

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 16th** day of **March 2015** at **7.30** p.m

Signed *CA*

Shaw

Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Report (circulated)
2. Parishioners questions
3. County Councillor's Report (circulated)
4. District Councillors' Reports
5. PTLO report

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 2nd February 2015
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. Standing Orders/Financial Regulations/Audit effectiveness review
5. Damaged signs update
6. Defibrillator
7. Elections
8. Annual Meeting
9. Administrative matters (see correspondence)
10. Acceptance of written Committee Reports
 - a) Planning (attached)
 - i) Felixstowe Peninsular Area Action Plan update
 - ii) TW (B&M) planning application update
 - b) Finance (attached)
 - i) Budget monitor ii) Internal auditor iii) Project List review iv) Broadband
 - v) Transfer of funds to Deposit a/c
 - c) Environment
 - i) VG/RG trees ii) Shrubs opposite bus shelter
 - d) Recreation Ground (attached/circulated)

7. SALC Report
8. Correspondence (attached)
9. Matters for inclusion in future Agenda
10. Date of next meeting:- Annual Meetings 13 April 2015, Annual Parish Council Meeting 18th May 2015 both in RG Pavilion at 7.30pm.

CORRESPONDENCE

Damaged signs

150172/220 D Jacobs/SCC	Fwd: Re: Highway reports (circ)
150241/51 SCC	Problem Report 00106169 Logged/Ordered
150255/6 SCC	Problem Report 00106302 Logged/Closed
150252 Fixmy street/SCDC	Confirm your report on FixMyStreet

Administration

150270 Clerk'sCounc Direct	Elections 2015 - Corrected Dates
150135 SCDC	Elections May 2015
150147 SCDC	Parish council Elections web site info
150263 R Walker	Annual meeting presentation
4150185 R Kerry	New Highways Fault Reporting Tool
150187 UK Power Networks	Do you know who maintains the power lines where you live
150212 SALC	The Electronic Summons **correction**
150236 eastsuffolk	Community Emergency Plans Survey
150239 SCC	Your record on Suffolk InfoLink

Planning

150248 I Cade/STAG	RE: Fatally Flawed Felixstowe Peninsula Area
150121/173/89 Worlidge, F Last/D	A Piotrowski Responses on FPAAP
150197 SCDC	Sizewell C joint local authority engagement event
150201 T&M Mathews	Re: Artisan Smokehouse, Kirton
150207 D Jacobs	Re: Your Anglia water man
150209 R Keryy/S Harvey	FW: Nant v Suffolk Coastal
150262 B Owen Smith	Feedback on application for Old Dog

Finance

150190 G Walker	VG shrub clean up
150195 Boundary Fencing	A/C for VG shrub work £144
150269 E-ON	Tree lighting a/c £23.99
150159 SALC A/C for SO course	D Jacobs £30
150171 Phone Co-op	Phone Bill from The Co-operative Phone
150166/76/277 SCDC/D Jacobs	RE: Dog bins and dirty hedges
150107 NSI	PO a/c statements
150164/279 Barclays	Community A/C Dec/Feb Business A/C balance/Business a/c statement
150165 HMRC	VAT refund £358.54
150183 MAGPAS	Request for grant
150246 Trevor Brown H & L	Kirton & Falkenham internal audit
150261 S Harvey	Woodlands Pre school wood (sic) like a little funding

Environment

150188 Livewell Suffolk	New Stepping Out in Suffolk Health Walks
150191/2/3 S Harvey/P O'Brien	Pavement from Kirton Green to Trimley St M/Flooding in Weir Place
150200 S Harvey	Pavement clearing
150203 G Walker	Kirton bus shelter - strange goings on!
150237 The Tree Council	Tree Guardian Update
150242 SC Norse	Spring Clean 2015
150266 P O'Brien	Suffolk is spring cleaned by local litter pick
150247 SCC	Consultation open on Suffolk Walking Strat
150254 eastsuffolk	Reminder: Sizewell C joint local authority engage
150268 eastsuffolk	Greenprint Forum - Upcoming Event

SALC

150168 SALC	FW: LAIS1372 Transparency Code - Smaller Auth (circ)
150169 SALC	FW: LAIS1373 Automatic Precept Ref

150205	SALC	LAIS 1374 Councillor Travel Expenses (circ)
150206	SALC	LAIS 1375 The Electronic Summons (circ)
150221	SALC/eastsuffolk	Village of the Year 2015
150226/31/75	SALC	Suffolk Coastal Area Meeting/Chairman's report/advance papers/Group report
150232	SALC	Important updates and information
150233	SALC	SALC's new style updates

OTHER CORRESPONDENCE

150100	SCDC	Review of electoral wards in Suf
150105	EA One	Notification of forthcoming surveys
150108/9	S Harvey/I Cade	FW: Housing list for Kirton/Comment on c150108
150114/18/19	S Harvey/D Jacobs	Another dog bin possibly?
150124	Woodmaass	New Housing Proposals for Kirton
150125	SCDC	Re: Artisan Smokehouse, Kirton
150146	I Cade	Words for Artisan Smokehouse
150126	Suffolk Police	Crime report (2)
150127	I Cade	Proposed response on FPAAP
150128	I Cade	Proposed response on TW planning appl
150129	S Harvey	DC report for 2nd Feb
150130	A Colvill	Draft response on trains thro' Peterboro
150137	HMRC	Successful Receipt of Online Submission
150138	Suffolk	AgeUK Promotion material
150139/40/41/49/60	S Paul/G Christian/A Durrant/S Livingstone/E& B Payne	Responses on FPAAP
150142	M Paul	Kirton Creek footpath
150144	P O'Brien	50 mph Orwell Bridge
150145	S Harvey	Brook Lane, sudden appearance of hole
150148	S Livingstone/D Jacobs	Co-option to council
150152	SCC	Boundary Changes - Suffolk Coastal DC
150055	D Jacobs	Re: Kirton Falkenham Boundaries
150156	D Jacobs	Fwd: EA's role in EDF Energy's plans
150163	Clerks/Councils Direct	Online Access - Year book
150175	SCDC	Revised Electoral register 2nd March
150177	Vic Lingley SCDC	Change of personal
150184	SALC	A further election briefing
150216	SALC	Info session on Sustainable Comm Act 19/3
150235	SCDC	Quality of Place Awards 2015
150238	D Jacobs	Audit effectiveness meeting
150274	P O'Brien	Report for 16th March
150215	Donna Spurling	FPAAP response address
150204	SPS	Planning Application DC/14/4225
150198	HMRC	Important information for employers
150272	HMRC	Receipt of Online Submission for Reference 475
150273	D Jacobs	Budget monitor
150170	SALC	FW: Forthcoming Courses
150199	SALC	Clerk's networking 5th March
150213	Hutchinsons Port	Prime Minister launches Economic Plan at the Port
150162	Port of Felixstowe	First 19,000+ TEU ship visits Port
150167	LG Chronicle	Report: Restoring Britain's City States
150178	The Plastic People	edging for visitor attractions
150180	Rural Services Network	Rural Transport - February 2015
150208	Rural Services Network	Rural Vulnerability Service - Rural Broadband
150264	Rural Services Network	Rural Opportunities Bulletin
150186	Rural Services Network	Hinterland w/b 12 Feb/20th Feb/27 Feb/5 th March
150194	SCC	Education & Learning Infrastructure Plan
150211	SCC	Suffolk's most active communities crowned
150223	Suffolk Comm Found	Red Nose Day Community Cash deadline
150227	Messagemaker	Need a Traffic Sign?
150230	Comm Action Suffolk	News letter
150243	SCDC	Visit Felixstowe Newsletter - March 2015

150244	S Comm Foundation	Safer Suffolk Small Grants Fund
150245	EELGA	East of England LGA e-bulletin
150253	SCDC	Register of Members Interests
150267	SCC	Suffolk's Year of Cycling has arrived
150271	SPS	PC review FPAAP response V5

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 2nd February 2015 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 9 Parish Councillors, Mrs S B Harvey (DC), 10 Parishioners.

The Chairman opened the meeting by explaining that in view of the open discussion on planning matters to follow, the usual POF reports (below) will be taken as read.

1. **Police Report**

Written report circulated (c150126), recorded a burglary in Struston Mead

2. **Parishioners Questions** Nothing raised.

3. **County Councillor's Report**

Written report circulated from Mrs O'Brien (c150101), recorded sentencing of manager of company following complaints to Trading Standards, Suffolk Carers success in "Going the Extra Mile", and a Police and Crime Panel report.

4. **District Councillors' Reports**

Written reports circulated from Mrs Harvey and Mr R Kerry (c150129/22). The former reported on Hastoe Housing criteria on change of ownership and shared equity, attendance at FPAAP working group, and expenditure of enabling grant to KAFPA for staging and other possibilities, the latter on grants from Coastal Communities Fund towards Tourism, planning issues around affordable housing and Felixstowe Port development matters.

5. Councillor Cade introduced an open discussion on two outstanding planning issues.

1. **DC14/4225 Land rear of 16 to 22 Falkenham Road, Kirton**

**Demolish existing building; and redevelop site to provide
39 dwellings, etc "B & M Site"**

2. **Felixstowe Peninsular Area Action Plan**

Councillor Cade displayed a draft Parish Council response (c150128) to the proposals for the B & M site, questions being raised from the floor on drainage, footpath provision and Rights of Way.

A similar Parish Council draft response was displayed on the FPAAP proposals (c150127). In the light of the public meeting held in Kirton Church Hall on 27th January the discussion was limited to broad outlines of public feeling, and clarification on the implications from removing the Falkenham boundary envelope and significance of those parts of Falkenham included in the Kirton planning envelope. .

Proposed J Shaw, seconded EY Choi and carried that these drafts should form the basis of the Parish Council's responses, and Councillor Cade would circulate updated drafts for comment and final agreement, to meet the scheduled response dates.

The chairman expressed the thanks of the Council for all his work in steering through these two planning issues in the Public Meeting and with SCDC.

The Chairman closed the Open Meeting at 9 pm and opened Parish Council meeting.

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, D Jacobs (Chair), F Last, M A Paul, G Walker, Ms EY Choi, Mesdames , J L Shaw, E A Colvill, Mrs S B Harvey (DC), and 10 Parishioners.

ABSENT: J L Matthews

1. **APOLOGIES:** Mrs P O'Brien, Mr R Kerry, Mr G Harding

ACTION

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 15th January 2015 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

None declared.

4. **REVIEW OF AUDIT EFFECTIVENESS, STANDING ORDERS.
FINANCIAL REGS**

Dates for Review still to be fixed, before which SO & FG will be considered. Councillor Jacobs had attended a SALC workshop on Standing Orders and received appropriate certification.

CL/DJ/IC/AC

5. **DAMAGED SIGNS**

On going. Chairman is meeting with SCC to highlight missing signs and further dog sites.

DJ

6. **DEFIBRILLATOR**

Proposed A Hutton, seconded J Shaw and carried that subject to final agreement, defibrillator donated by Paul Trust should be erected on White Horse PH; cost of installation to be borne by Parish Council.

MP/DJ/GW

7. **VILLAGE GREEN SHRUBS**

Councillor Walker had arranged with Colin Cope to deal with this for £144. **GW**
Proposed M Paul, seconded G Walker and carried that this is agreed.

8. **BACK LANE HEDGING**

Councillor Paul reported this issue had been discussed with the land owner and was in hand.

9. **ADMINISTRATIVE MATTERS**

i) Annual Meeting speaker Suggestion to approach Mrs A Walker to speak on Diabetes agreed.

ii) Casual Vacancy Mr S Stephenson of 16 Falkenham Road, Kirton, **CLERK**
introduced himself as a candidate for the Council Casual Vacancy. He retired and J Shaw proposed, M Paul seconded and carried that Mr Livingstone be co-opted to the Council to fill the vacancy. Mr Livingstone was recalled and welcomed to the Council. Clerk will advise SCDC and complete the co-option formalities.

iii) Transparency Code NALC L05-14 (c150014) being latest briefing on the Transparency Code had been circulated.

iv) Right Report SALC circulation of documentation (c150046) available on website of procedures noted.

v) Sizewell Safety Advice Documentation (c140048) to be forwarded to **CLERK**
Councillors Jacobs and Walker.

vi) Rail Consultation Proposed G Walker, seconded EY Choi and carried **IC**
that the response Councillor Colvill had prepared (c150130) to the proposals on the passenger services between Ipswich and Peterborough is approved.

10. **COMMITTEE REPORTS**

a) **Planning**

i) Land opposite Park Lane Agreed that to infill this strip of land would be an attractive option, as it has not been put forward by the owner during this consultation, it is not appropriate to bring it forward at this time.

ii) Felixstowe Peninsular Area Action Plan Dialogue between Councillor **IC**
Cade and SCDC had continued (c150038/44/80/90), comments from parishioners (c150095/86/97) noted. A Public Meeting had been held in the

Response in preparation following the Open Meeting above.

iii) B&M site TaylorWimpey had submitted planning application C15/4225 **IC/CLK**

(c150067/77) to which a response is in preparation following the Open Meeting above.

iv) Artisan Smokehouse A copy of correspondence between T & M Matthews IC/CLK and SCDC planning (c150094), pursuing a possible application to locate the business in Kirton was discussed. Agreed the following should be sent to the Matthews “ Kirton and Falkenham Parish Council discussed, during its February meeting, the enquiry you made to Liz Beighton. In principle we welcome your proposal to move your business operations to Falkenham. Of course this is subject to the detailed planning application and that it is an acceptable design for the neighbourhood.

v) Felixstowe Port Liaison Committee Notice of next meeting received IC/GW/CLK (c150089) in Cambridge on 12 March 2015. Agreed Councillors Cade and Walker would attend.

b) Finance

i) Budget Monitor Report The attached report was received. Agreed Project lists should be reviewed at next meeting.

ii) Internal auditor Still to be arranged. **CLERK**

iii) VG/RG trees Councillor Walker had issued instruction to Paul Tree Services (c150064) to carry out work on trees as agreed at January meeting. **PTS**

iv) Broadband Clerk had finalised broadband/Email connections with Namesco (c150001/2) and Phone Co-op (c150047) and renewed McAfee protection (c150026/7/8).

v) Section 137 SALC had advised (c150082) that Section 137 expenditure is increased to £7.36 for 2015/6 from £7.20 in 2014/5.

vi) 2014/5 Precept SCDC had confirmed (c150021) that precept request for 2014/5 had been £14971.45, to which the Clerk agreed.

vii) Locality Budget Cheque for £600 received from SCC (c150013) towards VG benches.

viii) Invoices Proposed M Paul, seconded J Shaw and carried that account from Flyer press for £115 (c150066) for leaflet printing is approved.

ix) Grants Acknowledgements received from CAB, Lunch Club, MAGPAS (c150065/79/84).

c) Environment

i) Shrubs opposite bus shelter Visibility problems (c150003) should be addressed with Mayhew. **CLERK**

ii) Church Lane hedge Problem reported by owner of 28 Meadowlands,

Mr Macmillan (c150072) had been resolved by Chairman.

iii) Flooding information Information forwarded by SALC from Councillor **CLERK** Newman (c150093) noted and to be forwarded to Councillor Walker.

iv) Grants Grants available for Suffolk Coasts and Heaths (c150069) noted

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

Standing Orders/Financial Regs/Audit effectiveness, Defibrillator, Signs, Project List, Elections,

12. **DATE OF NEXT MEETING**

Monday March 16th 2015 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 10.10 pm.

Signed.....

Chairman

Date.....

COMMITTEE REPORTS

PLANNING

	<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>		
DC14/3461 Falkenham Hall Falkenham Revised scheme to 14/1402 to allow phased construction.	Support Dormer?	Granted
DC14/3736 5 Falkenham Road, Kirton Proposed Ss side & rear extensions	Support	Granted
DC14/3647 Land to east of Cockle Nine Acres, Kirton Construct cottage with garage on land previously used for stabling horses.	No comment	
DC14/4134 Part side garden, Old Dog Falkenham 2/3 bedroom det cottage, demolish nissen hut, access from existing drive	No objections	Refused
DC14/4225 Land rear of 16 to 22 Falkenham Road, K'n Demolish existing building; and redevelop site to provide 39 dwellings etc, etc.	Object	
<u>New applications</u>		
DC15/0377 The Lodge 5 The Maltings , Kirton Remove dead wood, reduce limbs 3 oaks	No objection	Granted
DC15/0412 The Granary, 3 The Maltings, Kirton Remove stubs, deadwood, reduce crown 30%	No objection	
DC15/0413 29 Burnt House Lane, Kirton Front garden oak, reduce crown 50%, & balnce lower limbs, remove over cables and garage	No objection	
DC15/0430 39 Meadowlands, Kirton Proposed 2 storey side extension	No objection	
DC15/0484 Blacksmiths Cottage, Falkenham Proposed 2 storey side extension and alterations		
DC15/0699 Part west garden, Longridge, Back Road, Falk'm Erection of pre-fab wooden barn structure for Smokehouse business, retail space, small café Vehicle access and parking		

FINANCE

Cheques written since last meeting:

C A Shaw	£266.40 (clerk's salary)
HMRC	£66.60 (PAYE)
SALC	£30 (SO course)
Recreation Ground	£331.05 (vat refund)
Boundary Fencing	£144 (VG shrubs)
E.ON	£23.99 (tree lighting)

RECREATION GROUND

Pavilion : All Ok – just a minor problem with a window handle in the lounge.

Play-Area : Still waiting for work to be done on the slide, adult swings, roundabout and gate !!

New Equipment : All Ok.

Ground : Work has started on the new entrance. There will just be one gate instead of the two thus making access much less cumbersome. Parking will be available to the left of the new entrance. Still problems with dog mess – there must be a record number of dogs now using the ground. One person has been reported for leaving dog mess on the ground, and there is some CCTV evidence although not as clear as it could be. This person (who I suspect we all know), has been spoken to and naturally denies any wrong doing. He is on his last warning as I am sure SCDC would be keen to prosecute. John Beer March 2015