

# Kirton & Falkenham Parish Council

## NOTICE OF MEETING

I **HEREBY GIVE 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 2024** at **7.30 pm**

Signed G J Walker.  
Clerk

To: **All Councillors**

## AGENDA

- 1 Apologies
- 2 Minutes of the APCM meeting held on 13<sup>th</sup> May 2024
- 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 **PUBLIC OPEN FORUM**
  - 1 Police Report
  - 2 Parishioners questions
  - 3 County/District Councillor Reports
  - 4 PTLO report
- 5 Matters arising
  - i) Local History recorder (Kirton)
  - ii) Foxburrow Farm
  - iii) EA3
  - iv) RG substation proposal **AP2/05.24/Clerk**
  - v) Joint Parish Group
  - vi) Felixstowe Peninsular Partnership
  - vii) Church Hall defibrillator maintenance
  - viii) Road closure communications **AP8/05.24/PM**
  - ix) Park Lane flooding **AP7/05.24/PM**
  - x) Audit
  - xi) SID Maintenance **AP6/05.24/Clerk**

Other outstanding actions:  
Completion of on-line DoI **AP1/05.24/JS**
- 6 Administrative matters
  - i) Annual governance statement
  - ii) Chair sign off Accounting statements
- 7 Finance
  - i) Financial and monitoring reports (on website)
  - ii) Invoices authorised
    - G Walker salary - £577.93 x 2 (Apr & May)
    - SALC subscription - £538.35
    - Suffolk Cloud (web hosting) - £120
    - Rec Ground grant - £2874
  - iii) Payroll
- 8 Planning  
No applications
- 9 Environmental

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- 10 Recreation Ground
  - i) Repair of carpark (see correspondence)
- 11 SALC Report
  - i) Area Forum 13<sup>th</sup> June
- 12 Other Correspondence
  - i) Tree warden documentation
  - ii) Good Councillors Guide
  - iii) PoF/LALC minutes
  - iv) BT Digital switch over/Telecare service users
  - v) Campaign to improve the safety of lithium batteries
- 13 Matters for inclusion in future Agenda
- 14 Date of next meetings:-

Monday 22<sup>nd</sup> July 2024 at 7.30 pm.

Monday 9<sup>th</sup> Sept 2024 at 7.30 pm.

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## *Circulated Correspondence*

<b>General</b>	Parish Online Newsletter #50 - I haven't had chance to look at this yet but the whole Mapping piece l...	8:16 AM
<b>Clerk</b> <b>General</b>	Food and Health & Safety Service Plan 2024/2025 - Considering there are only two or three fo...	Jun 4
<b>[Item 12i)]</b> <b>General</b>	Tree Warden documents - At the last meeting I took away the action to find more detail ab...	Jun 4
<b>[Item 12ii)]</b> <b>Clerk</b> <b>General</b>	NEWS BULLETIN - 20th May 2024 - As per John's request, I've uploaded the revise...	Jun 4
<b>[Item 7iii)]</b> <b>General</b>	NEWS BULLETIN - 3rd June 2024 - FYI below Re Payroll, to outsource it would cost £7.50/...	Jun 3
<b>[Item 5ii)]</b> <b>Planning</b>	DC/24/O449/FUL Part Land at Foxburrow Farm Waldringfield Road Brightwell IP10 OBZ - It ...	Jun 2
<b>[Item 4.3]</b> <b>General</b>	Parish report Orwell & Villages May 2024 - Please find DC report below > Begin forwarded ...	May 31
<b>[Item 5ii)]</b> <b>Planning</b>	FW: Saved search results and Tracked Applications have been updated - Good, well done ...	May 30
<b>[Item 10i)]</b> <b>General</b>	Fwd: Recreation Ground Car Park - Hi Peter, I can't see that it would impact any plans for r...	May 30
<b>[Item 5iv)]</b> <b>Action</b>	Circulated .../.../1 May mtg <b>Clerk</b> <b>Planning</b> Fwd: SH817 Kirton (537850). [BK-BK.FID401546] - B...	May 30
<b>[Item 4.1]</b> <b>General</b>	Sceptre: 15 arrested in police operation to tackle knife crime - I guess this is the way we'll b...	May 29
<b>[Item 12iii)]</b> <b>General</b>	Port of Felixstowe Local Authority Liaison Committee Meeting 14.05.24 Minutes - All, Minu...	May 28
<b>[Item 5x)]</b> <b>Financial</b>	Internal Audit - Thank you Graham , well done On Thursday, 23 May 2024 at 07:17:50 BST, ...	May 23
<b>[Item 4i)]</b> <b>General</b>	May Edition of Constables County - I think we'll probably have to accept that this is the onl...	May 22
<b>[Item 12iv)]</b> <b>General</b>	The Rural Bulletin - 21 May 2024 - Re BT's Digital switch over (first item), it seems it might ...	May 21
<b>[Item 5ii)]</b> <b>Planning</b>	FW: DC/24/O449/FUL Foxburrow Farm Brightwell - Container Storage - Hi All I forward the ...	May 20
<b>[Item 4.1]</b> <b>General</b>	Bucklesham - theft of tools - FYI Sent from my iPad Begin forwarded message: From: Polic...	May 20
<b>[Item 12v)]</b> <b>General</b>	FW: Safety of Lithium ion Batteries and e-bikes and scooters - FYI Sent from my iPad Beg...	May 20
<b>Planning</b>	Custom & Self-Build Supplementary Planning Document - FYI Sent from my iPad Begin forwarded m...	May 17
<b>[Item 11i)]</b> <b>General</b>	SALC East Suffolk area forum - 13th June 2024 - Correction to day of the event - FYI Sent f...	May 17
<b>General</b>	CAS Newsletter 16/05/2024 - FYI Sent from my iPad Begin forwarded message: From: CAS Network <...	May 16
<b>[Item 4.1]</b> <b>General</b>	Over 220 offences detected during operation using HGV supercab - FYI Sent from my iPad ...	May 16
<b>[Item 5ii)]</b> <b>Planning</b>	Foxburrow Farm - DC/24/O449/FUL - Hi Lee At our Parish Council meeting on Monday, it w...	May 16
<b>[Item 12iii)]</b> <b>General</b>	LALC - Thanks, Derek. No real surprises, but the plot thickens. John From: Derek Jacobs <...	May 15
<b>[Item 19 iii)]</b>	Circulated .../.../1 May mtg Summer Fetes/Carnivals - Good morning Graham, Thank you for sending t...	May 15
<b>[Items 5viii) &amp; ix)]</b>	Circulated .../.../1 May mtg Agenda K&F APCM 13th May - Thanks very much for letting me know...	May 13
<b>[Item 5ix)]</b> <b>Action</b>	Park Lane flooding - Suffolk County Council Problem Report 00453414 - Good Morning Gra...	May 9

# Kirton & Falkenham Parish Council

## Minutes of the Annual Parish Council Meeting held in the Recreation Ground Pavilion on Monday 13<sup>th</sup> May 2024 at 7.30pm

**Present:** Cllrs M Paul (Chair), J Fothergill, P Lickert, D Jacobs, J Durrant, J Shaw, A Colvill, L Bullard, D Ward, J Cade, J Sheeran; G Walker (Clerk); T Hatrick (PTO); One member of the public

Item No.	Comments	Action
1.	<p><b>a) Election of Chairman</b> Cllr Paul was proposed By Cllr Shaw and seconded by Cllr Colvill. Carried unanimously.</p> <p><b>b) Election of Vice Chairman</b> Cllr Cade was proposed by Cllr Lickert and seconded by Cllr Durrant. Carried unanimously.</p>	
2.	<p><b>Apologies</b> Cllrs District Cllrs L Reeves &amp; M Ninnmey; County Cllr P Mulcahy</p>	
3.	<p><b>Declaration of Acceptance of Office/Declaration of interests</b> Cllr Sheeran has completed the “Co-option of Councillors” form. Declaration of interests to be completed. All other Councillors’ Acceptance of Office and DoI are in place.</p>	AP1/05.24 JS
4.	<p><b>Confirmation of Governance Documentation</b> The Council agreed to the S O, F Reg and that provisions of the Transparency Code were adequate on the council’s website. The Audit and Governance Statement was accepted for signature by the Chairman at the March 24 meeting. Reviews of RG and VG risk assessments were carried out during Nov 2023 which are accessible on the web site. Privacy and cyber security statements are in place.</p>	
5.	<p><b>Composition of Committees</b> Finance &amp; General Purposes : All Councillors Planning: All Councillors Recreation Ground: P Barker (Chair); J Beer (Treasurer); B Barker; M Paul (PC liaison)* Environment: D Jacobs (Chair); M Paul (ex officio); J Durrant; J Shaw; L Bullard; P Lickert *It is noted that no regular meetings take place, however the RG still runs satisfactorily, with accounts submitted to the Clerk. There is an outstanding offer for the Clerk to fulfil the role of Charity Secretary.</p>	
6.	<p><b>Financial arrangements</b> a) Appointment of Responsible Financial Officer: Proposed by Cllr Paul, seconded by Cllr Cade that G Walker would remain Responsible Financial Officer. b) Confirmation of banking arrangements (Unity Trust, Barclays): Confirmed.</p>	
7.	<p><b>Accounts</b> a) Approval of Annual Accounts 2023/2024 Approved b) Completion of Annual Return for audit Completed and signed by RFO. Internal audit underway</p>	
8.	<p><b>Appointment of Representatives</b> a) SALC: Cllr Lickert b) Police Forum: Cllrs Jacobs, Shaw, Cade</p>	

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	<p>c) Community Partnership : Cllr Colvill  d) Port Liaison: Cllrs Cade, Jacobs, Fothergill</p>	
9.	<p><b>Confirmation of Public Transport Liaison Officer And Tree Warden</b>  Tom Hatrick was reconfirmed as PTO. The Tree Warden position remains vacant.</p>	
10.	<p><b>Confirmation of Local History Recorders</b>  Kirton: Vacant position (situation communicated to local co-ordinator)  Falkenham: Cllr Shaw</p>	
11.	<p><b>Confirmation of Trustees</b>  a) of Nassau Trust, Kirton: Chris Poole, Anne Clarke, Susan Harvey  b) Confirmation of Trustees of Recreation Ground: Phil Barker, John Beer, Brian Barker</p>	
12.	<p><b>Minutes of last meetings</b>  The minutes of the Annual Parish Meeting (15<sup>th</sup> April 2024) and the Parish Council Meeting and the meeting held on 18<sup>th</sup> April 2024 having been previously circulated were taken as read, approved and signed.</p>	
13.	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>i) Local History Recorder: Covered under item 10</li> <li>ii) Candlet Road closure: This has been deferred until later in the year.</li> <li>iii) Foxburrow Farm: Cllr Reeves (ESC) has reported this is likely to go before the Planning Committee shortly. Foxhall and Brightwell PC are lead Council. K&amp;F PC to help co-ordinate any cross Parish objections as required, and attend the Committee if necessary.</li> <li>iv) EA3: Nothing to report</li> <li>v) Flooding: The previously reported flooding on Falkenham Road appears to have been resolved. Note, additional flooding concerns are covered under item 18ii)</li> <li>vi) Substation on RG: A proposal from UK Power for the provision of a small (3m x 3m) substation on the Recreation Ground is under review. Their intention is to provide greater electricity resilience to the two villages, and discussions are ongoing relating to the possible siting so as not to disrupt activities on the RG. The PC agreed to arrange a further meeting with UK Power to gain greater understanding of the proposals.</li> <li>vii) Parish Communication: This appears to be going well with a recent issue distributed to all households, including a written contribution from Cllr Fothergill Assistance will be required for distribution of the Christmas edition.</li> <li>viii) Joint Parish Group/NSIPs update: Recent attempts to hold a cross PC meeting have been hampered by the short timescales associated with relevant Planning requests. They are likely to be more effective in responding to strategic or wide scope planning requests.</li> <li>ix) NE Felixstowe Garden: No update</li> <li>x) Felixstowe Peninsular Community Partnership: Cllr Colvill reported that another round of projects would be supported with a budget of £25k. The focus is on: Social isolation; Air pollution; Youth support</li> <li>xi) Gov.uk: The Clerk has attended various on-line briefings and whilst there is a strong push from NALC the PC feels there isn't a particular urgency in progressing this unless other factors come into play (eg from audit)</li> </ul>	<p><b>AP2/05.24</b>  <b>Clerk</b></p>

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	<p>xii) Devolution (&amp; NALC event, booking): Councillors to make individual responses to the Devolution questionnaire as they see fit. Cllr Fothergill to be booked on the NALC on-line event (20<sup>th</sup> Nov)</p>	<p><b>AP3/05.24 Clerk</b></p>
<b>14.</b>	<p><b>Public Open Forum</b> <i>Police report:</i> None received</p> <p><i>Parishioners questions:</i> Mrs Harvey outlined the intention of the Judo Club to raise funds for a defibrillator for the Church Hall and asked if the ongoing maintenance could be funded by the PC (as per the existing defib at the White Horse pub). Costs would be of the order of £200 for replacement battery every 4 years and £78 for replacement pads every 2 years (cost are net of VAT). Item to added to the next meeting agenda. Mrs Harvey also requested assistance in manning the entrance gates and car park marshalling on Suffolk Day, 22<sup>nd</sup> June. Volunteers to contact her.</p> <p><i>County Councillor's report:</i> No report received <i>District Councillor's report:</i> Written report previously distributed. <i>PTLO:</i> Nothing to report</p>	<p><b>AP4/05.24 Clerk</b></p>
<b>15.</b>	<p><b>Dates for meetings 2024/2025</b> These were previously circulated, however it was agreed to delay the July date to the 22<sup>nd</sup> to reduce the gap between summer meetings. The dates will be put on the website.</p>	
<b>16.</b>	<p><b>Finance</b></p> <p>i) <i>Financial and monitoring reports (posted on website).</i> <i>Authorised payments:</i> Clerk salary (March) - £577.93 HMRC - £439.00 Clerk salary (April) - £577.93 SALC subscription - £538.35 Suffolk Cloud (PC Web) - £120.00 Clerk salary (May) - £577.93 RG Grant - £2,874.00</p> <p>ii) Precept receipt: £13,089.00 has been received</p>	
<b>17.</b>	<p><b>Planning</b></p> <p>i) 4 Grays Orchard, single storey rear extension DC/24/1011/FUL (time expired): "No comment" was recorded</p> <p>ii) Correspondence: Energy Partnership for engagement with DESNZ:- The PC agreed a "watching brief" will be required</p> <p>iii) SPD – Guidance for developments in rural areas: Circulated for reference information only.</p> <p>iv) Correspondence: Planning objections and Parish Councils:- The correspondence received clarifies the manner in which PCs can engage with the Planning Approval process.</p> <p>v) Planning webinars x 4 (confirm booking £35 ea): Cllr Fothergill to be booked on courses 1-3, Cllr Paul on course 4.</p> <p>vi) Correspondence: Planning for 5 year Local Plans:- For info only</p> <p>vii) <i>Additional agenda item:</i> 1 Guston Gardens, Single storey front porch extension and new cladding DC/24/1591/FUL: "No Comment" was recorded</p>	<p><b>AP5/05.24 Clerk</b></p>

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<b>18.</b>	<p><b>Environment</b></p> <p>i) SID maintenance: This was invoiced and paid last FY. It was agreed to pursue the SID maintenance agreement for this FY</p> <p>ii) Correspondence: Blocked drains on Park Lane:- The flooding problems on Park Lane were discussed. This follows the rejection of a resident report of the issue by SCC Highways and as a consequence photographic evidence of flooding, blocked drains and poorly implemented resurfacing (which has exacerbated the blocked drains), this has been forwarded to Cllr Mulcahy by way of escalation.</p>	<p><b>AP6/05.24 Clerk</b></p> <p><b>AP7/05.24 PM</b></p>
<b>19.</b>	<p><b>Other Correspondence to note.</b></p> <p>i) Road closure communications: The matter of poor or non-existent communications from Suffolk Highways regarding pending road closures was discussed. The most significant instance being the lengthy and disruptive closure of Falkenham Road due to gas repair work, for which no advance notification was given. This matter has also been forwarded to the Cllr Mulcahy by way of escalation.</p> <p>ii) PoF LALC mtg now 14<sup>th</sup> May (was 21<sup>st</sup> May): Cllr Jacobs will attend</p> <p>iii) Notification of Summer Fetes: Details of the village web site and forthcoming events will be forwarded following a request from the local MP's office</p>	<p><b>AP8/05.24 PM</b></p>
<b>20.</b>	<p><b>Matters for inclusion in future agenda</b></p> <p>Local History recorder; Foxburrow Farm; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Church Hall defibrillator maintenance; Road closure communications; Park Lane flooding; Audit</p>	
<b>21.</b>	<p><b>Date of next meeting:</b> 10<sup>th</sup> June 24</p>	
<b>22.</b>	<p><b>Any other matters to bring before Parish Council</b></p> <p>No other business brought forward</p>	
	<p>There being no further business the meeting closed at 9.28pm.</p> <p>Signed.....</p> <p>Chairman</p> <p>Date.....</p>	