

KIRTON & FALKENHAM PARISH COUNCIL

I HEREBY GIVE NOTICE that the **ANNUAL PARISH COUNCIL MEETING** will be held at the Recreation Ground Pavilion, on Monday 14th May 2018 at 7.30 pm.

Signed.....

Clerk

A G E N D A

1. a) Election of Chairman b) Election of Vice-Chairman
2. Declaration of Interests
3. Confirmation of Financial Regs, CoC, Transparency Code, Governance, Risk Assessments.
4. Election & Composition of Committees
 - Finance & General Purposes Planning
 - Recreation Ground Environment
5. a) Appointment of Responsible Financial Officer.
b) Confirmation of banking arrangements (Unity Trust, Barclays))
6. a) Approval of Annual Accounts
b) 2017/18 audit arrangements
7. Appointment of Representatives
 - a) SALC b) Village Hall Committee
8. Confirmation of School Governor
9. Confirmation of Public Transport Liaison Officer/Tree Warden
10. Confirmation of Local History Recorders:
Falkenham 1; Kirton 1
11. a) Confirmation of Trustees of Nassau Trust, Kirton
b) Confirmation of Trustees, Amalgamated Charities of
Kidd, Roddam and Webb, Falkenham
c) Confirmation of Trustees of Recreation Ground
12. **10 MINUTE PUBLIC OPEN FORUM**
13. Dates for meetings 2018/2019
14. Minutes of meeting on 12^h March 2018
15. Matters arising (see correspondence)
 - i) Falkenham boards/phone box ii) School yellow lines
 - iii) VG posts iv) SID v) EAONE
16. GDPR
17. Dog fouling
18. Correspondence (*attached*)
19. Finance
 - i) Pavilion insurance
20. Planning
 - i) DC/18/1712 Old Wheelwrights, Falkenham
2 storey extensions & alterations Single storey orangery.
 - ii) DC/18/1732 1 The Maltings, Kirton
Reduce canopy etc to 1 No mature oak.
 - iii) DC/18/1711 Grange Works, Falkenham Road, Kirton
Change of use agricultural land to add storage of landscaping materials.
 - iv) 1 Burnt House Lane
21. Matters for inclusion in future agenda
22. Date of next meeting: Monday 11th June 2018 in R G Pavilion at 7.30pm.

CORRESPONDENCE

Accounts/Audit

180374 D Lines per litlejohn	2017/18 AGAR and external auditor instructions
180436/43/97 D Lines/G Walker	FW: End of year accounts
180480 D Lines to T Brown	2016/17 Audit - potential restatement of Annual Ac
180444 D Lines	Audit - potential restatement of Annual Accounts.
180453 D Lines	RE: PARISH COUNCIL APCM

Matters arising

180353 BT	RE: payphone fault
180454 G Walker	Re: GDPR audit (CIRC)
180446 SALC	Announcement GDPR (CIRC)
180484 SALC	GDPR Learning Together E-Bulletin Issue 2
180513 G Walker	GDPR audit results

Administration

180348 CAS	Your CAS Membership is due for renewal
180392 Felixstowe TC	Remembrance 2018 - 100th Anniversary of WWI
180476 S Harvey	FW: Re Warding of our villages (CIRC)
180489 eastsuffolk	Presentation by the Local Government Boundary Comm (CIRC)

Environment

180365 Scottish Power	Public Right of Way Diversions
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SALC

180325/383/452/87 SALC	Information Bulletin w/c 12 March/28 March/16th April/23 April
180344 SALC	FW: Training Calendar 2018-19
180352 SALC	GDPR Learning Together - Issue 1
180486 SALC	**Hot off the press** Update on GDPR

Finance

180372 CAS	Pavilion Insurance renewal £692.99 - £623.69
180437 J Beer	Re: Kirton and Falkenham Parish Council Pavilion
180442 CAS	RE: KIRTON & FALKENHAM PC INSURANCES
180368 Suffolk .cloud	Website hosting invoice
180401 e-on/D Jacobs	A/C for VG lighting £35.98
180415 SALC	Subscription renewal £523.22
180509/12 Norse	A/C VG posts £890.40/ RE: Kirton Village Green verge posts
180483 SCDC	Remittance advice precept #1 £9000
180307/438 The Phone Co-op	Broadband a/c February 18 £42.35/March £37.99
180327 EACH	Appeal for grant

Planning

180433 P O'Brien	Final comment Adastral Pk
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OTHER CORRESPONDENCE

180380	G Walker	VG Risk Assessment
180381	SALC	GDPR e-bulletin Issue 1
180394	J Beer	RG risk assessment
180411	G Walker	GDPR audit 1
180424/25/26	eastsoffolk	Electoral Register
180447	dpo centre	Going forward with the DPO Centre
180382	Suffolk police	Felixstowe and District ASB meeting mins
180409	Police Connect	Police warn against telephone scams
180423	Police Connect	Caravan security advice following theft
180473	Police Connect	Quantity of power tools recovered
180479	Police Connect/P O'Brien	PCC public meetings
180496	eastsoffolk	ASB Meeting Mins - 24th April 2018
180502	The Tree Council	Tree Guardian Newsletter
180457/89	J Beer	Trampoline/ Re: Kirton and Falkenham Parish Council Pavilion
180318	British Legion	Letters to K & F churches re 11th November 2018
180317	British Legion	Receipt for Wreaths1
180319	SCC	Suffolk Walking Festival 12 May to 3 June
180350	UK Power Networks	Spring Newsletter
180359	D Lines	March payments
180364	I Cade/G Walker	Re: March payments
180354	D Lines	RE: PARISH COUNCIL - TRAMPOLINE CONTRIBUTION
180385	D Lines	RE: PARISH COUNCIL RG PAVILION INSURANCE
180406	D Lines/G Walker	FW: Quotation - Atn Ross Bullard
180506/8	D Lines	RE: FW: Quotation - Atn Ross Bullard
180434	D Lines	Barclays Premium Account
180456/64/70	G Walker/D lines	Re: GDPR audit
180466	HMRC	Successful Receipt of Online Submission
180468	D Lines	Expenses
180475/91	D Lines	Payments April 2018
180503/7	J Beer	VAT
180320	SPS	Suffolk View Spring Edition
180333	Highways England	works in Suffolk and Essex - 2018/19
180334	Scottish Power	Cable Route - construction activity in Kirton - Update
180335	Scottish Power	Cable Route - Construction Activity in Martlesham
180402	Scottish Power	East Anglia ONE Road Closure Update
180349	S Coast & Heaths	Spring/Summer edition newsletter
180351	S Coast & Heaths	AONB review
180356	eastsoffolk	Love East Suffolk - Community Litter Picks
180367	Osborne	RE: Osborne Weekly Traffic Bulletin - 26 March 2018
180373	natural- england	FW: Marine Conservation Advice March 2018 update
180378/82	SCC	AONBs Monthly Update/Monthly Update: April 2018
180384	D Jacobs	Wooden bollards on the Village Green
180386	Shona Crosbie	Toddler garage sale
180393	eastsoffolk	Poster - Garden Waste Collection Scheme
180397/98	Harriet Wooler/I Cade	MSc Dissertation participant request
180329	SALC	Clerks Information & Networking event
180336	SALC	FW: Safeguarding Conference

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 12th March 2018 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 8 Parish Councillors, Mr T Hatrick (PTLO), Mr R Brunt (tree warden), Mrs P O'Brien (CC), 1 Parishioner.

1. **Police Report**

No new crimes since January report had been recorded. Councillor Cade had prepared an analysis of crime statistics over the past 2 years (c180209), which showed a very low detection result. These had been forwarded to the County Councillor which she had had placed on the Police & Crime Panel web site.

2. **Parishioners Questions**

Nothing raised .

3. **County Councillor's Report**

O'Brien (CC) outlined (c180283) the increases in Council Taxes, the routes being considered for the Upper Orwell Crossing. The Raising of the Bar programme had begun to make a difference to school attainments. The CC had acquired a "drone" to aid blue light services and measures had been put in place to expedite pot hole and road repairs. Questions were put over the tardy response by SCC in gritting the main road through Kirton during the recent snow crisis and the petition being circulated by Mrs Coffey (MP) for removal of current provider of Felixstowe Academy.

4. **District Councillor's Report**

Mrs Harvey (DC) forwarded a written report (c180272) highlighted the value of Emergency Plans, the increase in council tax and the paid for brown bin scheme to be introduced in May. As vice chairman of the planning committee, a visit to Waveney planning committee is proposed in March to observe their procedures, pending the merger of the Districts in 2019.

5. **PTLO Report**

No updates reported.

6. **Tree Warden Report**

Nothing to report.

PARISH COUNCIL

PRESENT: Messrs A P Hutton, D Jacobs, P J Lickert, S W Livingstone, G J Walker (chair), Ms EY Choi, Mesdames J L Shaw, E A Colvill, Mr T Hatrick (PTLO), Mr R Brunt (tree warden), Mrs P M O'Brien (CC), and 1 Parishioner.

1. **APOLOGIES:**

I Cade, F H Last, M A Paul, Mr D Lines (RFO), Mrs S B Harvey (DC),

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 12th February 2018 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Councillor Shaw declared an intent not to comment during consideration of the planning application of Homeleigh, Falkenham.

ACTION

4. **MATTERS ARISING**

i) Community Shop Nothing to report; agreed remove from agenda pro tem **CLERK**

ii) School yellow lines Clerk had received a inconclusive response from SCC Safety Team (c180210) which referred back to SCC Highways. Further response awaited. **SCC**

iii) Falkenham Notice boards/Phone box Boards in hand; Clerk now has photographs to send to BT. **C’K/JS**

iv) VG verge posts Installation complete apart for drop down post (c180195/221/226, 180271). Proposed D Jacobs, seconded A Colvill and agreed, posts should be chamfered for safety reasons prior to eventual treatment. **DJ**

v) SID Forms for purchase of signs need to be completed; Councillors Jacobs and Walker to confirm. **DJ/GW**

vi) EAONE Problems associated with Park Lane (c180198) noted.

vii) Paddock Close Final completion works covering pedestrian crossings on Falkenham Road, through S Harvey/TW, (c180202) noted.

viii) Hedges/potholes Letter from owner of Innocence House (c180298) noted; Clerk to respond giving thanks for attention to the hedge. **CLERK**

ix) 1 Burnt House :Lane S Harvey (DC) has been in contact with R Kerry (DC) about outstanding S106 money; understood pair of semi-detached properties to be built on the Site.

x) Emergency Plan Councillor Lickert recorded that he had received some comments on the circulated Plan (c180235/6) which had yet to be dealt with. The contribution of farmers and a team of “door knockers” during the recent snow crisis was commented upon and agreed Clerk should send letters of thanks. **CLERK**

5. **ADMINISTRATIVE MATTERS**

i) Governance documentation Proposed S Lickert, seconded A Colvill and carried that existing Standing Orders are accepted as reviewed. J Beer has been asked to review Risk Assessments for Recreation Ground; Councillors Walker and Jacobs will review those for Village Green. Clerk, Councillors Walker, Colvill and Cade will meet on the 19th March to review the Internal Audit and Governance Statement. **JB**
COUNC

ii) General Data [protection Act The Chairman tabled an update on GDPR, based on the “GDPR toolkit” (c180252) produced by NALC, which is attached to these minutes.

6. **FINANCE** (attached)

i) Financial Reports D Lines having previously submitted updated financial reports (c180292), proposed S Lickert, seconded J Shaw and carried that they are accepted and were signed by the Chairman.

ii) Grants Confirmation received (c180200/211) that locality grant of £800 had been received, 3500 towards the VG posts and £300 for Falkenham Notice boards. Grant of £2500 had been approved from SCDC for purchase of speed indication device (SID) (c180251).

iii) Banking Community and Business statements to February 2018 (c180192) and new chequebook (c180245) received from Barclays.

iv) Broadband Account for January (c180196) £37.50 received.

7. **PLANNING** (attached)

Planning applications considered:-

DC18/0819
Part side garden Homeleigh, Falkenham
Proposed dwelling, Variation of condition 2
Agreed no objection

DC18/0910
4 Guston Gardens, Kirton
Proposed new roof with bedroom accommodation
Side and rear extensions with attached garage
By majority vote agreed to maintain objection to proposals on grounds of out of keeping with surrounding and unsuitable materials.

8. **ENVIRONMENT**

i) A14 Updates on overnight resurfacing works between Docks and Copdock interchange (c180214/38/66) circulated and noted,

ii) AONB February newsletter (c180246) circulated and noted.

9. **RECREATION GROUND**

i) Dog fouling Continuing problem noted from report: suggest raised at Annual **CLERK**

meeting and improved signage put on a future agenda.

ii) Alley Road hedge Complaint from neighbour about balls from pitches landing in garden (c180276) passed to J Beer who had responded (c180286) that consideration was being given to netting and would speak to footballers. Clerk would respond. **CLERK**

10. **SALC REPORT**

i) Area meeting Councillor Lickert would attend next meeting on 19th March (c180257). **PL**

11. **OTHER CORRESPONDENCE**

Other correspondence as listed on agenda noted.

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

Dog fouling, SID, GDP, 1 Burnt House Lane,

13. **DATE OF NEXT MEETING**

APCM Monday 14th May 2018 in the Recreation Ground Pavilion at 7.30 pm

ANNUAL MEETING 9th April 2018 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 9.10 pm.

Signed.....

Chairman

REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
0DC/18/0061	Manor Farm Barn, Struston Mead, Kirton Proposed Ss extension	No Objection	Granted
DC/18/0105	Land btwn 73 & 101 Bucklesham Rd, Kirton Erect 10 new dwellings, vehicle access, service Rd	Objection Not beneficial	Refused
DC/18/0194	Village hall, Falkenham Rd, Kirton Proposed Ss rear extension for toilets. Modern kitchen & storage.	No objection - approval	Granted
DC/18/0819	Part side garden, Homeleigh, Falkenham Proposed dwelling, Variation of condition 2.	No objection	Granted
DC/18/0910	4 Guston Gardens, Kirton Proposed new roof with bedroom accommodation. Side & rear extensions with attached garage.	Objection	Refused
<u>New applications</u>			
DC/18/1712	Old Wheelwrights, Falkenham 2 storey extensions & alterations to provide kitchen/ dining and 1 st floor bedroom. Single storey orangery.		
DC/18/1732	1 The Maltings, Kirton Reduce canopy etc to 1 No mature oak.		
DC/18/1780	Grange Works, Falkenham Road, Kirton Change of use agricultural land to additional storage of landscaping materials.		