

# 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 22nd day of July 2024 at 7.30 pm**

To: **All Councillors**

Signed *G J Walker*. Clerk

## AGENDA

- 1 Apologies
- 2 Minutes of the meeting held on 10<sup>th</sup> June 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 (All other outstanding actions have been completed)
  - i) Local History recorder (Kirton)
  - ii) EA3
  - iii) RG substation proposal **AP2/05.24/Clerk**
  - iv) Joint Parish Group
  - v) Felixstowe Peninsular Partnership
  - vi) CH defib responsibility & smaller pads **AP1/06.24/Clerk**
  - vii) Road closure communications **AP8/05.24/PM**
  - viii) Park Lane flooding **AP7/05.24/PM**
  - ix) VG grass cutting
  - x) Tree Warden
- 6 Administrative matters
- 7 Finance
  - i) Financial and monitoring reports (on website)
  - ii) Invoices authorised
    - G Walker salary - £577.93 (June), £577.77 (July)
    - Heelis & Lodge (internal audit) - £220
    - NALC training (JF) – £52.04
    - D Cope (grit box repair) - £23
    - G Walker (mileage) - £28.80
- 8 Planning
  - i) Rural exception sites (Falkenham) (see correspondence)
  - ii) DEZNS – proposed letter to Minister (see correspondence)
- 9 Environmental
  - i) Quiet lanes survey (see correspondence)
  - ii) Footpath beside RG (see correspondence)
- 10 Recreation Ground
  - i) Repair of carpark (see correspondence)
  - ii) Play area inspection report (correspondence to Cllr Lickert)
- 11 SALC Report
- 12 Other Correspondence
  - i) Men's cycle race – 8<sup>th</sup> Sept (see correspondence)
  - ii) Request for support re Lithium ion batteries campaign (see correspondence)
- 13 Matters for inclusion in future Agenda
- 14 Date of next meeting:- Monday 9<sup>th</sup> Sept 2024 at 7.30 pm.

# Kirton & Falkenham Parish Council

## Circulated Correspondence

[Item 5iii]	Action	Circulated .../.../1 May mtg	Circulated.../.../2 June mtg	Clerk	Planning	Fwd: SH817 Kirton (537850). [...]	📧	10:49 AM
						NEWS BULLETIN - 15th July 2024 - FYI, Don't think there's much of interest here apart from possibly the planned ...		Jul 17
[Item 12i)]						Lloyds Bank Tour of Britain 2024 Final Stage - The men's tour of Britain is going to be coming through ...	📧	Jul 17
[Item 4i)]						Suffolk Police and Crime Commissioner's July 2024 update - Further update from PCC Begin forwarded...		Jul 17
[Item 8i)]	Planning					Rural Exception Sites - Falkenham additional housing needs? Added to the agenda for Monda...	📧	Jul 17
[Item 8ii)]						T&PCS JOINT LETTER TO ED MILIBAND - This email is going out to all East Suffolk Council Town & Paris...	📧	Jul 17
[Item 9i)]	General					Feedback on Quiet Lanes project - Or Jo probably Sent from my iPhone On 15 Jul 2024, at 15:3...		Jul 15
[Item 5vii)]	General					Road closure planned in your division - 11 July 2024 - Haha - not really the point though is it!	📧	Jul 12
[Item 10ii)]						Fwd: Play Area Inspection - Sent from my iPad Begin forwarded message: > From: John Beer > Date: 11...	📧	Jul 12
	General					The Local Councillor Magazine from SALC - June 2024 - FYI Begin forwarded message: From: "Sally Lon...		Jul 10
[Item 12ii)]		Circulated.../.../2 June mtg			General	FW: Safety of Lithium ion Batteries and e-bikes and scooters - Than...	📧	Jul 10
[Item 9ii)]	General					Footpath beside the rec - Hi Susan, If anyone knows it would be Derek, but I don't think we've ...		Jul 9
	General					Fwd: Tell Suffolk County Council your priorities for nature recovery in Suffolk - Please find below details ...		Jul 8
	Planning					NFGN Councillor Briefing tomorrow - FYI Sent from my iPad Begin forwarded message: From: Sheline Gl...	📧	Jul 1
	Financial					Data logged - AGAR part 3 - Dear Mr Walker, SF0232: Receipt of Documents - AGAR Form 3, 2024 This ...		Jun 28
[Item 11]						SALC AGM - Monday 1st July - important that our members attend - Peter, apologies if I've already sent ...		Jun 26
[Item 5ii)]						East Anglia Three update - FYI > Begin forwarded message: >> From: "East Anglia Three" > Subject: Ea...	📧	Jun 25
[item 4i)]						Suffolk Looks Closer this Modern Slavery Awareness Week - FYI Begin forwarded message: From: "Polic...		Jun 25
[Item 5vi)]						Defib pads - Hi Graham, I am pretty sure we just have adult pads in the pavilion defib. Will check this o...		Jun 24
[Item 4i)]						Clear, Hold, Build - Home Office initiative launched in Felixstowe - FYI Begin forwarded message: From:...		Jun 21
	General					Invitation to a Sizewell C Community Fund event - FYI Click on the relevant button if you want to attend R...		Jun 21
[Item 10ii)]						Fwd: Recreation Ground Car Park - A total JOBS WORTH HAT needs to be awarded. Ridiculous Peter Li...		Jun 20
	Planning					NFGN Councillor briefing - And Felixstowe community partnership. Dear all a meeting has been planned...	📧	Jun 19
	Planning					Planning Forum for Town and Parish Councils - Nor does mine now, it gives the event choice instead of ...	📧	Jun 17
	General					Healthy Environments Supplementary Planning Document - FYI Begin forwarded message: From: East S...		Jun 14
[Item 11]						Summary notes from the SALC East Suffolk Area Forum held on 13th June 2024 - FYI Begin forwarded ...		Jun 14
[Items 5vii) & viii)]		Circulated .../.../1 May mtg	Circulated.../.../2 June mtg			Agenda K&F APCM 13th May - Hi Patti, I hope a...	📧	Jun 11
	General					Emergency Planning workshop - FYI Sent from my iPad Begin forwarded message: From: Chloe Lee <Chl...	📧	Jun 11
	Planning					FW: Thank you for attending Planning Webinar - Planning Law - All I 'attended' the Planning Law Webina...		Jun 10
[Item 4i)]						Felixstowe - CCTV image over café theft - Begin forwarded message: From: "Police Connect" <policec...		Jun 6
[Item 4i)]						Owners can recover stolen power tools - Begin forwarded message: From: "Police Connect" <policeco...		Jun 6
[Item 4i)]						Volunteers who 'represent the best of Suffolk' thanked -	...	Jun 6
[Item 4i)]						More than £28.7 million lost nationally to courier fraudsters in the last year - Begin forwarded message: ...		Jun 6
[Item 5ii)]						East Angle Newsletter Summer 2024 - Begin forwarded message: From: East Anglia THREE <eastanglia...		Jun 6
[Item 18 i)]	[Gmail]/All Mail/ADMIN	Action	Circulated .../.../1 May mtg	Clerk		Our Invoice to You - Swarco SID maintena...	📧	Jun 5

# Kirton & Falkenham Parish Council

## Minutes of the Parish Council Meeting held in the Recreation Ground Pavilion on Monday 10<sup>th</sup> June 2024 at 7.30pm

**Present:** Cllrs M Paul (Chair), J Fothergill, P Lickert, J Shaw, D Ward; G Walker (Clerk); T Hatrick (PTO); District Cllrs L Reeves & M Ninnmey.

Item No.	Comments	Action
1.	<p><b>Apologies</b> CllrsD Jacobs, J Durrant, L Bullard, A Colvill, J Sheeran, J Cade; County Cllr P Mulcahy; S Harvey</p>	
2.	<p><b>Minutes of last meeting</b> The minutes of the Parish Council Meeting held on 13<sup>th</sup> May 2024 having been previously circulated were taken as read, approved and signed.</p>	
3.	<p><b>Declaration of interests</b> Cllr Sheeran has still to complete the on-line DOI. No new declarations of interest were recorded.</p>	AP1/05.24 JS
4.	<p><b>Public Open Forum</b> <i>Police report:</i> None received</p> <p><i>Parishioners questions:</i> An email question relating to the Village Green cutting arrangements was discussed (in order to accommodate car parking for various upcoming events such as the Open gardens on 16<sup>th</sup> June). The Council had previously agreed to leave the first cut until the end of May in order that the buttercups could bloom, however the first cut is now taking place on 13<sup>th</sup> June and given the height of the grass probably won't now be as effective as usual. The view of the Chair (Cllr Paul) is that the decision to delay the first cut in future needs to be reviewed, and as a result will be added to the next meeting agenda</p> <p><i>County Councillor's report:</i> No report received</p> <p><i>District Councillor's report:</i> Written report previously distributed. Cllr Reeves reflected that the decision to reject the proposed container storage at Foxburrow Farm, Brightwell, was a good outcome, however that there would probably be follow on applications for change of use which will need to be watched. It was interesting to note that Suffolk Highways had latterly stated that the local road network was indeed unsuitable to accommodate container lorry traffic, this hadn't been their initial response to the planning request. Cllr Ninnmey reported on Felixstowe North Garden Neighbourhood and that various scenarios for re-siting Brackenbury Sports centre were being explored, as well as options for the relocating/redeveloping the Leisure Centre. He explained that The Grove would not be disturbed as this is classified as ancient woodland. He also gave feedback on the recent and upcoming hustings for the General Election, the recent event in Aldeburgh was focused on Sizewell and off shore Windfarms and especially the associated power lines (pylons or subsea). The local event will be on 19<sup>th</sup> June, St John's Church in Felixstowe</p> <p><i>PTLO:</i> Nothing to report</p>	

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<p><b>5.</b></p>	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>i) Local History recorder (Kirton): No update</li> <li>ii) Foxburrow Farm: See DC update under item 4</li> <li>iii) EA3: Cllr Paul reported that he would be meeting with Scottish Power shortly and will report back at the next meeting.</li> <li>iv) Substation on RG: The Clerk reported that the proposal from UK Power Networks for the provision of a substation on the Recreation Ground is on hold, awaiting the appointment of a new planner by UK PN</li> <li>v) Joint Parish Group: Cllr Fothergill reported that since the rejection of the Foxburrow Farm proposal there was no pressing need to meet at this time.</li> <li>vi) Felixstowe Peninsular Partnership: No update</li> <li>vii) Church Hall defibrillator maintenance: The previous request by Mrs Harvey reported that PC fund ongoing maintenance items (batteries and pads) of a defibrillator at the Church Hall was approved (proposed Cllr JF, seconded Cllr PL, all in favour). Cllr Lickert observed that small pads are available for juveniles, and perhaps these are appropriate for the Pavilion and Church Hall. Clerk to communicate this to J Beer and S Harvey.</li> <li>viii) Road closure communications: Awaiting a response from Cllr Mulcahy</li> <li>ix) Park Lane Flooding: Awaiting a response from Cllr Mulcahy</li> <li>x) Audit: Mr Walker reported that the internal audit has been successfully completed and invoiced accordingly (see also Administrative matters below).</li> <li>xi) SID Maintenance: Regarding the SID maintenance agreement, the Clerk reported that this had not been in place for the last two years, most likely due to oversight in either the sending or receipt of a renewal notice. The received quote for the next three years is £586.32 plus VAT. He also reported that (due to his absence from the meeting) Cllr Jacobs (Environment) had stated he was comfortable that the PC pay for any repairs on an “as needed” basis. This position was approved (proposed Cllr JF, seconded Cllr DW, all in favour).</li> </ul>	<p><b>AP1/06.24</b>  <b>Clerk</b>  <b>AP8/05.24</b>  <b>/PM</b>  <b>AP7/05.24</b>  <b>/PM</b></p>
<p><b>6.</b></p>	<p><b>Administrative matters</b></p> <ul style="list-style-type: none"> <li>i) Annual governance statement: The statement was read out and completed by the Clerk (on behalf of the Chair), with the approval of all Councillors present. The statement was then signed by the Chair and Clerk.</li> <li>ii) Chair sign off Accounting statements: The previously presented accounting statement was reviewed, approved (by all Councillors present) and signed by the Chair.  Note: the process now required the Clerk to forward relevant documentation to the External Auditor, including the dates set for the Notice of Public Rights for the unaudited accounts, which were subsequently agreed as being 12<sup>th</sup> June to 23<sup>rd</sup> July.</li> </ul>	

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<b>7.</b>	<p><b>Finance</b></p> <p>i) <i>Financial and monitoring reports (posted on website).</i></p> <p>ii) <i>Authorised payments:</i>  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>iii) The SALC offer to outsource payroll at £7.50/month was considered an unnecessary additional cost and given the existing authorisation oversight it was agreed to retain within the Clerk's responsibilities</p>	
	<p><b>Planning</b></p> <p>i) No planning applications received for consideration</p> <p>ii) The issued "Custom &amp; Self build Supplementary Planning Document" was noted.</p>	
<b>9.</b>	<p><b>Environment</b></p> <p>No items for discussion</p>	
<b>10.</b>	<p><b>Recreation Ground</b></p> <p>i) Repair of carpark. A request by Mr Beer for council support in progressing grants to resurface the Recreation Ground car park was approved</p>	
<b>11.</b>	<p><b>SALC Report</b></p> <p>i) There will be no PC attendance at the Area Forum on 13<sup>th</sup> June</p>	
<b>12.</b>	<p><b>Other Correspondence to note.</b></p> <p>i) Tree warden documentation: It may be necessary to place an advert to fill the position, although Cllr Sheeran will be consulted initially as he expressed some interest</p> <p>ii) Good Councillors Guide: No major changes to document, now available from the website</p> <p>iii) PoF/LALC minutes: Noted. Cllr Fothergill observed that Bidwells continue to search for industrial land east of the Orwell bridge</p> <p>iv) BT Digital switch over/Telecare service users: Cllr Lickert advised that it is not known which, if any, parishioners are Telecare service users (for emergency support), and who might need additional support – especially as part of Emergency Planning.</p> <p>v) Campaign to improve the safety of lithium batteries: Noted</p>	
<b>13.</b>	<p><b>Matters for inclusion in future agenda</b></p> <p>Local History recorder; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Church Hall defibrillator responsibility; Road closure communications; Park Lane flooding; VG Grass cutting; Tree Warden</p>	
<b>14.</b>	<p><b>Date of next meeting:</b> 22<sup>nd</sup> July 24</p>	
	<p>There being no further business the meeting closed at 8.30pm.</p> <p>Signed.....  Chairman  Date.....</p>	