PARISH of KIRTON & FALKENHAM

Dear Sir/Madam,

NOTICE OF MEETING

I HEREBY GIVE YOU 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 2013** at **7.30 pm**

Signed C A Shaw
Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1 Police Report
2. Parishioners questions
3. County Councillor's Report
4. District Councillors' Reports

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of the APCM meeting of 13th May 2013
3. Matters arising i) Scout community Week/notice boards
   ii) Bird scarers
   iii) Risk assessments **(c130372)**
   iv) B & M entrance **(130395)**
   v) Community Shop
   vi) Emergency Resilience/Workshop
   vii) Tree survey
   ix) Core Strategy/Innocence Lane **(c130374)**
4. Speed Watch
5. Safeguard Policy **(c130365/130366/67)**
6 Administrative Matters **(c130379, c130389, c130393)**
7 Acceptance of written Committee Reports
   a) Planning (attached) **(c130358, c130361, c130381, c130384)**
   b) Finance (attached) **(c130354, c130373, 130385)**
      i) Internal audit report **(c130405)**
   c) Environment/Transport **(c130375, c130377, c130388)**
   d) Recreation Ground
8 SALC Report **(c130370, c130382/83)**
9. Other Correspondence to note (attached)
10. Matters for inclusion in future Agenda
11. Date of next meeting:- Monday 15th July 2013in the R G Pavilion at 7.30pm.

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.

CORRESPONDENCE

Matters arising

130372	J Beer	Play area Inspection/Risk assessments
130376	I Cade	Response draft to SCDC re B& M **(circ)**
130395	G Harding	B & M entrance/Weir Place footpath
130374	P O'Brien	Copy letter re Core strategy **(circ)**

Safeguard policy

130365	SCDC	Safeguarding Policy **(circ)**
130366/67	D Jacobs	Views on C130365

Administrative Matters

130379	Comm Action Suffolk	Newsletter **(circ)**
130389	Homestart	Invitation to AGM 8th July
130393	CAB	Invitation to AGM 26 June

Planning

130358	D Jacobs	Copy response letter to Flagship
130361	Planning inspectorate	Appointment of examiner and meeting invitation **(circ dj/ic)**
130381	D Jacobs	DOE response to Sizewell **(circ)**
130384	SCDC	Changes to planning rules **(circ)**

Finance

130405	Heelis & Lodge	Internal audit report & account £90
130354	P O'Brien	Locality budget 2013/4
130373	NALC	Update on DCLG re precepts **(circ dj)**
130385	SALC	Confirmation of order for LCA 9th edition

Environment

130375	Suffolk Wildlife Trust	Volunteers required
130377	SCC	Flood Risk Article for publication **(circ do/rev)**
130388	Urban Forestry	Management of Ash dieback

SALC

130370	SALC	Consult on nuclear waste decommissioning **(circ)**
130382/83	SALC	Area meeting 17th June/Additional report for area meeting **(circ)**

Other Correspondence

130355	SCC	Revised bus services
130356	Rural Services Network	Rural vulnerability service - Fuel poverty
130391	Rural Services Network	Rural vulnerability service - transport
130396	Rural Services Network	Rural Vulnerability Service - Broadband
130363/87/99	Rural Services Network	Hinterland w/b 17 May/24 May/31 May
130371/90	Rural Services Network	Digest w/b 20 May/27 May
130357	SCDC	Suffolk Traditional Orchard Group newsletter
130359	SCC	Handball first for Suffolk
130360	Glasdon	Cycle shelters
130364	Monster Play	New brochure
130368	HMRC	Receipt for PAYE submission
130369/406	SCC	Getting people cycling/Woodbridge cycling festival
130378	Suffolk Police	Tasking meeting cancelled 28th May
130380	Port of Felixstowe	Bike Day 23 June
130386	J Beer	Response on request to book football pitch
130392	Sutcliffeplay	Wooden play equipment
130394	Mail	Street collective furniture
130397	SALC	Courses
130398	Community Action	E newsletter
130400	EELG	May Newsletter
130401	SCDC	Village rounders match 8 Sept

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Annual Parish Council Meeting held on Monday 13th May 2013 at 7.30 pm in the Recreation Ground Pavilion

PRESENT: Messrs I Cade, A P Hutton (7.50pm), D Jacobs (Chair), F Last, M A Paul, G Walker, Ms EY Choi (7.50pm), Mesdames J L Shaw, E A Colville, Mrs S Harvey (DC) and 2 parishioners.

1. a) **ELECTION OF CHAIRMAN**

Mr I Cade in the Chair, Mr D Jacobs was proposed by J Shaw, seconded by E A Colville, and carried. Mr Jacobs thanked the Council for their support, and signed Declaration of Acceptance of Office.

b) **ELECTION OF VICE-CHAIRMAN**

Mr I Cade was proposed by J Shaw, seconded by M Paul and carried. .

2. **APOLOGIES** Mrs P O'Brien (CC)

ABSENT Mrs J L Matthews, Mrs C Cooper

The Chairman closed **Parish Council Meeting** at 7.40pm and opened **Public Open Forum**.

Mrs Harvey and Mr Todd gave an update on the Community Shop project; a suitable site was still being investigated and a meeting has been arranged with Plunkett Foundation to glean advice and discuss a business plan.

The Chairman closed **Public Open Form** at 7.55pm and re-opened **P C Meeting**

3. **APPOINTMENT OF COMMITTEES**

The following composition of committees was agreed.

Financial & General Purposes: All Councillors

Recreation Ground	Planning	Environment & Transport
D Jacobs (ex officio)	D Jacobs (ex officio)	D Jacobs (ex officio)
P Barker (chairman)	I Cade (chairman)	C Cooper
J Beer (treasurer)	A Hutton	A Hutton
B Barker	F Last	J Matthews
F Last	M Paul	M Paul
	J Shaw	J Shaw
	A Colville	G Walker (chairman)
		P Negus (PTLO

Proposed M Paul, seconded J Shaw and carried that these should constitute the committees..

4. **FINANCIAL**

a) Confirmed that Messrs D Jacobs, I Cade, F Last (any two) are signatories of cheques; Clerk to complete mandates for G Walker to be added to signatories, and Messrs I Cade, F Last, M Paul (any two) be signatories of PO accounts.

b) Proposed F Last, seconded G Walker and carried that the Clerk be appointed Responsible Financial Officer (RFO), that the SALC model RFO duties be accepted.

5 **ANNUAL ACCOUNTS**

Councillors were provided with copies of the Annual Accounts and completed the Annual Return. Proposed J Shaw, seconded M Paul and carried that the accounts, be approved as representing a Fair Statement of the Parish finances. The Annual Governance Statement was prepared; proposed G Walker, seconded M Paul and agreed.. The Annual Return was signed off by Clerk and Chairman.

6. **APPOINTMENT OF REPRESENTATIVES**

a) **SALC**

Mrs A Colville agreed to continue in the position, but attendance is open to any councillor.

b) **VILLAGE HALL**

G Walker appointed. .

c) **POLICE FORUM**

D Jacobs, J Shaw and I Cade appointed.

d) **PORT LIAISON COMMITTEE**

The Clerk, A Hutton, G Walker, I Cade as available.

7 **SCHOOL GOVERNOR**

Confirmed that Mr D Kemp currently remains a Governor.

8 **PUBLIC TRANSPORT LIAISON OFFICER**

Mr P Negus

9 **LOCAL HISTORY RECORDERS**

Confirmed Mrs J Shaw for Falkenham and Mr L Lanigan for Kirton.

10. **CHARITIES**

a) **NASSAU TRUST**

Confirmed trustees are Messrs G Mayhew, F Nunn, Mesdames A Clarke, S Harvey.

b) **AMALGAMATED CHARITIES OF KIDD RODDAM AND WEBB**

Confirmed trustees are Mesdames M Posford, S Abbot, J Haines; Mrs P Adams (Clerk).

11 **DATES FOR MEETINGS 2013/2014**

The following were agreed.

2013	2014
10th June	6th January
15th July	3rd February
9th September	17th March
21st October	28th April (Annual Meetings)
25th November	12th May (Annual PC Meeting)
	9th June
	14th July

12. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 18th March 2013 having been previously circulated were taken as read, approved and signed.

ACTION

13. **MATTERS ARISING**

i) Scout Community Week Agreed the Scouts be invited to refurbish the Parish notice boards. Councillor Walker to co-ordinate. **GW**

ii) Community Action Suffolk The Clerk had confirmed that SAcre is now under this umbrella organisation: the subscription of £30 for Parish Council membership approved. **CLERK**

iii) Bird Scarers No further to report.

iv) B & M entrance Councillor Cade reported that the planning application had finally been approved, but it contained no restriction on lorry movements during school opening and closing periods. Agreed the Council were disappointed that this request had been ignored and a letter expressing this should be sent to SCDC planners, Councillor Cade to produce response and circulate for approval prior to submission. **IC/CLERK**

14. **BOUNDARY REVIEW**

Council had considered the issues as set out in the correspondence (c130313/4), but would not be making any comment.

15. **TREE SURVEY**

The Survey by Wildwood Construction had been received (c130259); Chairman would discuss with the firm progressing the remedial works, though these may have to be delayed until later in the year to protect bird life. **DJ**

16. **ADMINISTRATION**

i) A14 The notes of the meeting between Mr Harding (DC) and Highways Agency (c130252) circulated and proposal to resurface A14 past Trimley noted.

ii) LA Administration 9th Ed Circular from LexisNexus noted (C130272), proposed A Colville, seconded J Shaw and carried that a copy at £60 be ordered through SALC. **CLERK**

iii) Public Sector Mail Information service on Public Sector noted (c130301), Clerk to circulate for information. **CLERK**

iv) Resilience Workshop Chairman will be attending on 31st May. **DJ**

v) Council precepts Feedback from meeting by NALC, government and MP on discussions on future of precepts (c130318) circulated and noted.

17. **COMMITTEE REPORTS**

a) **Planning** (attached)

i) SCDC Development Control Current contact list (c130231) circulated.

ii) Core strategy Copy of letters from P O'Brien (c130234) circulated to planning committee for information. Copy of letter from Trimley St Martin PC (c130338) circulated to Chairman and noted.

iii) Docks Liaison committee Councillor Hutton had attended meeting in Cambridge on 21st March. Minutes and other comments (c13080/82/ 84/86) circulated to Council delegates for information.

iv) Innocence Lane development Clerk/I Cade had responded to inquiry from Mr Effess (C130305/9) on status of Innocence Lane proposal.

v) Flagship Request for meeting (c130308) to be followed up by Chairman. **DJ**

b) **Finance** (attached)

i) Invoices Agreed SALC subscription for 2013/4 for £468, Wildwood a/c for tree survey £540, E-On a/c for tree lighting £23.99 are approved.

. ii) Pavilion Insurance Renewal of Pavilion Insurance through SAcre confirmed (c130267). Zurich had confirmed that it is satisfied that Parish Council carry insurance for Recreation Ground (c130293).

iii) External Audit BDO had fixed the audit for 1st July (c130242); Clerk had and will post appropriate notices. **CLERK**

iv) PAYE Clerk reported that he had completed the necessary registrations and returns to HMRC in respect of PAYE for 2012/13/14 (c130273/89).

v) Precept The updated on the Precept Referendum Bill (c130334) from

SALC noted and circulated, together with representations from SALC and response from T Coffey MP (c130244/50).

vi) Bank account Community account statement for February to April received (c130261) and NSI accounts for 2012/13 (c130238). .

18. **ENVIRONMENT & TRANSPORT**

i) Notice of revision to bus services received (c130223) and noted by PTLO.

ii) Marine Conservation Zone Consultation document from P Davey of Felixstowe docks (c130230) circulated and noted.

iii) Ground maintenance Satisfaction Survey from SCDC (c130292) completed for return. **CLERK**

iv) Emergency Workshop Chairman will attend event on 14th May (c130302). **DJ**

19. **SALC**

Annual training programme received (c130324).

20. **CORRESPONDENCE** Other correspondence as listed on agenda noted.

21. **MATTERS FOR INCLUSION IN FUTURE AGENDA**

Community Shop, Bird scarers, B & M entrance, Speed Watch.

22 **DATE OF NEXT MEETING**

Monday 10th June 2013 in Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 9.35 pm.

Signed.....
Chairman
Date.....

PLANNING COMMITTEE

The Planning Application

C13/0644 117 Bucklesham Road, Kirton
Erection of rear extention

was circulated among the Planning Committee and no objections recorded.

Signed…….....
Chairman
Date…….....

COMMITTEE REPORTS

PLANNING

		PC	SCDC
Existing applications			
C11/2802	The Cockles, Back Road, Kirton Construct new access to B & M concrete, close existing access, change of use of agricultural bldgs to B1 use, Remove Agric from "Cockles" and replace S106 on B& M dwelling.	Support with comment on access	Granted without prov. for school
C12/2059	Land @ Walk Farm, Croft Lane, Stratton Hall Application for development of solar panels and ancillary works; inverter house, access tracks, security fences.	Support Monitor screening	Granted
C13/0097	22 Burnt House Lane, Kirton Erection of rear extensions	No response	Granted
New applications			
C13/0664	117 Bucklesham Road, Kirton Erection of rear conservatory	Support	

FINANCE

Cheques written since APCM meeting:- SALC £468 (subscription), E-ON £23.99 (tree light a/c), C.A. Shaw £254.80 (clerk's salary), HMRC £36.20 (PAYE), Comm. Action Suffolk £30 (subs), G Walker £56.06 (AM expenses).