS ARISING**

i) Falkenham notice board The new board was now to hand. Councillor Mowles agreed to clear around the existing board. The Clerk and Councillor Jacobs would then undertake its erection. **SM**

C'K/DJ

ii) Treebilee Oak The Clerk had collected the tree (220233/80). Councillor Durrant agreed to arrange planting on selected site on the Recreation **JD**

Ground and acquire a guard from thee forge. Proposed J Shaw, seconded E Choi and carried that its cost of £60 is approved.

iii) VG tree lights Councillor Jacobs had researched a replacement string (220265) and costings between £270 and £334 for a 100m length obtained. But he and Councillor Cade were doubtful whether such would be long enough or easily strung and would research further. Councillor Colvill would make enquiries on how a similar arrangement on the tree lights in Felixstowe was achieved. The modifications to the power supply remain on going. Councillor Jacobs had obtained a quotation from S Warrington (220319) to carry out repairs to the bus shelter (base/weather boards) (220319) for £431. Proposed J Shaw, seconded J Durrant and carried that quotation be accepted.

DJ

AC

iv) Rectory Lane finger post Nothing to report.

SCC/PM

v) Beacon Risk Assessment The updated Risk Assessment having been circulated (220191) Proposed A Colvill, seconded S Mowles and carried unanimously.

vi) Discovering Suffolk The volunteer packs had been delivered (220238) had been delivered and Councillors Jacobs and Durrant have this in hand.

vi)i EAONE/THREE Councillor Paul reported that the hedge replacement is nearly complete and work was good. Further trial holes remain to be done.

viii) Quiet Lanes Work proceeds (220264); SCC have to erect the signs and Councillor Shaw will attach the signs.

SCC/JS

ix) Verges update Clerk to write to ESC and request enforcement of repair of verge caused by the building works at the corner of Alley Road.

CLERK

x) Kirton History Recorder Confirmed that Julie Kilby had resigned (220301). Councillor Colvill indicated that she was interested in filling the vacancy. Clerk to write to Janette Robinson supporting her application.

CLERK

xi) Community Workshop Details of next meeting awaited.

6. **ADMINISTRATIVE MATTERS**

i) Queen's Jubilee Councillor Durrant enquired about an electricity supply on the VG; will be referred to Councillor Jacobs. Also any cost of use of the pavilion and a grant of £80 towards the Face-painting activity on the RG. The former to be referred to J Beer, the latter, proposed J Shaw, seconded G Christian and carried. (22024/77).

ii) Annual Meeting Agreed to a talk by John Tooley on Wild Life. Councillor Paul would arrange the refreshments; catering for c50 attendance.

iii) Festival of Suffolk Torch Bearer Clerk would approach Councillor Jacobs to act as Kirton bearer on 1st June (220187). **CLERK**

iv) Code of Conduct Clerk drew the Councillors attention to the proposed update of the CoC by NALC. The view of SALC is it is to be preferred to the current Suffolk CoC adopted by most Suffolk councils and anticipated adoption at the APCM. Clerk would raise the matter at the Clerk's meeting on 15th March; he suggested Councillors read the new proposed code in the meantime.

v) Training Councillor Mowles had already attended the module 1 course (220241) and Councillor Christian would be attending in April (220252).

vi) Broadband Transfer of broadband to Plusnet from 1st March (220218/39) completed. Notification of price increases from 1st April (220240) noted.

vi) Fish and chip vans Noted that vans were visiting the VG one on Friday evenings and another on Saturday evenings. Agreed Council would take no action and leave "market forces" to operate.

vii) Ukrainian Appeal Councillor Durrant had organised collections (22042/54) in aid of refugees from Uranian war and had forwarded a number of boxes. The Councillors congratulated her on her efforts.

ix) Meeting dates Arising from a report circulated by the DCs (22055/66) regarding clash of local PC meetings, suggested enquiries might be made to see in what way this Council's meetings clashed with others. **CLERK**

7. FINANCE

i) Financial and Monitoring reports The RFO had circulated reports to 3rd March (220251); having been verified by Councillor Jacobs, were accepted.

ii) Internal Audit Awaits APCM. RFO appealed for any outstanding invoices to be presented before the end of the month to aid cash flow.

iii) VG grass cutting The quotation from Norse (220203) to cut VG during 2022 having been accept, cutting was expected to start mid March. An invoice for VG grass cutting in 2021 is still awaited. |

iv) Banking Authorised payments

C A Shaw/salary	£345.60	G J Waker/salary	£86.80
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HMRC/tax	£324.40		
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v) Invoices

a) SALC training sessions (2200261) for Councillors Mowles/Christian

b) swarco renewal of SID maintenance contract (220262).

8 **PLANNING**

i) DC/22/0608 The Old Malting, Kirton
Erection of a single height pitched roof extension separated from the main body of the house. **CLERK**
The Council had no comments to make on the application

ii) DC/22/0687 1 Grays Orchard, Kirton **CLERK**
Erection of SS side extension
The Council had no comments to make on this application.

iii) Preparation of Housing Clusters Workshop Councillor Fothergill **JF**
would attended this virtual event (220272) on 31st March.

iv) A14 junction 58 to 59 Proposed overnight works (220274/93) by National Highways noted and circulated.

v) Sizewell C Latest report (220231) noted.

9. **ENVIRONMENT**

i) Memorial Bench Enquiry about erection of Memorial Bench at Falkenham Creek (220210) to be referred back to Pauls Estate on whose land it may be. **CLERK/MP**

ii) Swiss Farm The outstanding enforcement notices, DC/16/3156/4789 had been referred back to ESC (220270); response is awaited. **ESC**

10. **RECREATION GROUND**

None received

11. **SALC**

i) Circulars and Bulletins Circulated as appropriate for information

12. **OTHER CORRESPONDENCE**

Other correspondence as listed on the agenda noted.

13 **MATTERS FOR INCLUSION IN FUTURE AGENDA**

VG lights

14. **DATE OF NEXT MEETING**

APCM Monday 9th May 2022 in the Recreation Ground Pavilion at 7.30 pm
Annual Meetings 11th April 2022 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 9.45 pm.

Signed.....
Chairman

Date.....

PLANNING REPORT

PC

ESC

Existing applications

20/1860/OUT Land Off Howlett Way Trimley St Martin
Phased construction of up to 340 dwellings

Object

AP/21/0053/REFUSE 10 Burnt House Lane, Kirton
Planning Appeal Consultation

No
comment

22/0608/9/LBC The Old Maltings, 23 Trimley Road, Kirton,
Listed Building Consent - Erection of a single
height pitched roof extension etc etc

No
comment

22/0687/Ful 1 Grays Orchard, Kirton
Single storey side extension

No
comment

New applications

22/0966/FUL Falkenham Lodge, Falkenham
Orangery extension

No
comment

DATES FOR MEETINGS 2022 - 2023

Monday 13 June

Monday 25 July

Monday 5 September^h

Monday 3 October

Monday 14 November

Monday 12 December ?

Monday 9 January

Monday 13 February

Monday 13 OR 20 March

Monday 3 OR 17 April AM

Monday 15th May APCM