

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 12th day of June 2022 at 7.30 pm**

Signed *C A Shaw*

Clerk

A G E N D A

1. Apologies
2. Minutes of the APCM meeting of 9th May 2022 and Annual Meetings 12th April 2022.
3. Declarations 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 Councillor's/District Councillors Reports
 4. PTLO/Tree Warden Reports
5. Matters arising
 - i) Rectory Lane sign
 - ii) Dog bins
 - iii) Queen's Jubilee/Festival of Suffolk
 - iv) Tree lights
 - v) Falkenham NB
 - vi) Quiet Lanes
 - vii) Community workshop
 - viii) Verges/footpathss
 - ix) EAONE/THREE
6. Clothing Bank
7. Community Led Housing
8. Finance
 - i) Financial report
 - ii) Audit
 - iii) Correspondences
9. Planning (attached)
 - i) Planning applications
 - i) LALC meeting 23rd June
 - iii) Correspondence
10. Environment (see correspondence)
 - i) Deben Water Teasting
 - ii) Suffolk services
 - iii) Correspondence
11. Recreation Ground
12. SALC (see correspondence below)
 - i) Training
13. .Matters for inclusion in future Agenda
14. Date of next meeting:- Monday 25th July 2022 in RG 7.30 pm

CORRESPONDENCE

Police

POF

220652 R Kerry
220623/575 SCC

Report

S Enhanced bus Partnership- Passenger Working Group1/6/22 **th/circ**

Matters arising

220616/59 P Mulcahy

Re: PARISH COUNCIL MEETINGS finger post

ey/dj

220574/82 Noese

RE: KIRTON DOG BIN

circ

220578 I Cade

Re: PARISH COUNCIL Fwd: KIRTON DOG BIN

circemailsc2

220573 Bruno Peake

Jubilee Participants Press Release - May 2022

circ

220579 P Lickert

Re: Fwd: JUBILEE BEACONS 2ND JUNE 2022

circ

220567 Suffokcf

Festival of Suffolk - Torch Relay

circ

220653 J Fothergill

FW: Felixstowe Peninsula Community Partnership

220580 D Jacobs

Fwd: Discovering Suffolk QR Plaques Kirton and Falkenham.

circ

220627 ESC

EA3 Public Information Days

circ

Administrative Matters

220598/617 ASTCO

CLOTHING BANKS

circ

2 emails

220640 ESC

Community Led Housing - networking event

220639 ESC

FW: Community Governance Review

circ

Finance

220668 G Walker

June Finance reports are on the web site

circ

r220581 J Durrant

First Aid Box For PC

circ

3 emails

220644 J Durrant

Jubilee Budget

circ

2 emails

20660/61 J Durrant

Receipts for BBQ / Picnic £52.80 + £155/revision

circ

5emails

220621 Headway

Headway Suffolk bike ride and walk

circ

220657 plusnet

Your bill is ready to view £ 37.29

220632 G Walker

Re: Unity authorisations please

2 emails

Planning

220605 ESC

DC/22/1901/FUL 7 Rectory Lane rear extension etc

circ

220609 ESC

Public Access Notification - DC/21/4002/ARM

220560 M Paul

Planning application at 1 Park Lane, Kirton

circ

2 emails

220562 ESC

Community Governance Review

220604 ESC

Adoption of Affordable Housing Supplementary Planning Doc

Environment

220558 Woodbridge TC

Deben Water testing update

circ

2 emails

220584 Woodbridge TC

Correct link to Deben Water testing Film

circ

220612 ESC

East Suffolk Services

circ

220637 SCC

Free Hedgehog Homes to increase population & boost biodiversity

circ

220613 ESC

FW: Greenprint Newsletter spring/early summer 2022

220622 P Mulcahy

Invitation: FRESH4Cs Demo Days 9th and 10th June

circ

SALC

220646 SALC

Subscription review

220563 NALC

request to complete survey - deadline 17 May 2022

circ

3 emails

220602 SALC

Suffolk Community Awards

circ

220577/615/642 NALC

CHIEF EXECUTIVE'S BULLETIN

220586 SALC

news e-bulletin 16 May 2022

220620 SALC

news e-bulletin 23 May 2022

220599/625f/51 SALC

training and network e-bulletin 24 May 2022

220596/656 NALC

NEWSLETTER

220648 SALC

news e-bulletin 30 May 2022

Other Correspondence

220561	Police Connect	Suffolk Police support national firearms surrender campaign	
220594	Police Connect	Shed burglary in Felixstowe	
220607	Police Connect	Man sentenced to more than 13 years for series of offences	
220610	Police Connect	Theft from a car in Felixstowe	
220629	Police Connect	Seven people arrested during week of action to tackle knife crime	
220641	Police Connect	Garage burglary in Newbourne	
220654	Police Connect	Suffolk says thank you to its volunteers	
220564	Police Connect	Felixstowe Exeter Road - theft	
220568	Sizewell C	Project Update – Sizewell C	
220614	Sizewell C	Sizewell C Project Update – May 2022	
220565	SCC	Greetings from your Area of Outstanding Natural Beauty	
220635	AONB	News from the AONBs	
220636	ESC	Consultation on Air Quality improvements in Woodbridge –	
220589	ESC	Youth Voice Spring 2022 report	circ

KIRTON & FALKENHAM PARISH COUNCIL
Annual Parish Council Meeting held on
Monday 9th May in the Recreation Ground Pavilion at 7.30 pm

PRESENT: Messrs I Cade, D Jacobs, J Fothergill, P J Lickert M A Paul (chairman), J Fothergill, S Mowles, Ms EY Choi, Mesdames J Durrant, J L Shaw, G J Walker (RFO)

1. a) **ELECTION OF CHAIRMAN**

Mr M A Paul was proposed for re-election by D Jacobs, seconded by S Molwles and carried. Mr Paul thanked the Council for their support, and signed a Declaration of Acceptance of Office.

b) **ELECTION OF VICE-CHAIRMAN**

Mr I Cade was proposed by J Shaw seconded by P Lickert and carried.

2. **APOLOGIES**

T Hatrick (PTLO), R Brunt, G Christian, A Colvill

3. **DECLARATION OF INTERESTS**

No new Declaration of Interests were declared for matters on the agenda.

4. **GOVERNANCE DOCUMENTATION**

i) Code of Conduct Proposed D Jacobs, seconded P Lickert and carried unanimously that the Council adopt the LGA Code of Conduct. Councillors were recommended to read SALC and NALC guidance documents available on line.

ii) The Council agreed to the current S O, F Reg and that provisions of the Transparency Code were adequate on the Council's web site, the RFO noting that compliance had not been met with regard to section 4 due to failure to meet statutory dates. The Audit and Governance Statement was accepted for signature by the Chairman. Reviews of RG, VG risk assessments were carried out during April 2021 which are accessible on the web site. Privacy and cyber security statements are in place.

5. **COMPOSITION OF COMMITTEES**

The following, proposed M Paul, seconded D Jacobs and agreed..

Financial & General Purposes: All Councillors

<u>Recreation Ground</u>	<u>Planning</u>	<u>Environment</u>	
P Barker (chairman)	All Councillors	M Paul (ex officio)	J Shaw
J Beer (treasurer)		D Jacobs	A E Colvill
B Barker		J Durrant	P Lickert
A E Colvill (PC representative)		G Christian	

6.. FINANCIAL

- a) Proposed M Paul, seconded D Jacobs and carried that Mr G Walker be appointed RFO
- b) Confirmed that Messrs D Jacobs, I Cade are signatories of Barclays cheques; Confirmed D Jacobs, P Lickert, I Cade, M Paul, J Fothergill, J Durrant are authorities to Unity Trust Bank;
- c) VG Telephone box A offer for a parishioner to repaint the box (220488) was gratefully accepted and reimbursement for the cost of the paint agreed.
- d) Salary increases Following guidance from NALC the RFO presented revised salaries, for himself, the NALC aligned increase and the Clerk ,who had agreed to remain on a day on year increase (2203463).

d) Banking Authorised payments

K & F RG/vat refund	£845.18	Clerk/expenses	£292.466
S Warrington/ bus sh. r.pair	£431.00	Swarco/SID maint	£152.03
J Durrant/Jubilee	£153.97	S Cloud	£130.00
M Paul/expense	£79.72	D Jacobs/fittings	£22.55
D Jacobs/expenses	£34.48	SALC/training	£61.20
SALC/subs	£558.61	Norse/VG grass	£280.07
G Walker/salary	£106.70	Clerk/salary	£488.85

- e) CIL Notice of CIL payments of payments for 2021/22 noted.
- f) Precept 1st instalment of precept of £11,643 received (220506).

7 ANNUAL ACCOUNTS

- a) Copies of the Annual Accounts for 2021/22 having been circulated and posted on the Council website; proposed I Cade, seconded J Shaw and carried, that the accounts be approved as representing a Fair Statement of the Parish finances. The accounts were signed and countersigned by the Chairman and Clerk as appropriate. Noted that as payments/receipts did not exceed £25,000 an external audit would not be required. Accounts to the 4th May having been verified by D Jacobs were accepted and signed by the Chairman. Agreed that in future the RFO need only present interim accounts at 3 monthly intervals
- b) Section 1 Annual Governance Statement and Section 2 Accounting Statements of the AGAR were completed,; proposed P Lickert, seconded J Shaw and approved for signature by Chairman and Clerk, prior to submission to Internal Audit. .

8. **APPOINTMENT OF REPRESENTATIVES**

a) **SALC**

Agreed P Lickert should continue in the position, but attendance is open to any councillor.

b) **POLICE FORUM**

D Jacobs, J Shaw and I Cade confirmed.

d) **PORT LIAISON COMMITTEE**

The Clerk, I Cade and D Jacobs as available.

9. **PUBLIC TRANSPORT LIAISON OFFICER/TREE WARDEN**

Confirmed PTLO is Mr T Hatrick and Tree Warden Mr R Brunt

10 **LOCAL HISTORY RECORDERS**

Confirmed Mrs J Shaw for Falkenham and Mrs A E Colvill for Kirton.

11. **CHARITIES**

a) **NASSAU TRUST**

Confirmed trustees are Mr F Nunn, Mesdames A Clarke, S Harvey; Mr Chris Poole

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

Confirmed that the affairs of this charity had been transferred to The Suffolk Community Foundation..

c) **RECREATION GROUND**

J Beer, P Barker, B Barker

12. **MINUTES OF MEETINGS**

The minutes of the Parish Council meeting held on 14th March 2022, having been previously circulated, were taken as read, approved and signed by the Chairman. The minutes of the Annual Parish Meetings held on 11th April 2022 were in preparation by the Clerk for presentation at a future meeting.

ACTION

13. **MATTERS ARISING**

i) Rectory Lane sign Nothing to report; Councillor Choi would endeavour to revive action through a contact with SCC to be provided by Councillor Shaw. **EC/JS**

ii) Falkenham NB Clerk and Councillor Jacobs have this in hand. Councillors Mowles and Shaw would be undertaking some preparatory work (220338) **SM/JS
C'K/DJ**

and Councillor Jacobs had submitted an account for fixings (220376).

ii) Tree lights Councillor Jacobs confirmed lighting box now secure. David Cox had provided an Electrical Installation report which is with the Clerk New lights still under discussion. **COUNC**

iv) EAONE/THREE Councillor Paul gave an update on the ongoing duct problems.

v) Quiet Lanes Signage is being distributed (220384/409).

vi) Queen's Jubilee celebrations Councillor Durrant gave an update on preparations of events; beacon lighting, family picnic, church fete. The Risk Assessments were all in place; the Clerk to advise Fire Service and Police. Proposed J Shaw, seconded J Durrant and carried that safety jackets at a cost of £68 be purchased. It is anticipated that the VG will be cut prior to events. **PL**

vii) Festival of Suffolk Confirmed that Councillor Jacobs will represent Kirton and Falkenham as its torch bearer in the rickshaw on the morning of 1st June (220393/96).

vii) Verges Clerk had submitted a request to ESC enforcement on the Alley Road verge but had had no response so far.

ix) Community Workshop Councillor Fothergill had attended the meeting on 17th March when little of relevance to the Parish figured, although he Data pack 2022 was of interest. He would be discussing with Councillor Colvill future attendance (220431/471).

14. **PUBLIC OPEN FORUM**

Nothing raised.

15. **DATES FOR MEETINGS 2022/23**

2022	2023
Monday June 13th	Monday January 9th
Monday July 25th	Monday February 13th
Monday September 5th	Monday March 27th
Monday December 12th	Monday April 17 th AM
	Monday May 15 th APCM

16.. **K & F VILLAGE HALL OPEN DAY**

An invitation to attend the open day on on the 11th June 2022 following renovations was acknowledged (220520).

17. **PLANNING** (attached)

i) Applications considered

a) DC/22/1055 1 Croxton Close,
Side extension, loft conversion, new garage
Councillors raised strong objections to these proposals, on access, loss of amenity and over-development, in concert with neighbours. Object.

b0 DC/22/0966 Falkenham Lodge
Orangery extension
The Council had no objections to these proposals

ii) Swiss Farm trees ESC enforcement had visited the site (220438) and owner given until coming autumn to undertake planting.

iii) Housing and Community led Housing Councillor Fothergill attended this event (220503) on the 31st March., and gave a report (220436) explaining that it was primarily to clarify Policy 4 and did not essentially affect the Parish.

iv) Housing R Kerry (DC) had circulated a comprehensive report on housing issues (220459).

v) Sustainable Construction Supplement Noted ESC had adopted the document (220510).

vi) Sizewell C Numerous updates received.

vii) A14 Notifications of closures of A14 and Copdock interchange works ((220374/355/450) noted and circulated.

20 **ENVIRONMENT**

i) Dog Bins Quotations from Norse obtained for replacement of Church Lane bin and new bin on Park Lane; £177.74 and £247.22 respectively (220422/660. Proposed I Cade, seconded J Shaw and carried that these quotations be accepted.

ii) Weir Place Clerk had notified ESC that the road sign was displaced (220390).

21. **SALC**

i) Circulars. NALC/SALC bulletins et circulated as appropriate for information

22.. **OTHER CORRESPONDENCE TO NOTE**

Other correspondence as listed on agenda noted.

23. **MATTERS FOR INCLUSION IN FUTURE AG2ENDA**

EAONE/THREE, Rectory Lane signpost, NB, tree lights.

24. **DATE OF NEXT MEETING**

Monday 13th June in the Recreation Ground Pavilion at 7.30 pm.
There being no further business the meeting closed at 9.15 pm

Signed

/

Date

PLANNING

PC

ESC

Existing applications

20/1860/OUT	Land Off Howlett Way Trimley St Martin Phased construction of up to 340 dwellings	Object
AP/21/0053/REFUSE	10 Burnt House Lane, Kirton Planning Appeal Consultation	No comment
22/0608/9/LBC	The Old Maltings, 23 Trimley Road, Kirton, Listed Building Consent - Erection of a single height pitched roof extension etc etc	No comment
22/0687/Ful	1 Grays Orchard, Kirton Single storey side extension	No comment
22/1055	1 Croxton Close, Side Extension, loft conversion, new garage	Object Amenity loss
22/0966/FUL	Falkenham Lodge, Falkenham Orangery extension	No comment

New applications

22/1091/FUL	7 Rectory Lane, Kirton SS Rear Extension/alterations
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