

Kirton & Falkenham Parish Council

I HEREBY GIVE NOTICE that the **ANNUAL PARISH COUNCIL MEETING**
will be held at the Recreation Ground Pavilion, on Monday 12 May 2025

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 (Internal audit & Control), Risk Assessments, Emergency Plan.
5. Composition of Committees
 - Finance & General Purposes Planning
 - Recreation Ground Environment
6. a) Appointment of Responsible Financial Officer.
7. b) Confirmation of banking arrangements (Unity Trust)
7. a) Approval of Annual Accounts 2024/2025
7. b) Completion of Annual Return (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
11. b) Confirmation of Trustees of Recreation Ground
12. i) Minutes of PC meeting on 3rd March 2025
12. ii) Annual Parish Meeting 7th April 2025
13. Matters Arising: Local History recorder; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Play area inspection; Phone box removal; Flooding Falkenham Rd drain connection; Gov.uk email account
14. **10 MINUTE PUBLIC OPEN FORUM**
 - 1 Parishioners questions
 - 2 County/District Councillor Reports
 - 3 PTLO report
15. Dates for meetings 2024/2025 (query June, July & March dates by JF)
16. Finance i) Final budget approval; ii) Invoices for authorisation: G Walker salary (circa £480); P Lickert expenses (£72.34); G Walker expenses (£19.99) : iii) Precept receipt iv) Audit (minute internal & external audit success 23/24) v) Reserves Policy vi) Revision of Financial Regs (updated NALC model)
17. Planning
TBA
18. Environment
19. Other Correspondence to note: RG Play area and RA responsibility
20. Matters for inclusion in future agenda
21. Date of next meeting: TBA (provisionally 2nd June)

Kirton & Falkenham Parish Council

Circulated Correspondence

From	Subject	Date Received
Clerk@kandf-pc.gov.uk, Sh...	ESSL Grounds Maintenance Quotation 2025	14:35
Laura Sampson	SALC 75th anniversary and AGM 2025 - book your place NOW - FREE to atte...	Yesterday
Devolution Deal for Suffolk	RE: Invitation: Suffolk County Council Briefing on Local Government Reorgani...	02/05/2025
clerk@kandf-pc.gov.uk	Fwd: SALC training bulletin 30th April 2025	01/05/2025
Sally Longmate	Devolution and LG - update and next steps for SALC	30/04/2025
Sizewell C	April Project Update	30/04/2025
K&F & noreply@lgo.org.uk	Message about your LGSCO complaint	30/04/2025
East Suffolk Council Accou...	Remittance Advice: 081171 for Kirton & Falkenham PC	28/04/2025
Amanda & Samantha	Asset of community value nomination - The Half Moon, Walton High Street	25/04/2025
Laura Sampson	SALC AGM & 75th anniversary 2025 - book your place NOW	23/04/2025
cil	Neighbourhood CIL Payments - April 2025	23/04/2025
East Suffolk Council Accou...	Remittance Advice: 080892 for Kirton & Falkenham PC	23/04/2025
clerk@kandf-pc.gov.uk & jo...	Risk assessments	22/04/2025
Graffham, Sandra	Police & Crime Commissioner's Update - April 2025	17/04/2025
Clerk@kandf-pc.gov.uk	In preparation for the Annual Parish Council Meeting	15/04/2025
Clerk@kandf-pc.gov.uk	K&F Review copy	09/04/2025
Sharon Hindes	Affordable Housing	07/04/2025
Julia Durrant	Re: Agenda - Kirton & Falkenham Annual Parish Meeting 7th April	07/04/2025
M Paul & Jack	Annual Parish Meeting and Parish Council Meeting	07/04/2025
Hope, Rageenee	Port of Felixstowe Local Authority Meeting - Change of Date Update and Time	07/04/2025
Jo Shaw	VE Day	07/04/2025
Lee Reeves	Parish Report March 2025 - Orwell & villages	04/04/2025
johnbeer47@btinternet.com	Recreation Ground report	04/04/2025
Police Connect	Trimley Community event	04/04/2025
Suffolkonboard	Suffolkonboard bus timetable updates	04/04/2025
planning@eastsuffolk.gov.uk	Reconsultation Planning app. consultation - DC/25/0005/FUL	04/04/2025
aepa	T&PCs' ENERGY PROJECTS MEETING - THURSDAY 10TH APRIL 6.15 - 8.3...	03/04/2025
National Association of Loc...	Chief executive's bulletin - 3 April 2025	03/04/2025
Laura Sampson	SALC AGM & 75th anniversary 2025 - book your place NOW	03/04/2025
Susan Harvey	Nassau Trust report for parish meeting	02/04/2025
Neil Madle	Project Gigabit rollout in your parish	02/04/2025
John Fothergill	FW: East Suffolk area forum - summary notes	02/04/2025
Police Connect	PCC publishes his new Police and Crime Plan	31/03/2025
Kirsty White	NSIPs Bulletin - March 2025	31/03/2025
Clerk Kirton	Fwd: Felixstowe Peninsula Infrastructure Delivery Plan	24/03/2025
Clerk & Karen	Limited CGR - Cllr Numbers only	24/03/2025
John Fothergill	RE: Save the Date - THURSDAY 10 APRIL	21/03/2025
John Fothergill	Government devolution Briefing	21/03/2025

Kirton & Falkenham Parish Council

Minutes of the Parish Council Meeting held in the Recreation Ground Pavilion on Monday 3rd March 2025 at 7.30pm

Present: Cllrs J Cade (Chair, JC), J Fothergill (JF), J Shaw (JS), D Jacobs (DJ), D Ward (DW), J Sheeran (JonS), P Lickert (PL), L Bullard (LB), J Durrant (JD); G Walker (Clerk); District Cllr L Reeves (LR); One member of the public

Item No.	Comments	Action
1.	Apologies Cllr M Paul (MP), County Cllr P Mulcahy (PM), District Cllr M Ninnmey (MN), T Hatrick (PTO)	
2.	Minutes of last meeting The minutes of the Parish Council Meeting held on 3 rd February 2025 having been previously circulated were taken as read, approved and signed.	
3.	Declaration of interests No new declarations of interest were recorded.	
4.	Public Open Forum <i>Parishioners questions:</i> No new items were raised during the Public Open Forum. <i>County Councillor's report:</i> A report had been received and circulated prior to the meeting <i>District Councillor's report:</i> District Cllr L Reeves described their proposal for devolution which is essentially an east/west split of the County, with each representing approximately 420 thousand of population. Under the proposal Ipswich would be in the "east". The alternative being put forward by the County Council is for a single Unitary Council covering the entire county. The District Councillor also reported their support for a £5k contribution to the insulation of the Village Hall main roof. Mr Hatrick (PTLO) reported no current issues for discussion.	
5.	Matters arising i) Local History recorder (Kirton): No update ii) EA3: No update iii) RG substation proposal: The Clerk reported that UKPN have proposed running an underground high voltage line along the inside of the hedgerow, which has been agreed by the Rec Ground Committee. The Clerk is awaiting feedback on their preferred access solution through the gate to the Rec, especially for emergency access, before finalising the agreement via our solicitors. The installation is likely to happen towards the end of 2026 iv) Joint Parish Group: No update v) Felixstowe Peninsular Partnership: Cllr Colvill reported back on the FPP, outlining the grant funding for a number of organisations and activities, including: Suffolk Family Carers; Music workshops; Literary sessions at Felixstowe Library. There is a focus on Day Care in Felixstowe, which will continue	

Kirton & Falkenham Parish Council

	into next financial year, as will a focus on improving the air quality around schools. Regarding the latter, screening hedges are being planted at Colneis and Langer Schools. Cllr Colvill also reported the concern over the siting of the new Trimley School from an air quality perspective vi) VE 80th celebrations (beacon lighting 8/5/25): The Tree Warden has advised there should be no issues regarding the proposed beacon lighting for the 80th VE day Celebrations, on 8th May. Plans for lighting and safety were agreed, as well as discussions on options for possible musical entertainment and refreshments. The Clerk to propose items of bunting to purchase. Cllr Jacobs advised that the Risk Assessment had been updated and would be put on the website. The Clerk will advise the Insurer. vii) Play area inspection: Cllr Lickert reported that there remain a few minor repairs needed on the RG Playground, although Cllr Jacobs reported that it appears that the webbing on the trampoline surround has been deliberately damaged and may need repair viii) Phone box removal: The Clerk reported that the complaint regarding the phone box removal had now been escalated to the Ombudsman, although they have replied saying that it won't be assessed before the start of June. ix) Flooding Falkenham Rd drain connection. No update x) Devolution: The Parish Council indicated a preference for the east/west split proposal. There is also a public consultation on the proposed Mayor for Suffolk and Norfolk, of which the Parish Council felt there was no need, and would result in few benefits. xi) Gov.uk email account: The Council agreed that the Clerk should further investigate the pros and cons related to the offer of a gov.uk account from Suffolk.Cloud xii) Annual Parish Meeting 7th April (confirmation of speaker): Cllr Lickert advised that Raynet were unable to attend and present so the Council agreed that he should contact either The Plunkett Foundation, or possibly another local organisation who've been involved in the purchase of Community Interest buildings xiii) Clearance of land at Bucklesham Rd: As Cllr Paul was absent from the meeting, this item was discussed in this section of the agenda. The Clerk has been advised that he access to the land to the rear of 31-37 Bucklesham Road has been made secure.	AP1/03.25 /Clerk AP3/01.25 /PM AP2/03.25 /Clerk AP3/03.25 /PL
6.	Finance i) Financial and monitoring reports (on website) ii) Invoices authorised: G Walker salary - £479.59; Clerk expenses (Broadband etc) - £35.90 (SO); D Cope (VG hedge) - £200. iii) Payments due for authorisation: G Walker salary (circa £480) iv) The Clerk reported that VAT reclaim submissions had been made for both the Recreation Ground and Parish Council, however, as yet these remain unpaid.	
7.	Planning Nothing to report	

Kirton & Falkenham Parish Council

8.	Environment Nothing to report	
9.	Recreation Ground Nothing to report	
10.	SALC Report Nothing to report	
11.	Matters for inclusion in future agenda Local History recorder; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Play area inspection; Phone box removal; Flooding Falkenham Rd drain connection; Gov.uk email account; Meeting dates for 25/26	
12.	Clearance of land at Bucklesham Rd Discussed under item 5 xiii).	
13.	Date of next meeting: Annual Parish Meeting, Monday 7 th April 2025 at 7.30 pm	
	There being no further business the meeting closed at 8.45pm. Signed..... Chairman Date.....	