

KIRTON & FALKENHAM PARISH COUNCIL  
**I HEREBY GIVE NOTICE** that the **ANNUAL PARISH COUNCIL MEETING**  
will be held at the Recreation Ground Pavilion, on Monday 15 May 2023  
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 Acceptance of Office/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 2022/2023  
    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 Trustees of Recreation Ground
12. Minutes of PC meeting on 20th March 2023  
    Annual Parish Meetings 12th April 2022
13. Matters arising i) Rectory Lane sign                      ii) Domain names  
    iii) SID review                                      iv) Damaged signs reports  
    v) VG tree survey                                      vi) VG mat  
    vii) dog bins    x) EAONE/THREE
14.                      **10 MINUTE PUBLIC OPEN FORUM**
15. Dates for meetings 2023/2024
16. Fish & Chip vans on VG
17. Finance  
    i) Invoices    ii) Precept receipt    iii) Training    iv) HMRC    v) Correspondence
18. Planning (attached)  
    i) The Old Dog Window/door change DC/23/1758/LBC  
    ii) Levington Water extraction proposal DC-23-0756  
    iv) Old Maltings- fencing/shed/hardstand'g DC/23/1577/LBC  
    v) 28 Rectory Lane Rear extension DC/2/0867/FUL  
    vi) 109 Bucklesham Road. 2 storey side extension  
    vii) Correspondence
19. Environment  
    i) VG grass cutting    ii) Maltings trees    iii) Pizza sales on VG  
    iv Correspondence
20. Other Correspondence to note.
21. Matters for inclusion in future agenda
22. Date of next meeting: TBA

## CORRESPONDENCE

### Matters arising

230407	SCC	RE: Fingerpost Issue - Bucklesham Road, Kirton	circ	
230322	Suffolk cloud	e: Fwd: NALC recommendations for .gov.uk domain names		2 emails
230346	G Walker to Cloudit	NALC recommendations for .gov.uk domain names		
230345	SCC	Problem Report 00394351 30mph sign	circ	

### Administration

230439	White Horse	Fish & Chip van on VG	circ	6 emails
230397	D Jacobs	Fwd: Therese Coffey MP Newsletter (Case Ref: TC111840)	circ	
230434	ESC	RE: Kirton Community Facility Contribution	circ	

### Finance

230339	N Powr	A/C for un-metered supply 2021-22, 2022-23 £0		
230355	Suffolk cloud	Fwd: Annual Invoice	gw/mp/dj	2emails
230401	SALC	SALC subscription £521.08	gw	
230484	SALC	Invoice for sport vat seminar £18	gw	
230448	ESC	Remittance Advice: 058671 for Kirton & Falkenham PC		
230320	Magpass	Report and appeal		
230344	ESC	FW: CIL Spending and Reporting and how to access Parish CIL data training		
230375	CAS	Funding & Development April 2023		
230449	SCC	£44,000 of grant funding available across Essex and Suffolk		

### Planning

230494	ESC	DC/23/1758/LBCThe Old Dog Window/Door change	circ	
230379	ESC	DC/23/0756/FULLevington Water extraction	circ	
230379	ESC	RE: Response Sizewell C Water to ESC DC-23-0756-FUL		10 emails
230430	ESC	DC/23/1577/LBC Old Maltings- fencing/shed/hardstand'g	circ	
230440	R Brunt	Re:: Old Malting fencing	circ	3 emails
230327	ESC -	DC/2/0867/FUL 28 Rectory Lane Rear extension	circ	
230370	ESC	DC/23/1161/FUL		circ
230408	SALC	FW: Planning - Joint Statement from SALC/ESC	circ	

### Environment

230337	Norse	RE: Grounds Maintenance 2023 Kirton Village Green	circ	2email
230455	R Brunt	Trees	circ	
230453	Woodsmoke	Pizza sales on VG	circ	
230373	Tree Council	Springing Forward 🌸	rb	
230465	Tree Council	Branching Out - National Hedgerow Week Special		
230367	SCC	News from the AONBs		
230396	SCC	Greetings from your Area of Outstanding Natural Beauty 🍷		

### SALC

230362	SALC	NEWS BULLETIN - 27th March/3rd/11th/17tApril/1st May	circ	
230321	NAC	CHIEF EXECUTIVE'S BULLETINs		
230356	NALC	NEWS BULLETINs		

## OTHER CORRESPONDENCE

230323	D Jacobs	Could you bring this to their attention VG sign		
230331	SCC	RE: LHB - Bucklesham Road, Kirton Sign spelling		
230343	SCC	Fingerpost Issue - Bucklesham Road, Kirton	circ	
230349	D Jacobs	Fwd: Fingerpost Issue - Bucklesham Road, Kirton		3 emails
230393	ESC	Town & Parish Council - Notice of Uncontested Elections	circ	
230444	ESC	Town & Parish Councillors - Register of Interests	cir	
230432	SCDF	Update on changes to Landlines	circ	
230359	G Walker	Unity authorisations please	3 emails	
230413	G Walker	Unity authorisations please	6 emails	
230414	G Walker	P60 & payslips		
230332/36	G Walker	Risk Assessments Assessments	dj	4 emails
230382	G Walker	Annual Parish Meeting report	circ	
230378	Plusnet	Your bill is ready to vie w£37.39		
230470	Plusnet	Your bill is ready to view £37.39		
230387	RSN	Rural Funding Digest - April 2023 Edition		
230391	N Power	Important: an update on the Energy Bills Discount Scheme (EBDS)	circ	
230441	N Power Y	Your fast track to Dashboard is underway!	gw/dj/mp	
230451	Npower !!,	T the government's ETII portal is now open for applications	circ	
230454	N Power	Welcome to Dashboard	circ	
230424	N Power	Info about your UMS invoicing	gw/dj	
230471	Npower	Need fast answers? No problem.	circ	
230416	CAB	Citizens Advice East Suffolk Quarterly Report		
230419	ESC	Neighbourhood CIL Payments – April 2023	gw	
230437	ESC	Community Infrastructure Levy - Examiner's Report Received		
230324	ES Planning alliance	Fwd: ESPA Meeting In Grundisburgh		
230402	J Fothrrgill	RE: DC/23/1161/FUL	circ	
230405	M Paul	Ref DC/23/1161/FUL	circ	5 emails
230412	J Durrant	Re: DC/23/1161/FUL 109 Bucklesham Road IP10 0PF	circ	2 emails
230442	ESC	Public Access unavailable 13 – 15 May 2023		
230361	J Durrant	Re: Sizewell C Water Sourcing Facility Levington	5 emails	
230473	Sizewell C	Update - May 2023		
230326	Bolton Bros	FW: FW: Confidential shredding		
230354	J Durrant	Sizewell C Water Sourcing Facility Levington	circ	
230368	J Durrant	Re: Sizewell C Water Sourcing Facility Levington	circ	emails
230376	I Cade	RE: Response Sizewell C Water to ESC DC-23-0756-FUL	circ	
23325	SALC	FW: Booking confirmation. Ref: T73PQ		
230347	SALC	Clerk election briefing: recording and presentation		
230482	SALC	Suffolk celebrates the coronation of King Charles III230348		
	SALC	e-newsletter latest edition published		

## **KIRTON & FALKENHAM PARISH COUNCIL**

### **Minutes of Parish Council Meeting held on Monday 20<sup>th</sup> March 2023 at 7.30 pm in the Recreation Ground Pavilion**

**PRESENT:** Messrs I Cade, J Fothergill, D Jacobs, S Mowles, M A Paul (chairman), Ms EY Choi, Mesdames E A Colvill, J Durrant, J L Shaw, G Walker, (RFO) Mr R Brunt (Tree Warden), Mrs P Mulcahy CC), and 4 parishioners.

1. **APOLOGIES:**

P Lickert, G Christiam, Mr T Hatrick (PTLO), R Kerry (DC), M Richardson(DC) .

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 13<sup>th</sup> February 2023 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 operation of the SID was raised, with particular reference to Falkenham Road and will be reviewed at the next meeting. Damaged signs were reported and will be logged. Appreciation of the new Rectory Lane sign was recorded.

County Councillor's Report

The report from Mrs Mulchay (CC) had been circulated highlighting the Suffolk Information Service's work, A 20 year multi-million pound contract let to Milstone for highway services and an appeal for volunteers to assist at Suffolk Archives. In answers to questions, following a report of a collapsed sign, she advised that it was not now SCC policy to replace direction signs. Flooding issues on Trimley Road are being pursued through Trimley St Martin PC. She reiterated her belief that referring matter through her was the best approach.

District Councillor's Report The District Leaders report had been circulated by the District Councillors highlighting grants available to reinvigorate High Streets, and a film commemorating the 1953 floods.

PTLO Report (attached)) Mr Hatrick's submitted report made reference to the extension of the £2 fare concession, a reminder about bus pass renewals and feedback on issues arising from the recent closure of Bucklesham Road.

Tree Warden Report Mr Brunt (tree warden) had nothing to report.

**ACTION**

5. **MATTERS ARISING**

i) Rectory Lane finger post The Rectory Lane finger post had been erected in SCC

mid March, but immediately a spelling mistake was noticed, which SCC are endeavouring to correct to a satisfactory standard (230303/309).

ii) EAONE/THREE Councillor Paul reported that new surveys of the pipe runs are awaited.

iii) Pot Hole survey Plans to carry out a pot hole survey were considered impractical and the individual reporting system appeared to work.

iv) VG Tree survey In hand (230194/203/4/5)

DJ/PAULS

v) King's Coronation Council would support any arrangements planned.

## 6. ADMINISTRATIVE MATTERS

i) May elections The Clerk reminded councillors that they had until 4th April to submit nomination papers; he had nomination forms if any were needed and could assist in supplying elector's registration numbers. The Chairman noted that two current members, Mr Geoff Christian and Ms EY Choi, would not be standing for re-election and both were gratefully thanked for their service; the former for agreeing to co-opting following the death of Adrian Hutton, the latter for her 12 years. As the Clerk would be on leave over the part of the election period, agreed Councillor Jacobs be delegated to post election material as appropriate in his absence.

ii) Annual Meeting Confirmed that John Patrick would give a talk on the Felixstowe Hydrocycle at the meetings on 12<sup>th</sup> April. The Clerk would post notices and circulate agenda to other speakers. Agreed to the Chairman arranging the post drinks and nibbles within a budget of £100.

iii) Domain names Following a communication from Suffolk Cloud (230247/50), suggesting Councillors should adopt .gov.uk as email addresses PFO had discussed this with S Cloud and NALC and is concerned about costs. He wished to do further research, in conjunction with Councillor Cade, and asked that it be put on the next agenda.

CLERK  
GW/IC

## 7. VG parking mat

Councillor Lickert had submitted results of enquiries he had made (230257) for the provision of hard standing mats for the entrance area to the Green. Agreed the costs obtained, both in the region of £1750 was excessive and should be left on the table for the time being.

## 8 Back Road dog bin

In response to a request from Trimley St Martin PC (230259) for a larger bin to be provided at the entrance to Ham Farm on Back Road which had been subject to overflowing, it was acknowledged that ESC had had problems with emptying bins throughout the District. Agreed there was no case for a larger bin. Nevertheless, there did seem to be a need for additional signing to encourage better use of the bins and Councillors Shaw and Colvill will investigate options.

JS/AC

9. **FINANCE**

i) Financial and Monitoring reports The RFO had circulated reports to 7<sup>th</sup> March (230281); having been verified by Councillor Jacobs, were accepted.

ii) HMRC The RFO reported on correspondence he had had with HMRC (230279) relating to its claim of underpayment and incorrect links to the Council's account. He proposed to make a payment based on his assessment the error arose from unpaid interest. **HMRC/GW**

iii) Warm rooms grant In the vent the grant for Warm Room provision during the energy crisis (230184) was not taken up and in agreement with ESC the grant of £2384 had been repaid.

iv) VG grass cutting A quotation from Norse had been received (230244) for 15 cuts in the 2023 season. Following discussion of the options, agreed that in environmental interests, and the "Pardon the Weeds" initiative of ESC (230257), cutting should be delayed until 1<sup>st</sup> week in June. Clerk to advise Norse and seek a revised quotation. Accepted that the new contract would not include grass collection. **CLERK**

v) Grants The District Councillors had covered, through their Enabling Communities Budgets (230200/296) he £2380 or repairs to Village Hall roof. Acknowledgement of its grant had been received from DAS (230264).

iv) Banking Authorised payments

RG/VAT refund	£1717.69	ESC/Warm room refund	£2340.00
Clerk/salary	£416.83	G Walker/salary	£96.40
HMRC/PAYE	£386.57		

10. **PLANNING**

i) DC/23/0867/FUL 28 Rectory Lane, Kirton **CLERK**  
Extend Kitchen/Family Room  
The Council had no comments to make on these proposals

ii) Dc/23/2756 Sizewell C water extraction proposal, A14Ttrimley **JD**  
Councillor Durrant had noted this application, which had not been circulated to this Parish; she would investigate further and report back.

v) Sizewell C Latest report (230188) noted.

11. **ENVIRONMENT**

ii) ANOB Newsletters noted.

12. **RECREATION GROUND**

None received

13. **SALC**

i) Arrea Forums Future dates received (230195), Councillor Licker unable to attend March meeting as he is on leave.

i) Circulars and Bulletins Circulated as appropriate for information

iii) NSIPs - SALC focus group invitation to join noted (230274).

iii) 20th February newsletter Contained information on email addresses

14. **OTHER CORRESPONDENCE**

Other correspondence as listed on the agenda noted.

15 **MATTERS FOR INCLUSION IN FUTURE AGENDA**

Email addresses, Sizewell water extraction, VG mat, dog bins,.

16 **DATE OF NEXT MEETING**

APCM (inauguration of new Council) Monday 15<sup>th</sup> May 2023 in the Recreation Ground Pavilion at 7.30 pm

Annual Meetings 12<sup>th</sup> April 2023 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 9.20 pm.

Signed.....

Chairman

Date.....

## **PLANNING REPORT**

		PC	ESC
<u>Existing applications</u>			
20/1860/OUT	Land Off Howlett Way Trimley St Martin Phased construction of up to 340 dwellings	Object	
22/0687/Ful	1 Grays Orchard, Kirton Single storey side extension	No comment	
22/4401/FUL	Solar Farm Brightwell Revised	Qualified comment	
23/0073&4/FUL	The Maltings Wicker fence work	No comment	
23/1161/FUL	109 Bucklesham Road, Kirton Erect 2 Storey side extension Internal alterations	No comment	
23/0867/FUL	28 Rectory Lane, Kirton Extend kitchen/family room	No comment	
<u>New applications</u>			
DC/23/1577/LBC	The Maltings Wicker fence work		
DC/23/1758/LBC	The Old Dog Window/Door change		