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

Circulated Correspondence

General Coast & Heaths National Landscape - Volunteer Work Parties - Any project ideas? > Begin forwarded	[Item 14.3] Inbox General Parish report April 2024 Orwell & Villages - Can the East Suffolk Blooms link be	0	May 4
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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	Comments	Action
No. 1.	Analogias	
1.	Apologies Clies I. Dellard, D. Ward, I. Cadar Clie M. Niverson (ESC)	
_	Cllrs L Bullard, D Ward, J Cade; Cllr M Ninnmey (ESC)	
2.	Minutes of last meeting The minutes of the meeting held on 19 th February having been previously circulated were taken as read, approved and signed.	
3.	Declaration of interests	
	Cllr Fothergill wished to declare an interest (as neighbour) in planning application DC/24/0774/FUL, 92 Bucklesham Rd, Kirton	
4.	Public Open Forum	
	The PC noted the recent sad passing of previous Councillor Margaret Condick.	
	Police report: None received	
	Parishioners questions: None	
	County Councillor's report: Written report previously distributed. The PC were asked to be pro-active in the upcoming consultations on Local Transport, and Devolution. 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. 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.	Ongoing AP1/02.24 SCC
	District Councillor's report: 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.	
	PTLO: Mr Hatrick commented that service reliability will hopefully improve following the reallocation of newer buses from Norwich.	

5. Matters arising

- *i)* Falkenham, casual vacancy. Mr Jon Sheeran had previously indicated his desire to join the PC as a Councillor, and was duly appointed.
- *Parish Communication update*. As well as now being available on the Village website, Kevin Shepherd has said he'd be willing to email copies if required.
- iii) Joint Parish Group/NSIPs update. 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.
- iv) Flooding. Previously discussed in Public Open Forum
- v) EA3. 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.
- vi) NE Felixstowe Garden. Residents consultation is now underway and a Citizens Group has been set up.
- vii) APM Guest Speaker. 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.
- viii) Substation on RG. 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

6. Administrative matters

- i) Review of effectiveness of audit and control. 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.
- *History Recorder.* 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.
- iii) Gov.uk. 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

determine the options and proposed way forward. Devolution. Mr Fothergill had circulated a briefing on the matter iv) 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. Additional agenda item: Felixstowe Peninsular Community v) Partnership. 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. 7. **Finance** i) Financial and monitoring reports (posted on website). The PC VAT refund has now been paid (£826.80) Authorised payments: 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 ii) Grants (countersign cheque stub correction). Completed 8. **Planning** i) DC/24/0449/FUL Foxburrow Farm Waldringfield Road Brightwell. 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. ENF/22/0070/COND Swiss Farm. The PC noted that whilst trees ii) had been planted, these were some distance from those previously in place. No ongoing action DC/23/1984/FUL, 16 Park Lane, Kirton. The PC noted that this iii) has gone to appeal. No immediate action required. iv) DC/24/0774/FUL, 92 Bucklesham Rd, Kirton. The PC agreed to

"no comment" in relation to this application.

9.	Environmental	
	i) Automatic traffic counters (Kirton/Trimley Rd). SCC Highways have confirmed a private survey company, Streetwise Services requested 3 surveys in Kirton Road between 19 th – 27 th February 2024. SCC do not ask why or for whom the surveys are being undertaken.	
10.	Recreation Ground	
	No discussion items beyond item 5 viii) above	
11.	SALC Report	
	i) East Suffolk Area Forum - 20th March 2024. Cllr Lickert will attend	
12.	Other Correspondence	
	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.	AP1/03.24 CLERK
13.	Matters for inclusion in future Agenda	
	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	
14.	Date of next meeting	
	Annual Parish Meeting: Monday 15 th April 2024 at 7.30 pm. Annual Parish Council Meeting: Monday 13 th May 2024 at 7.30pm Parish Council Meeting: Monday 10 th June 2024 at 7.30pm	
	Dates for the full year to be proposed	AP2/03.24 CLERK
	There being no further business the meeting closed at 9.15pm.	
	Signed	
	Chairman	
	Date	