

**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 **14th** day of **July 2014** at **7.30** p.m

Signed *CA*

*Shaw*

Clerk

To: **All Councillors**

**A G E N D A**

**PUBLIC OPEN FORUM**

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

**PARISH COUNCIL MEETING**

1. Apologies
2. Minutes of meeting held on 9<sup>th</sup> June 2014
3. Declaration of Interests
4. Matters arising
  - i) RG/VG hedges and trees
  - ii) Christmas tree topping
  - iii) Verge cuts
  - iv) FOI request (c140499)
  - v) Drainage and sewer problems update (c140495)
  - vi) CIL consultation (c140548)
  - vii) Community Services AGM reports
5. Project List (c140512, c140525)
6. Administrative matters (**see correspondence**)
7. Acceptance of written Committee Reports
  - a) Planning (attached) (c140514, c140526, c149542 c140533)

- b) Finance (attached) (c140524, c140550 140516)
- c) Environmental & Transport (c140496, c140498, c140501, c140523)
- d) Recreation Ground
- 8 SALC Report (see correspondence)
- 9 Other Correspondence (attached)
- 10 Matters for inclusion in future Agenda
- 11. Date of next meeting:- Monday 8<sup>th</sup> September 2014 in the R G Pavilion at 7.30pm.

*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.*

## **CORRESPONDENCE**

### **Matters arising**

|                        |                                     |
|------------------------|-------------------------------------|
| 140499 P Gillen        | Response to FOI request             |
| 140495 AW/D Jacobs     | RE: Kirton Sewer Problems           |
| 140548 A Hutton/I Cade | Suffolk Coastal Public Consultation |

### **Project List**

|                 |                                    |
|-----------------|------------------------------------|
| 140512 G Walker | Re: Project list approach          |
| 140525 G Walker | Quotes for VH infrastructure works |

### **Administration**

|                          |                                                          |
|--------------------------|----------------------------------------------------------|
| 140505 SALC              | Local Councillor, Suffolk CoC & members interests (circ) |
| 140506 SALC              | Revised Suffolk CoC                                      |
| 140535 Public sector Exe | Ignore NALC advice on media contacts                     |
| 140507 St Eliz Hospice   | Volunteer and support your local Hospice                 |
| 140528 Local works       | Empowering Parish Councils to sell electricity           |
| 140531 SCDC              | Electoral Registration - Information Evenings            |
| 140537 sparce.gov        | Suffolk Energy Action is Coming Your Way                 |

### **Planning**

|                        |                                                     |
|------------------------|-----------------------------------------------------|
| 140514 East Anglia One | Secretary of state decision letter                  |
| 140526 Scottish Power  | Planning Consent Granted for East Anglia ONE (circ) |
| 140542 Scottish Power  | East Anglia ONE site investigation surveys          |
| 140533 SALC/SCC        | Suffolk Advisory Parking Standards                  |

### **Finance**

|                         |                                     |
|-------------------------|-------------------------------------|
| 140524 MDL Tree & Shrub | A/C for alley footpath £95          |
| 140550 BDO              | Audit query                         |
| 140516 HMRC             | Important Information for Employers |

### **Environment**

|                           |                                                      |
|---------------------------|------------------------------------------------------|
| 140496 East Suffolk group | Coastline Lite - Edition 2 (circ)                    |
| 140498 SCC                | Emergency planning workshop 8th July                 |
| 140501 Environment Agency | 2014 Suffolk Coast & Estuaries Community Conf (circ) |
| 140523 P O'Brien          | Barn Owl Project - Stolen/Killed Chicks              |

### **SALC**

|             |                                              |
|-------------|----------------------------------------------|
| 140508 SALC | Sizewell Stakeholder report June 2014 (circ) |
| 140517 SALC | Governance & Accountability Guide 2014       |
| 140534 SALC | Insurance Briefing - Monday 30 June          |
| 140553 SALC | New courses                                  |

### Other correspondence

|        |                        |                                                         |
|--------|------------------------|---------------------------------------------------------|
| 140502 | Anglia Care Trust      | AGM 3rd July                                            |
| 140497 | Coffee caravan         | RCCIP CANCELLATION OF NETWORKING                        |
| 140500 | Rural services network | Rural Vulnerability Service - Fuel Poverty              |
| 140515 | Rural services network | Rural Transport - June                                  |
| 140536 | Rural services network | Parish views sought on rural housing                    |
| 140538 | Rural services network | Spotlight on Young People                               |
| 140509 | Rural services network | Hinterland 13 June                                      |
| 140529 | Rural services network | Hinterland w/b 20 June                                  |
| 140503 | SALC                   | LEADER Heritage Coast consultation events <b>(circ)</b> |
| 140504 | Eastsoffolk.gov        | FREE Badminton kits and FREE Activator co               |
| 140510 | Comm Action Suffolk    | Bulk Oil Buying Saving Money in Rural                   |
| 140158 | Comm Action Suffolk    | Newsletter                                              |
| 111140 | Comm Action Suffolk    | What can Europe offer to the Voluntary Sector           |
| 140511 | Anglia Pumping serv    | Brochure                                                |
| 140513 | RSS                    | playground safety, inspection and maintenance           |
| 141519 | Broxap                 | Large Capacity Recycling Units                          |
| 140520 | SCC                    | New Health Walks Programme                              |
| 140522 | parcleisure            | Introducing the Challenger Range                        |
| 140527 | Jupiter Play           | New Jupiter Play Website & catalogue!                   |
| 140530 | SMP                    | need help with your playground?                         |
| 140541 | SMP                    | RE: Do you need help with your playground?              |
| 140532 | SCC                    | Doorstep Sport Club for Ipswich                         |
| 140539 | Street collective      | All our colours are green!                              |
| 140551 | EELGA                  | East of England LGA e-bulletin                          |
| 140552 | East Suffolk Gov       | Visit Felixstowe Newsletter - July 2014                 |

## **KIRTON & FALKENHAM PARISH COUNCIL**

**Minutes of Parish Council Meeting held on  
Monday 9<sup>th</sup> June 2014 at 7.30 pm in the Recreation Ground Pavilion**

### **PUBLIC OPEN FORUM**

**PRESENT** 8 Parish Councillors, 1 Parishioner.

1. **Police Report**

A written report from Pc Bown (c140489) recorded a shed burglary in Back Road, Falkenham. Mr Kerry (DC) had replied (c140466) that the issue of posting of Police Officers is on-going.

2. **Parishioners Questions**

Nothing raised

3. **County Councillor's Report**

A written report from Mrs P O'Brien (C140477) gave an update on the Nord Pas de Calais project for Suffolk schools, the proposals to phase traffic lights in Ipswich to aid flows, changes to the Records Office opening hours and her chairmanship of the Police & Crime Panel.

4. **District Councillors' Reports**

A written report from Mrs S Harvey (C140778) outlined the consultation out on the Community Infrastructure Levy and the Statement of Community Involvement, (she appealed for responses on these), and an update on the dispersal of her Community Enabling Budget. She had been elected as vice Chairman of SCDC.

5. **PTLO Report**

None received

### **PARISH COUNCIL**

**PRESENT:** Messrs I Cade, A P Hutton, D Jacobs (Chair), F Last, M A Paul, G Walker, Ms EY Choi, Mrs J L Shaw, and 1 Parishioners.

1. **APOLOGIES:**

Councillors C M Cooper, J L Matthews, E A Colvill, Mr P Negus (PTLO), Mrs P M O'Brien (CC), Mrs S B Harvey (DC), Mr G A Harding (DC), Mr R A Kerry (DC), Pc G Bown.

## **ACTION**

### **2. MINUTES OF LAST MEETING**

The minutes of the Annual Parish Council meeting held on 12<sup>th</sup> May 2013 having been previously circulated were taken as read, approved and signed.

### **3. DECLARATION OF INTERESTS**

None declared

### **4. MATTERS ARISING**

i) Confirmation of sub-committees Agreed the compositions proposed at APCM are approved.

ii) VG/RG trees and hedges Councillor Walker had surveyed work needed on Village Green and Recreation Ground (c140423/4). Village Green hedge needs reducing to 6½ - 7 ft; quotes to be obtained for work in September. Alley footpath hedging has been done on RG side, trimming work needed on footpath side, proposed G Walker, seconded J Shaw and carried that quotation from M Long of £95 be confirmed and put in hand. Work on VG and RG trees remains outstanding and he suggested a notional quotation of £300 for this work and a further £300 to remove the RG stumps. Proposed M Paul, seconded E Choi and carried that the £300 for tree work is approved, but the stump work put on hold, although “plugs” should be inserted in the stumps. **GW**

iii) Land behind 48 Meadowlands The Clerk had contacted SCDC regarding attempts to get clearance of this land, and SCC over the hedge impeding the footway; the former had not responded so far, SCC had replied (c14050/87) and concluded not currently vital, but would be dealt with after nesting season. **SCDC  
SCC  
CLERK**

iii) Innocence Lane Nothing further to report.

iv) B&M development Nothing further to report.

### **5. PROJECT LIST**

Councillor Walker had produced an assessment and analysis of a range of projects (c140480) aimed at improving the well being and environment of the villages. Agreed priority should be given to the Category 1 & 2 projects covering VG benches, VG information sign, Litter bins, Dog bins & Bus Shelter repairs, Church trees, Falkenham Notice board, VH infrastructure. Proposed G Walker, seconded M Paul and carried that an envelope budget of

£4000 is approved for this work.

6. **ADMINISTRATIVE MATTERS**

i) Freedom of Information request A request from Mr PJ Gillen , of 48 Meadowlands (c140486), for records of Deeds etc held by the Council relating to the Council's response to planning application C11/2346, had been responded to, advising him that the only such record was that of the Deed associated with the original sale of the land. The chairman warned councillors that any enquiries regarding FOI requests should not be discussed, but referred to the Clerk.

ii) Openness of Local Government The draft of this legislation (c140405) circulated but no response considered appropriate.

iii) AGM invitations Invitations had been received from Homestart (c140452) 14<sup>th</sup> July, CAB (c140461) 25<sup>th</sup> June, FACTS (c140482) 30<sup>th</sup> June. Chairman may attend CAB; Clerk to circulate to Councillors not present. **CLERK**

7. **COMMITTEE REPORTS**

a) **Planning**

i) SCDC Public Consultation Consultation on Community Infrastructure Levy and Statement of Community Involvement (c140427/51/53) circulated. Agreed A Hutton and I Cade should liaise on a response and circulate for comment prior to submission. **AH/IC**

ii) EA3 Offshore Windfarm Consultation (c14040/41) noted and CD circulated for consideration.

iii) Neighbourhood planning conf. Conference on 14<sup>th</sup> June (c140471) circulated and noted but not considered relevant at the present time.

b) **Finance**

i) Internal Audit report Heelis and Lodge had audited the Council's affairs; proposed J Shaw, seconded E cHOI and carried that their report (c140470) is accepted, noting their recommendations that both Standing and Financial Orders should be updated. **CLERK**

ii) Banking NS&I statements (c140412) to 12 May 2014 received.

iii) Community Action Suffolk Membership for 2014/5 confirmed (c140460).

iv) Broadband Noted that Namesco had transferred broadband facility to

Phone Co-op Ltd (c140435) from 31<sup>st</sup> May. Clerk to monitor.

**CLERK**

**c) Environment & Transport**

i) Litter/dog bins SCDC had advised of new arrangements (c140401) that requests for and problems with bins be now directed to Refuse & Street Cleaning.

ii) Flooding Copies of S Harvey's (DC) Email and photos to P O'Brien (CC) flooding in Weir Place (c140445) noted. Chairman had also referred flooding at Church Hall to AW (c140446).

iii) Tree Warden Latest newsletter (c140454) noted.

**d) Recreation Ground**

i) Charity Commission Latest newsletter (c140413) received and passed to J Beer.

**8. SALC REPORT**

i) Transparency Code LAIS 1366 for larger councils (c140400) received.

ii) Area meeting Agenda etc for meeting on 14 June (c140415) circulated.

**9. OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted

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

Hedges/trees, project list, Christmas tree topping, verge cuts.

**11. DATE OF NEXT MEETING**

Monday 14<sup>th</sup> July in Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 9.15 p.m.

Signed.....  
Chairman

Date.....

## **PLANNING COMMITTEE**

Prior to the Parish Council meeting, at 7 pm, the committee met to consider the following applications.

**DC14/1584 29 Burnt House Lane, Kirton  
Proposed rear extension  
(existing conservatory removed)**

**DC14/1402 Falkenham Hall, Falkenham  
Proposed conversion of outbuilding to residential annexe and cart lodge  
(partly revised scheme to D13/1197/LBC)**

Present I Cade (chairman), M Paul, F Last, A Hutton, D Jacobs, J Shaw.

Agreed the Committee had no objections to these proposals, other than to reiterate the earlier recommendation that the sewage facilities at Falkenham Hall are checked for adequacy.

Signed.....  
Chairman

Date.....

## **COMMITTEE REPORTS**

### **PLANNING**

|                              | <u>PC</u>                                                                                                                                       | <u>SCDC</u>            |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <u>Existing applications</u> |                                                                                                                                                 |                        |
| DC14/1584                    | 29 Burnt House Lane, Kirton<br>Proposed rear extension (existing conservatory removed)                                                          | Support                |
| DC14/1402                    | Falkenham Hall, Falkenham<br>Proposed conversion of outbuilding to residential annexe and cart lodge<br>(partly revised scheme to D13/1197/LBC) | Support<br>flag sewage |

#### New applications

|           |                                                                                             |
|-----------|---------------------------------------------------------------------------------------------|
| DC14/1720 | 2 Southfields, Falkenham<br>Demolish existing garage and construct new single storey annexe |
|-----------|---------------------------------------------------------------------------------------------|

### **FINANCE**

Cheques written since May meeting: C A Shaw £266.40 (clerk's salary), HMRC £66.60 (paye), MDL £95 (Alley hedge).

### **ENVIRONMENT**

#### Alley Road

Work completed on Alley Rd footpath by Mick Long as approved at June mtg. Invoice at £95 presented for approval & payment as per estimate. Note evergreen hedge at Guston Gardens end remains untouched (by agreement), considered responsibility of home owner and reluctance to damage through cutting back too far. Usually well maintained so will monitor. Footpath now fully accessible by bicycle.

#### Tree work (VG & Rec)

As per June PC meeting I have asked Paul Masters to requote as follows:

- 1) Stump coning of removed trees on Rec instead of removal
- 2) VG tree thinning, Xmas tree thinning & tree light removal, recovery/repair of large broken limb on Rec Tree. Despite chasing I've still not received quotes. If I don't get a response soon I'll try alternatives. Left phone message 7th July & will update if I hear anything before the July PC meeting.

#### Alley Road

Work completed on Alley Rd footpath by Mick Long as approved at June mtg. Invoice at £95 presented for approval & payment as per estimate. Note evergreen hedge at Guston Gardens end

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#### VG hedge trimming

No requests for quote sent out yet. Will approach Mick Long as well as previous supplier (Cope?). Trimming due from Sept, details of height reduction requirements reviewed and agreed G Walker & D Jacobs

#### Strimming of grass around street furniture

I'm sure you will have noticed that every blade of grass has been obliterated around the street furniture, git/litter bins etc as a result of the overly aggressive strimming a couple of months

ago. I doubt it will recover this summer. This was particularly visually disappointing during the Open Gardens event a few weeks ago. Given the extent of the damage I request the Clerk highlights this point to the grass cutters in an effort to avoid a repeat occurrence in future.

### **Project list update**

Details of approved projects circulated (and attached). Recommend review of project owners as some previously identified owners may not agree (attached) - Note VH infrastructure needs to be added to the list (owner G Walker)

Progress: Quotes for VH rear door and repair to front door received and sent to Clerk for approval at July PC meeting. Total quote is £1224 vs £1200 budgeted. Approval sought of PC to proceed with commissioning of work as per quotes. No other progress to report on other approved projects (at least no progress reported to myself)

### **Other**

Susan Harvey has verbally stated £4k is available from this year's locality budget. PC should think about casting our net wider to cover other projects. Options include Church environs spend (Stephen Harvey to pull a list together); Replacement of VH gas burner heaters with radiators & boiler (initial quotes indicate total cost of circa £5k, so a contribution to this cost might be appropriate eg 50%); Pothole repair in RG car park (John Beer to obtain quotes) Graham Walker

## **RECREATION GROUND**

**Pavilion :** There are a couple of minor plumbing issues to be remedied. The corridor and toilet floors will be professionally cleaned in Mid-July.

**Play-Area :** And still we wait for Steve Jacobs & Co to fix some of the problems in the play area. I have spoken to him on a number of occasions and he still wants to do the work !!!

**New Equipment :** The zip wire will have a service mid-July. It has now been in place for 2 years and the wire needs tightening and greasing. There are also a couple of problems regarding the end caps on some of the fitness equipment – these have rusted badly. We will have to make a decision regarding an annual (or perhaps bi-annual) service of the zip wire in future years. It is quite expensive as the people have got to come from Norfolk. Perhaps we should consider local service personnel?

**Ground :** 2 new picnic tables were installed on May 21<sup>st</sup>, and a new litter bin is due any day. The tables were purchased using Susan's community enabling budget. We are awaiting a quote from Steve Jacobs to revamp the entrance to the ground. Cars often block access to the gate so we are making the entrance bigger, and creating an area to the left for visitors parking. Both the big events for the Recreation Ground, the 5 mile race and churches fete were successfully completed on June 6<sup>th</sup> and 7<sup>th</sup>. Over 450 runners took part in the 5 mile race !! The Recreation Ground side of the Alley footpath has been cut back by M D Long. J Beer July '14