

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 2nd June 2025 at 7.30 pm**

To: **All Councillors**

Signed *G J Walker*. Clerk

AGENDA

- 1 Apologies
- 2 Minutes of the meeting held on 12th May 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 County/District Councillor Reports
 - 3 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) Review of VE 80th celebrations
 - vii) Play area inspection and responsibility
 - viii) Phone box removal
 - ix) Flooding Falkenham Rd drain connection (PR 00520228)
 - x) City Fibre equipment removal
 - xi) CIL application review
 - xii) Swiss Farm hedge
 - xiii) White Horse (Community Asset etc)
 - xiv) DC/25/1838/TPO: Remove two branches overhanging BT wire; The Old Maltings
- 6 Finance
 - i) Financial and monitoring reports (on website)
 - ii) Invoices authorised: G Walker salary - £479.59; Clerk WFH expenses (broadband etc) - £35.90 (SO); Clerk expenses (printer ink) - £19.99; P Lickert expenses (APM expenses) - £72.34; Heelis & Lodge (audit) - £220; RG grant £2,946.00; RG VAT refund £2,485.56
 - iii) Payments due for authorisation: G Walker salary (circa £480)
 - iv) Confirmation of Public rights dates (internal audit)
- 7 Planning
- 8 Environmental
- 9 Recreation Ground
- 10 SALC Report
- 11 Other Correspondence/items for discussion
 - a. "Let's shape the future" survey
- 12 Matters for inclusion in future Agenda
- 13 Date of next meeting:- Monday 7th July 2025 at 7.30 pm

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Circulated Correspondence

From	Subject	Date Received
Clerk@kandf-pc.gov.uk	Re: TPO request	08:43
Phil Harris	Survey materials: "Let's Shape the Future of Suffolk Together"	22/05/2025
Transport East Comms	Travel Behaviour Survey report for Suffolk is now available	21/05/2025
Kirsty White	LNRS Consultation Engagement with Parish Councils	20/05/2025
Kirsty White	Tour of Britain - East Suffolk Grant Scheme	20/05/2025
John, Jack, M Paul, DERE...	Village Green	18/05/2025
noreply@suffolkhighways.org	Suffolk County Council Problem Report 00520228	16/05/2025
Graffham, Sandra	Suffolk Police & Crime Commissioner's Update: May 2025	15/05/2025
Clerk@kandf-pc.gov.uk	Incorrectly installed drainage system - Paddock Close/Falkenham Rd, Kirton	14/05/2025
lickert, Julia, Ann, Jo, DER...	Display of public notice following internal audit	13/05/2025
Clerk@kandf-pc.gov.uk	Fwd: Planning consultation - DC/25/1838/TPO	12/05/2025
Lee Reeves	Parish Report April 2025 Orwell & Villages	10/05/2025
johnbeer47@btinternet.com	Fwd: FW: High Risk 20 - Kirton Playing Field	08/05/2025
Sharon Hinds	Zoom event ' Introduction to Rural and Community-Led Housing'	08/05/2025
Police Connect	Opportunity to quizthe PCC and Chief Constable	07/05/2025
Devolution Deal for Suffolk	RESCHEDULED: Suffolk County Council Briefing on Local Government Reorganisation	06/05/2025

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Minutes of the Annual Parish Council Meeting held in the Recreation Ground Pavilion on Monday 12th May 2025 at 7.30pm

Present: Cllrs M Paul, J Fothergill, P Lickert, D Jacobs, J Durrant, J Shaw, A Colvill, D Ward, J Sheeran; G Walker (Clerk); T Hatrick (PTO)

Item No.	Comments	Action
1.	a) Election of Chairman Cllr Cade was appointed following a majority vote. b) Election of Vice Chairman Cllr Fothergill was appointed. Carried unanimously.	
2.	Apologies Cllrs District Cllrs L Reeves & M Ninnmey; County Cllr P Mulcahy; Cllrs J Cade & L Bullard	
3.	Declaration of Acceptance of Office/Declaration of interests All Councillors' Acceptance of Office and DoI are in place.	
4.	Confirmation of Governance Documentation a) The Council agreed to the S O, F Reg and that provisions of the Transparency Code were adequate on the council's website. b) The Review of Effectiveness of Internal Audit and Control was reviewed, agreed and signed by the Chairman. c) Risk assessments were carried out and reviewed during the Spring which and are accessible on the web site. d) The Emergency plan is up to date, noting concerns regarding the potential problems introduced by the withdrawal of fixed line telephones by BT.	
5.	Composition of Committees Finance & General Purposes : All Councillors Planning: All Councillors Recreation Ground: All Councillors Environment: All Councillors In effect responsibility for all matters is now subsumed into Parish Council meetings.	
6.	Financial arrangements a) Appointment of Responsible Financial Officer: Unanimous decision that G Walker would remain Responsible Financial Officer. b) Confirmation of banking arrangements (Unity Trust): Confirmed.	
7.	Accounts a) Approval of Annual Accounts 2024/2025: Approved b) Completion of Annual Return: i) Internal Audit: Completed and circulated, errors having been corrected and recommendations taken on board ii) Annual Governance statement: Reviewed, completed and signed at the meeting iii) Accounting statement: Reviewed and signed at the meeting	
8.	Appointment of Representatives a) SALC: Cllr Lickert b) Police Forum: Cllrs Jacobs, Shaw, Cade c) Community Partnership: Cllr Colvill d) Port Liaison: Cllrs Cade, Jacobs, Fothergill	

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9.	Confirmation of Public Transport Liaison Officer And Tree Warden Tom Hatrick was reconfirmed as PTO. Paul Dunkley was reconfirmed as Tree Warden.	
10.	Confirmation of Local History Recorders Kirton: Vacant position (Cllr Shaw covering some items) Falkenham: Cllr Shaw	
11.	Confirmation of Trustees a) of Nassau Trust, Kirton: Chris Poole, Anne Clarke, Susan Harvey b) Confirmation of Trustees of Recreation Ground: Phil Barker, John Beer, Brian Barker	
12.	Minutes of last meetings The minutes of the Parish Council Meeting of 3 rd March 2025 having been previously circulated were taken as read, approved and signed.	
13.	Matters arising i) Local History Recorder: Covered under item 10 ii) EA3: considerable work is now underway creating jointing bays (4 in total), and we are likely to see a significant increase in large vehicle movements as they deliver cables. iii) Substation on RG: The proposed substation on the Recreation Ground is progressing, awaiting detailed installation plans. iv) Joint Parish Group/NSIPs update: No update. v) Felixstowe Peninsular Community Partnership: No update. vi) Play area inspection: The Playground on the Rec requires several non-urgent repairs, and an urgent repair to the large (round) cantilever swing. The latter is being addressed directly by the PC, and a plan for the ongoing management of the Play Area will be discussed at the next meeting. vii) Phone box removal: The Ombudsman has communicated regarding the complaint about the removal of the phone box, only to state that a complaint must be made by an individual who is “directly and significantly affected”, and not the Parish Council! Individuals who may wish to take up the mantle will be sought. viii) Flooding: Falkenham Rd drain connection – still awaiting response from Cllr Mulcahy. ix) Gov.uk: Email and website migration has been satisfactorily completed	AP3/01.25/ PM
14.	Public Open Forum <i>Parishioners questions:</i> Representation was made on behalf of a number of parishioners in relation to the following items: 1) A gap has been created in the roadside hedge at Swiss Farm, which is seen as a potential road safety hazard for horses entering the road. A referral will be made to the SCC Rights of Way Officer in the first instance. 2) Following completion of work by City Fibre Networks (CFN), several items appear to have been left behind in Meadowlands, including cable drums and barriers. This will be referred to CFN for resolution. 3) The Village Hall is seeking funding for roof insulation, and a request was made for use of Community Infrastructure Levy (CIL) funds to contribute to the cost.. The PC agreed to support the request for CIL funding, however will review the allocation to specific needs (eg including possible Playground repairs) at the next meeting.	

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	Following the Annual Parish Meeting, 34 forms have so far been returned regarding making White Horse Pub a Community Asset. <i>County Councillor's report:</i> No report received <i>District Councillor's report:</i> Written report previously distributed. <i>PTLO:</i> Nothing to report	
15.	Dates for meetings 2025/2026 These were previously circulated, however it was agreed to delay the March date to the 9th March to reduce the gap between meetings. The dates will be put on the website.	
16.	Finance i) The previously circulated and review budget was approved ii) Financial and monitoring reports (posted on website). iii) Invoices authorised: Clerk salary (March, April) - £479.59 (x2); HMRC - £359.40; SALC subscription - £541.17; Suffolk Cloud (PC Web) - £120.00; Suffolk Cloud (gov.uk email) - £35.00; British Legion (VE Day bunting) – £158.49 iv) Payments due for authorisation: Clerk salary – circa £479.59; RG Grant - £2,946.00; RG VAT refund - £2,485.56; P Lickert expenses - £72.34; G Walker expenses - £19.99 v) Precept receipt: £13,425.50 has been received vi) 23/24 Audit: Whilst the audit results were communicated to Councillors, this minute is to formally record that both internal and External audits were successfully completed, with no recommendations noted. vii) Reserves Policy: The previously circulated Policy was approved viii) Revision of Financial Regs (updated NALC model): Revised regs will be produced in due course.	
17.	Planning <i>DC/25/1838/TPO: Remove two branches overhanging BT wire; Site address: The Old Maltings:</i> Awaiting photographic detail as specified on ESC website. Will be referred to Tree Warden for advice.	
18.	Environment Nothing to report	
19.	Other Correspondence to note. RG Play area and RA responsibility: Covered under item 13 vi)	
20.	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; City Fibre equipment removal; CIL application review; Swiss Farm hedge; White Horse (Community Asset etc); Review VE 80 Celebration	
21.	Date of next meeting: 2nd June 25	
	There being no further business the meeting closed at 9.03pm. Signed..... Chairman Date.....	