

# 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 5th January 2026 at 7.30 pm**

To: **All Councillors**

Signed *G J Walker*. Clerk

## AGENDA

- 1 Apologies
- 2 Minutes of the meeting held on 1<sup>st</sup> December 2025
- 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 Parishioners questions
  - 2 Police Report
  - 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
  - iv) Joint Parish Group
  - v) Felixstowe Peninsular Partnership
  - vi) Play area inspection and signs
  - vii) Swiss Farm hedge
  - viii) Bus Shelter and notice board repair
  - ix) Speeding (procurement of additional SID)
  - x) Dog control on Rec
  - xi) Footpath from Kirton to TSM School
  - xii) Xmas tree maintenance
  - xiii) Local Government re-org: Discussion on survey response
- 6 Finance
  - i) Financial and monitoring reports (on website)
  - ii) Invoices authorised: G Walker salary - £494.20; HMRC - £502.48; Clerk WFH expenses (broadband etc) - £35.90 (SO); G Walker (Xmas tree lighting expenses) - £66.37; ESS (grass cutting) - £576.00
  - iii) Payments due for authorisation: G Walker salary (circa £495.20); D Cope (VG Hedge cut) - £175; Salvation Army (Xmas tree lighting collection) - £125.00  
*(cheque to be signed)*
- 7 Planning
  - i) DC/25/1844/ARM - Land South And East Of , Adastral Park, Martlesham Heath (closing date 14<sup>th</sup> Jan)
- 8 Environmental
- 9 Recreation Ground
- 10 SALC Report
- 11 Other Correspondence/items for discussion
- 12 Matters for inclusion in future Agenda
- 13 Date of next meeting:- Monday 2<sup>nd</sup> February 2026 at 7.30 pm

# Kirton & Falkenham Parish Council

## *Circulated Correspondence*

| From                          | Subject                                                                    | ^   Date Received |
|-------------------------------|----------------------------------------------------------------------------|-------------------|
| DEREK JACOBS                  | Loose Chippings Paddock Close entrance.                                    | Yesterday         |
| DEREK JACOBS                  | Falkenham Phone Box                                                        | Yesterday         |
| Jack Cade                     | Reminder - local government reorg homework,                                | 31/12/2025        |
| Ben Woolnough                 | RE: Request for a meeting with Parish Councils to discuss the impact of... | 23/12/2025        |
| East Suffolk Planning Pol...  | Planning and Building Control Newsletter                                   | 23/12/2025        |
| Police Connect                | Community police model reaping reward two years on                         | 23/12/2025        |
| East Proactive Comms          | Important roadworks information: A14 westbound junctions 62 to 60 – t...   | 23/12/2025        |
| Jack & Julia                  | Possible SID sites location survey and progress,                           | 22/12/2025        |
| clerk@kandf-pc.gov.uk         | Fwd: Reconsultation Planning app. consultation - DC/25/1844/ARM            | 19/12/2025        |
| Public Sector Executive       | Overhauling council funding   Rural EV milestone   Funding to protect c... | 18/12/2025        |
| clerk@kandf-pc.gov.uk &...    | planning consultation                                                      | 18/12/2025        |
| Jack, John & clerk@nact...    | Solar powered SIDs                                                         | 17/12/2025        |
| Sizewell C                    | Sizewell C Construction Update                                             | 17/12/2025        |
| DEREK, John, Jack, Juli...    | Progress and query about SIDs                                              | 16/12/2025        |
| Parish Clerk                  | Solar Powered SIDs                                                         | 16/12/2025        |
| Clerk@kandf-pc.gov.uk...      | November update                                                            | 15/12/2025        |
| Clerk@kandf-pc.gov.uk         | Fwd: Cross Parish Meeting - Minutes from meeting 8th Dec                   | 12/12/2025        |
| John Fothergill, Julia Dur... | Playground Weekly Checks                                                   | 08/12/2025        |
| CS One Suffolk Council        | Delay to the Suffolk and Norfolk mayoral elections                         | 04/12/2025        |
| Clerk@kandf-pc.gov.uk         | Re: Kirton & Falkenham, Parish Council meetings                            | 01/12/2025,       |
| Sizewell C                    | Project Update December                                                    | 04/12/2025        |
| Lee Reeves                    | RE: Match funding for SIDs                                                 | 03/12/2025        |
| Hope, Rageenee                | Local Authority Liaison Committee Meeting at Port of Felixstowe 10.12...   | 03/12/2025        |
| Jack, John, lickert, Jonat... | It looks as though the clever Chinese have been at work. There appear...   | 03/12/2025        |
| Patti Mulcahy (SCC Cou...     | RE: Kirton & Falkenham PC meeting 1st Dec                                  | 30/11/2025        |
| Lee Reeves                    | Parish Report - November 2025 Orwell & Villages                            | 28/11/2025        |

# Kirton & Falkenham Parish Council

## Minutes of the Parish Council Meeting held in the Recreation Ground Pavilion on Monday 1<sup>st</sup> December 2025 at 7.30pm

**Present:** Cllrs J Cade (Chair, JC), J Fothergill (JF), D Jacobs (DJ), P Lickert (PL), A Colvill (AC), M Paul (MP), J Durrant (JD); J Sheeran (JonS), D Ward (DW), L Bullard (LB); G Walker (Clerk); T Hatrick (PTO); PC A Phillips - Community Police Officer (CPO); Two members of the public.

| Item No. | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.       | <b>Apologies</b><br>Cllrs; J Shaw (JS); District Cllrs: M Ninnmey (MN), Cllr L Reeves (LR); County Cllr P Mulcahy (PM)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| 2.       | <b>Minutes of last meeting</b><br>The minutes of the Parish Council Meeting held on 3 <sup>rd</sup> November 2025 having been previously circulated were taken as read.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |
| 3.       | <b>Declaration of interests</b><br>None registered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |
| 4.       | <b>Public Open Forum</b><br><i>Parishioners questions:</i> None raised<br><br><i>Police report:</i> PC Arlene Ell (CPO) described her role across 7 Parishes locally, explaining that she wishes to engage as much as possible in local community events and be a visible contact for policing issues. She outlined recent events (road traffic incidents and break-ins), and with respect to vehicle break-ins advised extra care be taken in terms of vehicle security (eg vans with tools backed up to a wall or garage door to restrict access). Also discussed was the opportunity for volunteers to engage in a Community Speedwatch, for which all equipment and training would be provided. The issue of poor parking and road behaviour around the school at opening/closing times was also raised, for possible monitoring in future<br><br><i>County Councillor's report:</i> Report received and distributed<br><br><i>District Councillor's report:</i> Report received and distributed<br><br><i>PTLO:</i> Nothing to report |        |
| 5.       | <b>Matters arising</b> <ul style="list-style-type: none"> <li>i) Local History recorder (Kirton): No update.</li> <li>ii) EA3: Cllr Paul reported that the work was behind schedule. Also that the track behind Falkenham Church was being significantly impacted by the movement of heavy vehicles.</li> <li>iii) RG substation proposal: A way forward has been reached with UK Power Networks regarding the positioning of a Substation on the Rec (for improved resilience) in order to prevent obstruction of the gates, although the means of providing access security is still ongoing</li> <li>iv) Joint Parish Group: Cllr Fothergill reported that A meeting has been planned for all Parishes in this Ward to discuss the impact of the current and pending Government legislation affecting planning, especially house building, which will be reported back at the next meeting.</li> </ul>                                                                                                                                  |        |

# Kirton & Falkenham Parish Council

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|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <p>v) Felixstowe Peninsular Partnership: No update</p> <p>vi) Play area inspection and responsibility: The delay in the response from ESC Services that they undertake monthly and quarterly inspections was as a result of the original contact having left the organisation. Communications have recommenced with his replacement. For weekly inspections Councillors have commenced undertaking weekly inspections using the calendar and on-line reporting tool. The faded signs and gate spring are to be addressed</p> <p>vii) Swiss Farm hedge: Awaiting more detail before raising with appropriate authorities.</p> <p>viii) Bus Shelter and notice board repair: The notice board repair is scheduled for 5<sup>th</sup> Dec</p> <p>ix) Speeding: A solar panel powered SID has been identified at a cost of £3,385, although it was agreed to consider other necessary features before selecting. Clerk to contact Cllr Reeves to firm up the matched funding from the Community Enabling budget.</p> <p>x) Dog control on Rec: The banner is due for delivery on 8<sup>th</sup> December.</p> <p>xi) Footpath from Kirton to TSM School: Regarding the reduced width of the footpath to the school, the SCC Highways have now committed to undertake the necessary work, which is scheduled for end of Feb 2026.</p> <p>xii) Christmas tree lighting: Clerk to contact the Methodist Chapel for bad weather contingency during the lighting ceremony. Attempts have been made to find someone to remove the Union flag on the top of the tree, which is now becoming quite tatty, and which in any case is not felt appropriate along side Christmas lights. Unfortunately none of those contacted were willing to remove the flag. It was agreed to add maintenance of the tree to the next agenda.</p> <p>xiii) Slip hazard at entrance to Paddock Close: Residents have been approached, one of whom agreed to look at the issue</p> | <p><b>AP1/12.25/<br/>PL &amp; DW</b></p> <p><b>AP4/07.25/<br/>JS</b></p> <p><b>AP3/10.25/<br/>JonS, JK,<br/>DJ, GW</b></p> <p><b>AP2/12.25/<br/>Clerk</b></p> |
| <b>6.</b> | <p><b>Finance (including Finance and General Purposes Committee)</b></p> <p>i) Financial and monitoring reports (on website)</p> <p>ii) Invoices authorised: G Walker salary - £603.89 (inc backpay); Clerk WFH expenses (broadband etc) - £35.90 (SO); S137 Grants - £175 ea (St Elizabeth Hospice, Homestart, DAS, CAS); D Cope - £40 (Gate repair); Village Hall - £3,584.09 (CIL grant for roof insulation)</p> <p>iii) Payments due for authorisation: G Walker salary (circa £485.00pm); ESS (grass cutting) - £576.00</p> <p>iv) 2025/2026 S137 Grants distribution – cheque signatures completed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                               |
| <b>7.</b> | <p><b>Planning</b></p> <p>It was noted that new proposed legislation will deem that any planning proposal for over 150 homes will be able to proceed without Council approval, although representation to the Housing Minister is expected to be an option.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                               |
| <b>8.</b> | <p><b>Environment</b></p> <p>East Suffolk Services – the grass cutting quote (£504 for 8 cuts Apr-Nov) was approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                               |

# Kirton & Falkenham Parish Council

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| <b>9.</b>  | <b>Recreation Ground</b><br>Nothing to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>10.</b> | <b>SALC Report</b><br>Nothing to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>11.</b> | <b>Other Correspondence</b><br>The Clerk outlined to Councillors the new Data Protection requirements (previously circulated). In the main the changes relate to the need to establish a clear distinction between personal and Council authorised statements and publications. Additionally the requirement for electronic recording of any non-public meetings must be agreed by all attendees before commencing. The Data Protection, Cyber Security and Information Management Policy has been updated accordingly. |  |
| <b>12.</b> | <b>Matters for inclusion in future agenda</b><br>Local History recorder; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Play area; Swiss Farm Hedge; Bus shelter and notice board repair; Speeding; Dog control on Rec; Footpath from Kirton to TSM School; Slip hazard at entrance to Paddock Close; Xmas tree maintenance; Repair of Play area faults                                                                                                                            |  |
| <b>13.</b> | <b>Date of next meeting:</b> Monday 5 <sup>th</sup> January 2026 at 7.30 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|            | There being no further business the meeting closed at 9.03pm.<br><br>Signed.....<br>Chairman<br><br>Date.....                                                                                                                                                                                                                                                                                                                                                                                                           |  |