

PARISH of KIRTON & FALKENHAM

Dear Sir/Madam,

NOTICE OF MEETING

I HEREBY GIVE YOU NOTICE that a **REMOTE** meeting of the **Parish Council** of the above Parish will held on

Monday the 10th day of August 2020 at 7.30 pm

Meeting ID: To Follow

Password:

Signed C A Shaw

Clerk

A G E N D A

1. Register in and apologies
2. Minutes of Parish Council **remote** meeting of 13th July 2020
3. Declarations of interest.
4. Matters arising
 - i) SID **c200776/77**
 - ii) EAONE THREE **c200851**
 - iii) RG/VG land registration
 - iv) Rectory Lane signpost
 - v) Felixstowe Community Workshop report **c200827**,
 - vi) Quiet Lanes **c200787**
 - vii) Kirton BT phone box **c200769**
5. PUBLIC OPEN FORUM
6. WI tree and daffodils **c200769**
7. Corona Virus report (attached\)
8. Tree inspections/Back Lane trees
9. White Horse PH
10. FINANCE
 - i) Financial reports (attached)
 - ii) External audit **c200813/14**
 - iii) Laptop replacement **c200821, 200828/24, 200847**
 - iv) Locality Budget allocation
11. PLANNING (attached)
 - i) Local Plan update
 - ii) DC20/2914 – 6 Church Lane, Kirton rear extension
 - ii) ENF/2019/0260/COND
 - iii) Land fronting Falkenham Road 200775/78//84, **c200815**
 - iv) Planning Legislation and Regulation changes **c200831**
 - v) How to frame consultation responses **c200839**
12. ENVIRONMENT
 - i) Church Lane hedgerow **c200801**
 - ii) Broken footpath sign Kirton Hall **c200850**
 - iii) A14 diversions **c200837**
13. RECREATION GROUND
 - i) Swing **c 200820**
14. SALC **see correspondence**
15. Matters for future agendas
- 16.. Dates of next meeting Monday 14th September 2020 by remote.

CORRESPONDENCE

Matters arising

200776/77	D Jacobs	Traffic stats Kirton Road for May	circ
200851	Scottish Power	Consultation on EA3 Non-material change	
200827	ESDC	Reports for F P C Partner meeting on 05/08/2020	
200816	Felix P C Ptn	Access to paper	ah/ey
200787	SALC	Quiet Lanes Suffolk - expressions of interest	circ
200769	ESDC	Removal of BT Phone Box Consultation	circ

200668	A Colvill	Re: WI tree and daffodils	circ
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Finance

200813	G Walker	External audit documentation	
200814	G Walker	Exercise of Public Rights - Accounts 2019/20	
200821	R Osborne	Re: Replacement Laptop for Clerk. dj/	
200828/24	R Osborne	Re: Replacement Laptop for Clerk.	
200847	R Osborne	Re: Replacement Laptop for Clerk. dj	

Planning

200775/78//84	I Cade	Response Land Fronting Falkenham Road	circ
200815	Hopkins Homes	Re: Land Fronting Falkenham Road	
200831	ESDC	Planning Legislation and Regulation changes	circ
200839	ESDC	FW: How to frame consultation responses	circ

Environment

200801	R Kerry/ P O'Brien	Church Lane Kirton	circ
200850	J Durrent	Fw: Broken Footpath Post	
200864	Highways Agency	Local A14 maintenance works	circ

Recreation Ground

200809	CAS	ACRE Guidance_200720	jb/gw
200820	M Paul/D Jacobs	Re: Swing	jb

SALC

200779	SALC	Clerk online networking: Monday 20 July 2pm	
200811	SALC	SALC AGM: Thursday 30 July 2020	
200807	NALC	INFORMATION FOR PC AND TC	circ
200819	NALC	CHIEF EXECUTIVE'S BULLETIN	circ

OTHER

200822	Bucklesham pc	Bucklesham Village have a new website!	circ
200794	MAGPAS	Report and appeal for grant	.
200780	ESDC	Neighbourhood Plans -progress	
200785	ESDC	DC/20/2605/FUL May Cottage, Kirton	circ
200849	aepaps	ENERGY PROJECTS - ONLINE MEETING	
200788	M Allen	Greenprint summer Newsletter	
200799	Tree Council	Meet The Tree Council's newest team members!	rb/mp
200844	SCC	AONB Monthly Update July 2020	
200833	SALC	EPC4 - Communities Framework and the Devolution White Paper	
200835	SALC	Sharing information - Red BT phone boxes	
200852	ESDC	Adoption of Design Guide for North Lowestoft Heritage Action Zone	circ

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held remotely by Zoom video conference on Monday 13 July 2020 at 7.30 pm

1. **PRESENT:** Messrs I Cade, J Fothergill, A P Hutton, D Jacobs, P J Lickert, R J Osborne, M A Paul (chairman), Ms EY Choi, Mesdames E A Colvill, J Durrant, J L Shaw, G J Walker (RFO), Mr R Brunt (Tree Warden) and 1 Parishioners. Councillor Paul in the chair, proposed J Shaw, seconded A Hutton and carried that Councillor Paul remains Chairman pro tem until an Annual Parish Council meeting is called.

2. **APOLOGIES:** Mr T Hatrick (PTLO)

3. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 9th March 2020 having been previously circulated were taken as read, approved and signed.

4. **DECLARATION OF INTERESTS**

Councillor Colvill declared an interest in agenda item 11.

ACTION

5. **MATTERS ARISING**

i) Dog fouling Notices had been posted and displayed

ii) SID Device currently on Trimley Road. Councillor Jacobs to circulate records for May/June/July.

DJ

iii) EAONE/THREE Councillor Paul had nothing to report apart from resurfacing of large parts Park Lane should take place later this year.

iv) RG/VG land registration Through Fairstep (c200522) documents were with Land Registration and all fees had been paid.

v) Locality budget Review at next meeting.

CLERK

vi) Rectory Lane signpost Councillor Jacobs reported response awaited from SCC

SCC

vii) Community Workshops Next meeting postponed until the 5th August (c200729) Councillors Hutton and Choi will consider attendance.

A H/EYC

ix) Quiet Lanes As a consequence of the covid crisis Councillor Shaw had not been able to progress this further. She reported on damage to trees in Back Lane due to heavy vehicle traffic and R Brunt (Tree Warden) would investigate

RB

6. **Public Open Forum**

Councillor Osborne introduced a request for an Ice Cream vendor to park on the Village Green during the summer to which the Council had no objection.

7. **COVID 19 UPDATE**

Following discussions with John Beer the Recreation Ground Play Areas had been re-opened on 4th July. East Suffolk Council guidance, which it is using at its own sites, has been adopted. Councillor Lickert produced laminated versions of the guidance which is displayed in prominent locations and entrances. Clerk to check with insurers. Guidance to be published on the Website, Parish Mail, Twitter. A report on PC response to the crisis to be prepared for next meeting..

CLERK

8.. **FINANCE**

i) Approval of Annual Accounts 2019/20 (attached)

G Walker (RFO) presented signed accounts, verified by Councillor Choi, for year ending 31st March 2020; proposed I Cade, seconded J Shaw and carried the accounts are approved.
RFO explained as expenditure had exceeded £25, 000 accounts would have to go external audit

ii) Internal Audit Report Report from Heelis & Lodge had proved successful (c200705) with no reservations and approved.

iii) Annual Governance Statement The Chairman guided Councillors through the statement, approval being given to all sections for signature by the Clerk and Chairman.

iv) Accounting Statement The statement was approved for signature by the RFO and chairman.

v) Financial Reports (attached) Financial reports for June and to July 6th (c200741) presented and approved .for signature by the Chairman.

vi) Zoom account Proposed A Colvill, seconded J Durrant and carried that the Council would reimburse the RFO for his Zoom subscription to enable Virtual meeting of the Council (c200732).

9. **PLANNING**

i) Local Plan Councillor Cade gave an update confirming that comments had been submitted to ESDC (c2000694) largely tidying up anomalies arising from the removal of Innocence Farm. from the Plan.

ii) 3ENf/2019/0260 34/36 Falkenham Road enforcement The Clerk had sought an update from SCC, Highways through Mrs O'Brien (CC), (c200759) who had indicated they await an update for ESDC planning. Agreed Council would defer any further action until next meeting.

iii) DC20/2135 3 Rectory Lane Kirton Variation of Condition 2 Application involved changing two windows to a single larger window to which the Council had no objection.

iv) Land fronting Falkenham Road, Kirton Email (c200736) received from Hopkins Homes sought meeting with Council to discuss development of strip of land east of village hall on Falkenham Road. As parcel has not figured in

IC

current or previous Local Plans, agreed Council is not prepared to enter into any discussions. Agreed Councillor Cade would prepare draft response for circulation, approval and dispatch by Clerk.

10. **RECREATION GROUND**

Play areas opened on 4th July subject to Covid 19 guidance.

11. **WI COMMEMORATIVE TREE**

Councillor Colvill as President of K & F Women's Institute had submitted a request (c200668) to plant a tree to commemorate the centenary of the WI, suggesting it be planted on the Village Green. The Council approved the proposal in principle but being undecided on location would defer a decision until the next meeting. A similar decision would be made on the subsequent offer of a quantity of daffodil bulbs.

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

WI tree and daffodils, tree inspections, replacement of Council laptop, Covid 19 report., Locality budget grants, Back Lane trees. Quiet Lanes,

13. **DATES OF FUTURE MEETINGS**

Monday 10th August at 7.30 pm via Zoom virtual facility.

Sept 14th via Zoom (provisionally)

Oct 12th via Zoom (provisionally)

Nov 16th via Zoom (provisionally)

Jan 11th - meeting arrangements TBA

Feb 15th - meeting arrangements TBA

Mar 15th - meeting arrangements TBA

Annual Meeting Apr 12th - meeting arrangements TBA

Annual Parish Council Meeting May 17th - meeting arrangements TBA

There being no further business the meeting closed at 9.00 pm.

Signed.....

Chairman

Date.....

REPORTS

PLANNING

	PC	ESDC
<u>Existing applications</u>		
20/1860/OUT Land Off Howlett Way Trimley St Martin Phased construction of up to 340 dwellings	Object	
20/2225/TCA The Old Maltings 23 Trimley Road Kirton TPO SCDC 209:2007 Fell 1 Ash tree	Query retention	Granted
20/2135 VOC 3 Rectory Lane, Kirton Variation of condition 2 to application 17/3571 Changes to windows	No objection	

New applications

DC20/2605 Annexe At May Cottage 29 Falkenham Road Kirton
Additional use of residential annex for short-term
holiday lets

COVID RESPONSE SUMMARY

The rapid imposition of Covid 19 on the country was unparalleled and we have never in our lives had to deal with this extraordinary situation. The PC, with the help of some very dedicated volunteers, quickly responded to the anticipated needs and put the following measures into practice:

1. The PC with the assistance of a kind band of local volunteers, leaflet dropped all the dwellings in the villages with an information card outlining who they could contact when and if help was needed. This proved very helpful to elderly or to those without access to social media and many of our requests for help were generated by this route.
2. A joint village Facebook Help-page was created, '*Kirton & Falkenham Helping Hands*' to enable us to amalgamate all volunteers, requests for help and offers of assistance. This quickly amounted to almost 100 members.
3. From the incoming help requests and information passed from other sources, we collated a vulnerable list which was shared between JD and two other primary volunteers (Susan Harvey and Carol Richards). In alignment with this, JD cross referenced the new vulnerable list with that held by the PC to ensure we were encapsulating all those that may be in need.
4. We had a huge response to our request for volunteers. Again, this list was shared with SH & CR to enable us to coordinate and assign helpers to the needs demanded.
5. Our responses were primarily within the following categories:
 - Prescription collection.
 - Food parcel and Fruit and vegetable deliveries.
 - Dog walking
 - Regular Friendship calls to those alone or isolated
 - Follow up calls to check on prescription deliveries etc

- Assistance with pharmacy / medication issues
6. Villagers Susan Harvey and Rosie Walker created and ran a pop-up shop from Susan's driveway which was held twice weekly. It provided free tinned & non-perishable foods, fruit, vegetables, books, toys and pet foods to anyone in need or struggling financially. All items were very kindly donated by local villagers and this proved a hugely valuable asset during the very challenging lockdown period. It also was a huge help to many in maintaining a social contact during this very difficult time and was a lifeline to some who would otherwise be completely isolated.
 7. With the immeasurable demand for protective clothing for our local hospitals and doctors surgeries / care homes we endeavoured to assist with the requirement to provide protective clothing. Barnes Construction very kindly allowed us to print off a very generous quantity of the sewing patterns in full size which enabled our village machinists to make multiple sets of scrubs. Carol Richards and Maddy Rhodes along with several others worked tirelessly to provide quantities of clothing and ran regular collection and delivery runs of fabric, patterns and finished items between the villages to the Hospital.
 - 8 A £1000 charity donation for the PC was acquired by Councillor Jacobs from the Suffolk Community Foundation.

The members of the two villages were so incredibly generous with their time, consideration and donations that this greatly assisted the PC to achieve so much which would otherwise have proved almost an impossibility. If anything has transpired from this tragic event, it is that the members of our villages truly went above and beyond to help others and we should be very proud of their response when we truly needed their help. J March July 2020