

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 6th October 2025 at 7.30 pm**

To: **All Councillors**

Signed *G J Walker*. Clerk

AGENDA

- 1 Apologies
- 2 Minutes of the meeting held on 1st September 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) Play area inspection and signs
 - vii) Flooding Falkenham Rd drain connection (PR 00520228)
 - viii) Swiss Farm hedge
 - ix) Bus Shelter and notice board repair
 - x) Speeding (procurement of additional SID)
 - xi) Dog control on Rec
- 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); PKF Littlejohn (Ext audit) - £252.00; HMRC (PAYE) – £441.48; Clear Insurance - £1,504.62
 - iii) Payments due for authorisation: G Walker salary (circa £479.59pm); Parish magazine - £900; RG 6 month payment - £2,946; British Legion (wreaths) - £40 (plus any additional agreed contribution); RG VAT reclaim - £505.64
 - iv) Receipts: 6 month Precept - £13,424.50; VAT reclaim - £676.00 (PC= £170.36, RG=£505.64)
 - v) Draft budget 26/27 (previously circulated)
 - vi) Insurance renewal, including liability cover for Suffolk Day
- 7 Planning
 - i) *DC/25/3541/FUL* - Single storey extension, Falkenham Lodge Closure 17th Oct
 - ii) Various Planning briefings (see Correspondence)
- 8 Environmental
 - i) Reparation of grassed areas by City Fibre Networks
 - ii) Footpath from Kirton to TSM School
 - iii) Request for Flood guidance to be put on website
- 9 Recreation Ground
 - i) Pavilion alarm compatibility with BT Digital
- 10 SALC Report
- 11 Other Correspondence/items for discussion
- 12 Matters for inclusion in future Agenda
- 13 Date of next meeting:- Monday 3rd November 2025 at 7.30 pm

Kirton & Falkenham Parish Council

Circulated Correspondence

From	Subject	Date Received
Clerk@kandf-pc.gov.uk...	Continuing poor footpath accessibility leading from Kirton to Trimley St Mary...	15:05
Jenny Riddell-Carpenter...	September 2025 – £20m for Felixstowe West secured, SEND Ministerial Visi...	14:24
East Suffolk Planning Pol...	Planning and Building Control Newsletter September 2025	11:55
John & PlanningPolicy	REMINDER - Neighbourhood Plan Guidance Documents Consultation	Yesterday
planning@eastsuffolk.go...	Planning consultation - DC/25/3541/FUL	26/09/2025
Catherine Bailey	Re: Website Update Request	26/09/2025
Juraj & Clerk@kandf-pc....	Landscaping reparation request for Kirton, Suffolk	26/09/2025
East Suffolk Planning Pol...	Housing Position Statement and Suffolk Coastal Local Plan 5 year Review A...	25/09/2025
Clerk@kandf-pc.gov.uk	Re: Request to Park on Village Green	25/09/2025
SM-NE-East Coastal Acc...	Commencement of new access rights between Felixstowe Ferry and Bawdsey	24/09/2025
Kirsty White	SALC training bulletin 23rd September 2025	23/09/2025
Sharon Hindes	Webinar - 6th October 2025	19/09/2025
Jack, DEREK, John, Cler...	Appearance of Union	16/09/2025
Sally Longmate	Local Government Re-organisation and devolution	16/09/2025
DEREK & Clerk@kandf-...	DURILDA GREEN 5 BARRED GATE	15/09/2025
Clerk@kandf-pc.gov.uk	PC insurance renewal	15/09/2025
Jack & DEREK	Playground	14/09/2025
DEREK JACOBS	Re: Playground	14/09/2025
East Anglia THREE	East Anglia Three project update	12/09/2025
Police Connect	Felixstowe community engagement events	11/09/2025
Jack & Felixstowe	Remembrance wreaths 2025	09/09/2025
Paul Negus (Treasurer)	Kirton & Falkenham PC support for the Kirton & Falkenham Review	06/09/2025
Clerk@kandf-pc.gov.uk	PC Finance report Sept and draft budget	04/09/2025
East Proactive Comms	Important roadworks information: A14 between junctions 61 and 62 – messa...	04/09/2025
Clerk@kandf-pc.gov.uk	Fwd: PC article for the Review	02/09/2025
Clerk@kandf-pc.gov.uk	Fwd: City Fibre Networks	29/08/2025, 1
John Fothergill	FW: Town & Parish Planning Forum July 2025	31/08/2025
Suffolkonboard	Suffolkonboard bus timetable updates	29/08/2025
Jenny Riddell-Carpenter...	August 2025 – My latest updates and what's ahead as Parliament returns.	29/08/2025
CAS Network	CAS August Newsletter	29/08/2025
Jess Miller	Sign up now - Community Thermal Imaging Project	28/08/2025
Jess Miller	Sign up now - Community Thermal Imaging Project	28/08/2025
Jack, Clerk@kandf-pc.go...	Insurance for Suffolk Day 20th June 2026	28/08/2025
DEREK JACOBS	Re: Fwd: PC Meeting Monday	27/08/2025
clerk@kandf-pc.gov.uk	Fwd: Playground inspections	11/08/2025
johnbeer47@btinternet.c...	Re: RG jobs and carpark	22/07/2025

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Minutes of the Parish Council Meeting held in the Recreation Ground Pavilion on Monday 1st September 2025 at 7.30pm

Present: Cllrs J Fothergill (Chair, JF), J Shaw (JS), D Jacobs (DJ), J Durrant (JD), M Paul (MP), P Lickert (PL), J Sheeran (JonS), D Ward (DW); District Cllr M Ninnmey (MN); G Walker (Clerk); T Hatrick (PTO); One member of the public

Item No.	Comments	Action
1.	Apologies Cllrs J Cade (JC), A Colvill (AC), L Bullard (LB); District Cllr L Reeves (LR); County Cllr P Mulcahy (PM).	
2.	Minutes of last meeting The minutes of the Annual Parish Council Meeting held on 7 th July 2025 having been previously circulated were taken as read, and accounting for the following amendments, were approved and signed. <i>Also present:</i> Cllrs P Lickert (PL), L Bullard (LB), D Ward (DW), A Colvill (AC). <i>Action point:</i> AP8/07.25/PL reassigned to AC	
3.	Declaration of interests No new declarations reported	
4.	Public Open Forum <i>Parishioners questions:</i> The extremely overgrown nature of the footpath to the school was raised. Mrs Harvey had been informed by SCC Highways that its current condition did not meet the criteria for any action to be taken. This matter was discussed further during the meeting. <i>District Councillor's report:</i> Cllr Ninnmey reported that a proposal for three Unitary councils had been supported by East Suffolk Council. Locally this would mean Felixstowe, Martlesham Kesgrave and surrounding villages joining a much larger Ipswich which takes in about half of the Babergh District. The proposed area would have around 255,000 residents which may still be considered too small for the Government. It was also suggested that police might wish to attend and present to the Council, possibly the Annual Parish Meeting. Mr Hatrick (PTLO) reported that announcement of the new 73 bus service had been well received by villagers. Starting on 31 st August it will enable easier journeys to Martlesham, Woodbridge, Felixstowe, and The Grove Medical Centre.	

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5.	Matters arising i) Local History recorder (Kirton): No update. ii) EA3: all cables are in place awaiting jointing work to be completed. Security is in place 24x7 and cameras are in place as gates were being left open. There has been a notable reduction in large construction traffic turning right out of Park Lane. iii) RG substation proposal: The proposed substation on the Recreation Ground is still ongoing, awaiting detailed installation plans iv) Joint Parish Group: A watching brief continues to monitor any significant planning proposals which are likely to affect the villages. v) Felixstowe Peninsular Partnership: Nothing to report. vi) Play area inspection and responsibility: The PC are continuing to review options for maintaining the Play Ground in good condition, possibly using local third party contractor. East Suffolk Services have quoted for quarterly inspections, however the requirement from the insurers is for weekly inspections and is the first priority (to be recirculated, and shared with existing contractor) vii) Flooding Falkenham Rd drain connection: PC have written to Planning Enforcement, and D Cllr Reeves has raised with Head of Planning (Ben Woolnough) who is now in contact with SCC. Awaiting further update. viii) Swiss Farm hedge: Awaiting more detail before raising with appropriate authorities. ix) Bus Shelter and notice board repair: Cllr Jacobs has received an estimate of £400 for the work. To be progressed. x) Speeding: A review of traffic stats for June (Bucklesham Rd near Park Lane) shows an average daily volume of 639 vehicles with an 85th percentile speed (the speed at or below which 85% of vehicles travel) of 31.9mph, which is below the speed at which police will normally engage. Investigation on the whereabouts of the old Speedwatch cameras suggests these were last handed back to a previous District Councillor with the understanding that they would be handed to ESC. Current status unknown. Action outstanding re possible funding for additional SID. A request has also been made to site the current SID on Rectory Lane. Apparently, there is an available pole, however any such siting would need to approval of nearby residents, and would need to meet Highways' requirements (measurement distance etc). Review ongoing. xi) Dog control on Rec (additional item agreed by the meeting). In addition to the request in last month's <i>Kirton & Falkenham Review</i>, to request better control of dogs, the PC are looking at improving signage relating to the need for dog control and cleaning up of excrement on the Rec.	AP1/09.25/ Clerk AP3/07.25/ Clerk, LR AP4/07.25/ JS AP2/07.25/ LR AP8/07.25/ AC
6.	Finance i) Financial and monitoring reports (on website) ii) Invoices authorised: G Walker salary - £479.59 x 2 (July & Aug); Clerk WFH expenses (broadband etc) - £35.90 (SO) x 2 (July & Aug); Clerk expenses (printer paper) - £21.49; CIL grant to Village	

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	Hall (matches amount received into PC account) - £10,800 iii) Payments due for authorisation: G Walker salary (circa £479.59pm); PKF Littlejohn (Ext audit) - £252.00; HMRC (PAYE) – approx £441.48 iv) Review audit report. The Clerk reported the successful completion of the external audit. The audit report was reviewed and the PC noted the observation about asset handling for future reference. v) Short mat bowls – request for funding. District Cllr Ninnmey indicated that some Community Enabling might be available. This would be reported back.	
7.	Planning No new applications i) <i>DC/25/1824/FUL:</i> Ivy Cottage, Back Road, Kirton. Discussions have taken place with the ESC Planning Officer regarding the fact that a garden room had been built forward of the property line, in addition to the “Observations” entered on the Planning Portal. It was stated that the situation under review, although it was confirmed that the grooming salon is located in the attached garage as per the original planning application. ii) <i>DC/25/2524/FUL:</i> Inglenook Falkenham Road Falkenham. Additional comments have been made concerning this application regarding incorrect statements and boundary plans included in the application.	
8.	Environment Some previously grassed areas which City Fibre Networks used to locate excavation spoil have now become covered in knee height weeds (eg corner of Croxton Close), the PC have requested details of similarly affected areas from residents in order that corrective action can be requested of CFN. Following the point raised in the Public Open Forum, it was agreed to raise this formally with Highways, and if they still consider it a low priority, that the PC should seek approval for the Council to undertake the work.	AP2/09.25/ Clerk AP3/09.25/ Clerk
9.	Recreation Ground John Beer has reported that there has been little progress on the car park refurbishment planning approval, and as a result a new architect is now being used. He also reported that the move to BT Digital now meant that the Pavilion alarm would no longer report to remote locations. Cllr Jacobs to touch base in order to understand the underlying reason.	AP4/09.25/ DJ
10.	SALC Report Nothing to report	
11.	Other Correspondence Liability insurance cover for Suffolk Day. It was agreed that the Council would own the overall governance of the event, by way of having responsibility for reviewing the risk register(s), and having all volunteers registered as doing so on behalf of the Parish Council. A short document to be drafted to formalise this agreement.	AP5/09.25/ Clerk
12.	Matters for inclusion in future agenda Local History recorder; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Play area; Flooding	

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	Falkenham Rd drain connection; Swiss Farm Hedge; Bus shelter and notice board repair; Speeding; Dog control on Rec	
13.	Date of next meeting: Monday 6 th Oct 2025 at 7.30 pm	
	There being no further business the meeting closed at 9.30pm. Signed..... Chairman Date.....	