

Kirton & Falkenham Parish Council

I HEREBY GIVE NOTICE that the **ANNUAL PARISH COUNCIL MEETING**
will be held at the Recreation Ground Pavilion, on Monday 13 May 2024

at 7.30 pm.

Signed G Walker 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 2023/2024
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. i) Minutes of PC meeting on 18th March 2024
ii) Annual Parish Meeting 15th April 2024
13. Matters arising i) Local History Recorder; ii) Candlet Road closure;
iii) Foxburrow Farm; iv) EA3; v) Flooding (AP1/02.24 SCC);
vi) Substation on RG; vii) Parish Communication; viii) Joint Parish
Group/NSIPs update; ix) NE Felixstowe Garden; x) Felixstowe Peninsular
Community Partnership; xi) Gov.uk; xii) Devolution (& NALC event, booking)
14. **10 MINUTE PUBLIC OPEN FORUM**
1 Police Report
2 Parishioners questions
3 County/District Councillor Reports
4 PTLO report
15. Dates for meetings 2024/2025 (query July date, move from 8th to 22nd?)
16. Finance i) Invoices ii) Precept receipt
17. Planning
i) 4 Grays Orchard, single storey rear extension DC/24/1011/FUL (time expired)
ii) Correspondence: Energy Partnership for engagement with DESNZ
iii) SPD – Guidance for developments in rural areas
iv) Correspondence: Planning objections and Parish Councils
v) Planning webinars x 4 (confirm booking £35 ea)
vi) Correspondence: Planning for 5 year Local Plans
18. Environment
i) SID maintenance
ii) Correspondence: Blocked drains on Park Lane
19. Other Correspondence to note.
i) Road closure communications
ii) PoF LALC mtg now 14th May (was 21st May)
iii) Notification of Summer Fetes
20. Matters for inclusion in future agenda
21. Date of next meeting: 10th June 24

Kirton & Falkenham Parish Council

Circulated Correspondence

[Item 14.3]	Inbox	General	Parish report April 2024 Orwell & Villages - Can the East Suffolk Blooms link be ...	📧	May 4	
	General		Coast & Heaths National Landscape - Volunteer Work Parties - Any project ideas? > Begin forwarded ...	📧	May 3	
[Item 12 ii)]		General	Draft APM minutes for comment - Graham These appear accurate, thank you. Kind regard...	📧	Apr 26	
	General		£44,000 of grant funding available in the Suffolk & Essex Coast & Heaths National Landscape - Begi...	📧	Apr 26	
[Item 16 ii)]		Financial	Remittance Advice: 069211 for Kirton & Falkenham PC - FAO: Dear Customer, Please find ...	📧	Apr 26	
[Item 19 iii)]		Action	Summer Fetes/Carnivals - I replied thinking about the principle, but perhaps I should cave...	📧	Apr 25	
	General		Bus parked outside Village Hall - Jack, Do you have any idea how long it's been parking there? I know...	📧	Apr 25	
[Item 15]		Action	Clerk Proposed PC Meeting dates - Basically fine with me, but it's a long time between 8th J...		Apr 25	
[Item 17 v)]		Action	Planning	Planning training - now available to book - Graham - I think someone or someon...	Apr 25	
	General		Sizewell C Parish Update - April 2024 - Begin forwarded message: From: Sizewell C <info@sizewellc.c...		Apr 25	
	General		Community Led Housing Zoom Events - FYI Begin forwarded message: From: CAS Network <CASNet...		Apr 25	
[Item 19 ii)]		General	Port of Felixstowe Local Authority Liaison Committee Meeting (LALC) - > Begin forwarded...	📧	Apr 25	
	Clerk	General	Review article - John, that's super, very well put. Thank you	📧	Apr 24	
	Planning		New Local Validation List and Guidance - Town and Parish Councils - FYI - Local Validation list for Pla...	📧	Apr 23	
[Item 17 iv)]		Clerk	Planning	FW: Planning objections and Parish Councils - Dear All A while ago, we had a cou...	Apr 23	
[Item 13 xii)]		Action	Clerk	General	17 NALC EVENTS - Graham - I will look in on the Devolution one, if that's ...	Apr 23
	General		NEWS BULLETIN - 22nd April 2024 - Please find below the link to the results of the Annual SALC me...		Apr 22	
[Item 17 iii)]		Planning		Rural Development Supplementary Planning Document - Please find SPD link in email bel...	Apr 19	
	General		CAS Newsletter 18/04/2024 - Useful link to "Funding4Suffolk" site below. Many more options for fund...		Apr 18	
	General		Sizewell C Project Update - FYI Begin forwarded message: From: Sizewell C <info@sizewellc.com> Su...		Apr 18	
[Item 18 ii)]		Action	Clerk	General	Park Lane Drain Issues - This may show it a little clearer. On Wednesday, 17 ...	Apr 17
[Item 18 ii)]		Action		Park Lane Photos - Part 2	Apr 17	
[Item 18 ii)]		Action		Fwd: Suffolk County Council Problem Report 00453414 - Hi Graham I walked down Park La...	Apr 16	
	Clerk	General		Parish Council input to May Review - Thank you Graham Sue Sent from my iPhone > On 16 Apr ...	Apr 16	
	General		SALC training bulletin 16th April 2024 - Please contact me re any training requirements detailed belo...		Apr 16	
	Financial		Neighbourhood CIL Payments April 2024 - Apparently we're getting £7.50 CIL (no idea what for!) Ide...		Apr 16	
	General		Traffic Counters - Morning All Just to let you know the traffic counters have reappeared as you exit th...		Apr 16	
	General		NEWS BULLETIN - 15th April 2024 - Includes updates on Sizewell C Community engagement & the ch...		Apr 15	
	General		SALC AGM - Monday 1st July - Book your place NOW - Please advise if you wish to attend Begin forw...		Apr 15	
[Item 19 i)]		Action		Re: UPDATE: Road closure planned in your division - 4 April 2024 - Hi Patti, It appears the w...	Apr 12	
	General		All the latest from your National Landscape - FYI "Got an idea for an environmental project? £44000 ...		Apr 11	
[Item 13 x)]		Planning		North Felixstowe Garden Neighbourhood Councillor Briefing - FYI > Begin forwarded mes...	Apr 11	
[Item 13 vi)]		Action	Planning	Fwd: SH817 Kirton (537850). [BK-BK.FID401546] - Thank you Graham, Colleague...	Apr 11	
[Item 19 i)]		Action		Road closure planned in your division - 11 April 2024 - Dear Councillor Please be advised th...	Apr 10	

Kirton & Falkenham Parish Council

[Item 18 i)]	[Gmail]/All Mail/ADMIN	Action	Clerk	Our Invoice to You - Hi Rebecca, I'm on 07860 578865 and will ...	📧	Apr 9
[Item 17 ii)]	Planning			Minutes of T&PCs zoom meeting 7th March & draft document re East Suffolk Communitie...	📧	Apr 8
[Item 13 xii)]	Action			RE: NEWS BULLETIN - 2nd April 2024 - Devolution issue - We could debate this on 13 th M...		Apr 6
General				Notices - Police & Crime Commissioner Election - Good afternoon, Following the close of nomination...	📧	Apr 5
[Item 17 i)]	Planning			Public Access Notification - DC/24/1011/FUL - Agreed On 4 Apr 2024 14:51, John Fothergill...	📧	Apr 4
[Item 13 iii)]	Action	Circulated Co.../.../Mar mtg	Clerk	Planning	DC/24/0449/FUL Part Land At Foxburrow Farm W...	Apr 3
General				SALC training bulletin 2 April 2024 - Please let me know if you wish to attend any of these Cheers, Gr...		Apr 2
[Item 13 xii)]	Action			NEWS BULLETIN - 2nd April 2024 - Includes a link in order to respond to the Suffolk devol...		Apr 2
General				Felixstowe Peninsula Officer Bulletin - FYI > Begin forwarded message: > > From: Chloe Lee > Subject:...	📧	Mar 27
Planning				NALC NEWSLETTER - NALC objection to extension of Permitted Developments included in the ne...		Mar 27
General				Fw: Pothole - FYI Can anyone comment on the Falkenham Rd Gully? Cheers, Graham Sent from my iP...	📧	Mar 26
General				Coast & Heaths National Landscape - Volunteer Work Parties - FYI Sent from my iPad Begin forwarde...		Mar 25
Planning				Sizewell C Project Update - FYI Sent from my iPad Begin forwarded message: From: Sizewell C <info...		Mar 25
[Item 13 iii)]	Planning			DC/24/0449/FUL Change of use of land for the storage of containers (associated with ...	📧	Mar 25
General				Notes from the SALC East Suffolk Area Forum held on 20th March 2024 - FYI Sent from my iPad Begi...		Mar 25
[Item 13 xi)]	Financial			CHIEF EXECUTIVE'S BULLETIN - Note "stronger guidance" in annual return requirem...		Mar 25
Planning				Planning, Building Control & Coastal Management Newsletter - Includes updated planning validation ...		Mar 25
[Item 17 iv)]	Planning			Planning - PC responses. - Jack Interesting thoughts. Although the Planning Meeting wa...		Mar 22
Clerk	General			FW: Village meeting 15th April - Graham, Might be appropriate to give her one of the hospitalit...	📧	Mar 22
[Item 12 i)]	Circulated Co.../.../Mar mtg	General		Response to letter of 11th Feb - Seems fine to me. John From: Cle...	📧	Mar 21
[Item 17 iv)]	Clerk	Planning		Comments for Planning Application DC/24/0449/FUL - Yes, this was all reiterated ...		Mar 21
General				Travel Behaviour Survey for the East - FYI ----- Forwarded message ----- From: Transport E...	📧	Mar 21
General				Suffolkonboard bus timetable updates - Thanks Graham.....Tom Sent from Outlook for Android Fro...		Mar 21
[Item 13 iii)]	Planning			DC/24/0449/FUL Change of use of land for the storage of containers (associated with ...		Mar 21
Clerk	General			Video created to share signs of county lines drug dealing - Something to to with Gmail, it's ok I...		Mar 20
General				Police and Crime Commissioner Election - 2 May 2024 - Good morning, As you may be aware, the Pol...	📧	Mar 20
Planning				NALC NEWSLETTER - Note in the attached NALC opposes changes to national planning policy B...		Mar 20
General				March PC report for the Review - Review copy attached > Begin forwarded message: > > From: Clerk ...	📧	Mar 19
Planning				NSIPs Bulletin - 15th March 2024 - Begin forwarded message: From: "Kirsty White" <admin@salc.org....		Mar 15
[Item 17 iv)]	Planning			Information on planning for 5 year Local Plans - Hello all, Information on planning for 5 y...		Mar 15

Kirton & Falkenham Parish Council

Minutes of the Meeting of the Parish Council held in the Recreation Ground Pavilion on Monday 18th March 2024 at 7.30pm

Present: Cllrs M Paul (Chair), J Fothergill, P Lickert, D Jacobs, J Durrant, J Shaw, A Colvill; G Walker (Clerk); T Hatrick (PTO); District Cllr L Reeves; County Cllr P Mulcahy; Two members of the public.

Item No.	Comments	Action
1.	<p>Apologies Cllrs L Bullard, D Ward, J Cade; Cllr M Ninnmey (ESC)</p>	
2.	<p>Minutes of last meeting The minutes of the meeting held on 19th February having been previously circulated were taken as read, approved and signed.</p>	
3.	<p>Declaration of interests Cllr Fothergill wished to declare an interest (as neighbour) in planning application DC/24/0774/FUL, 92 Bucklesham Rd, Kirton</p>	
4.	<p>Public Open Forum</p> <p>The PC noted the recent sad passing of previous Councillor Margaret Condick.</p> <p><i>Police report:</i> None received</p> <p><i>Parishioners questions:</i> None</p> <p><i>County Councillor's report:</i> Written report previously distributed. The PC were asked to be pro-active in the upcoming consultations on Local Transport, and Devolution.</p> <p>The prospect of Candlet Rd being closed from May to July (for roundabout construction) was subject to much debate given its obvious impact on traffic flow in/out of Felixstowe during peak season. The PC were advised that this is now on hold and under review and would be updated regarding any plans.</p> <p>As a result of the PC having received no feedback on the cause and action plan regarding the flooding of Falkenham Rd, Mrs Mulcahy (SCC) undertook to escalate the issue.</p> <p><i>District Councillor's report:</i> Written report previously distributed. Mr Reeves (ESC) advised that due to tight budgets, some bus routes are under threat. He advised that whilst a balanced budget for the forthcoming year had been approved, it would be difficult to maintain core services. Mr Reeves also advised that cases of fly tipping were on the increase.</p> <p>PTLO: Mr Hatrick commented that service reliability will hopefully improve following the reallocation of newer buses from Norwich.</p>	<p>Ongoing AP1/02.24 SCC</p>

Kirton & Falkenham Parish Council

5.	<p>Matters arising</p> <p><i>i) Falkenham, casual vacancy.</i> Mr Jon Sheeran had previously indicated his desire to join the PC as a Councillor, and was duly appointed.</p> <p><i>ii) Parish Communication update.</i> As well as now being available on the Village website, Kevin Shepherd has said he'd be willing to email copies if required.</p> <p><i>iii) Joint Parish Group/NSIPs update.</i> Given its potential impact on surrounding Parishes, item 8i) (Foxburrow Farm Waldringfield Road Brightwell) was discussed as an item for engagement with the Joint Parish Group. The group have been emailed regarding the planning request.</p> <p><i>iv) Flooding.</i> Previously discussed in Public Open Forum</p> <p><i>v) EA3.</i> Cllr Paul reported that Scottish Power have spend considerable time and expense (most significantly lost revenue) locating and fixing an underground power line break. So far 3 weeks duration.</p> <p><i>vi) NE Felixstowe Garden.</i> Residents consultation is now underway and a Citizens Group has been set up.</p> <p><i>vii) APM Guest Speaker.</i> Claire Halley from the Suffolk Branch of Cotswold Archaeology has been confirmed as speaker at the Annual Parish Meeting, she will bring with her a number of finds.</p> <p><i>viii) Substation on RG.</i> Approval given to the proposals, "subject to detailed plans being made available covering footprint, access, safety etc", however the contractors verbally requested siting it near the car park gate, which wouldn't be the PC's preference. Awaiting further correspondence</p>	
6.	<p>Administrative matters</p> <p><i>i) Review of effectiveness of audit and control.</i> Mr Walker read out the previously distributed document (see web site under Risk Assessments). All Cllrs acknowledged the statement, which was then signed by the Chair.</p> <p><i>ii) History Recorder.</i> Mrs Colvill advised the PC that she is standing down as Local History Recorder for Kirton. She has notified the relevant parties and advised a possible replacement has been identified.</p> <p><i>iii) Gov.uk.</i> Mr Walker briefed that NALC recommend moving to a Gov.uk domain name for both website and email accounts (detailed reasoning behind this was previously circulated). He is engaging via the HMG Parish Council Helper service to</p>	

Kirton & Falkenham Parish Council

	<p>determine the options and proposed way forward.</p> <p>iv) <i>Devolution.</i> Mr Fothergill had circulated a briefing on the matter following his attendance at an SCC event. A consultation process is underway. Under the proposals key decisions on the following would be taken locally: Housing; Regeneration; Transport; Adult Education. Under the proposals SCC would control an investment fund of £480m over 30 years.</p> <p>v) <i>Additional agenda item: Felixstowe Peninsular Community Partnership.</i> Mrs Colvill outlined the benefits of grants from the Felixstowe PCP, including a £2.5k contribution to the newly completed changing room for the Bowls Club, and “Welcome” meetings in the Village Hall.</p>	
7.	<p>Finance</p> <p>i) <i>Financial and monitoring reports (posted on website).</i> The PC VAT refund has now been paid (£826.80)</p> <p><i>Authorised payments:</i> Kirton Church PCC - £900 Clerk shredding - £264 RG VAT reclaim - £2,325.63 VG hedge cut - £170 C Shaw Clerk expenses - £156.74 Clerk salary - £577.93</p> <p>ii) <i>Grants (countersign cheque stub correction).</i> Completed</p>	
8.	<p>Planning</p> <p>i) <i>DC/24/0449/FUL Foxburrow Farm Waldringfield Road Brightwell.</i> Concerns were raised over the planning application for a used shipping container depot and the consequential likely traffic congestion at Foxhall roundabout due to lorry movements, and the noise impact to surrounding housing development. The PC agreed to raise an objection to the application.</p> <p>ii) <i>ENF/22/0070/COND Swiss Farm.</i> The PC noted that whilst trees had been planted, these were some distance from those previously in place. No ongoing action</p> <p>iii) <i>DC/23/1984/FUL, 16 Park Lane, Kirton.</i> The PC noted that this has gone to appeal. No immediate action required.</p> <p>iv) <i>DC/24/0774/FUL, 92 Bucklesham Rd, Kirton .</i> The PC agreed to “no comment” in relation to this application.</p>	

Kirton & Falkenham Parish Council

9.	<p>Environmental</p> <p><i>i) Automatic traffic counters (Kirton/Trimley Rd). SCC Highways have confirmed a private survey company, Streetwise Services requested 3 surveys in Kirton Road between 19th – 27th February 2024. SCC do not ask why or for whom the surveys are being undertaken.</i></p>	
10.	<p>Recreation Ground</p> <p>No discussion items beyond item 5 viii) above</p>	
11.	<p>SALC Report</p> <p><i>i) East Suffolk Area Forum - 20th March 2024. Cllr Lickert will attend</i></p>	
12.	<p>Other Correspondence</p> <p><i>i) Minutes of Dec 23 meeting. Further correspondence has been received from the Kirton White Horse, which thanked the PC for the correction to minutes. However certain details relating to the manner in which complaints had been received were considered by the PC to be incorrect and response is to be made to the correspondent.</i></p>	AP1/03.24 CLERK
13.	<p>Matters for inclusion in future Agenda</p> <p>Local History Recorder; Candlet Road closure; Foxburrow Farm; EA3; Flooding; Substation on RG; Parish Communication; Joint Parish Group/NSIPs update; NE Felixstowe Garden; Felixstowe Peninsular Community Partnership</p>	
14.	<p>Date of next meeting</p> <p>Annual Parish Meeting: Monday 15th April 2024 at 7.30 pm. Annual Parish Council Meeting: Monday 13th May 2024 at 7.30pm Parish Council Meeting: Monday 10th June 2024 at 7.30pm</p> <p>Dates for the full year to be proposed</p>	AP2/03.24 CLERK
	<p>There being no further business the meeting closed at 9.15pm.</p> <p>Signed.....</p> <p>Chairman</p> <p>Date.....</p>	