

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 **11th** day of **June 2018** at **7.30 pm**

Signed.....
Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Report
2. Parishioners questions
3. County Councillor/District Councillor Reports
4. PTLO/Tree Warden reports

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of the Annual Parish Council meeting held on 14th May 2018
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. Matters arising i) Falkenham notice board ii) School yellow lines iii) SID
iv) dog fouling v) Back Road give way sign vi) EAONE
5. Administrative matters
i) Meeting dates for 2018/19 (attached)
ii) GDPR
iii) Emergency Plan
iv) Correspondence
6. Finance
i) Internal audit report
ii) Annual Return completion/Financial reports (attached)
iii) Correspondence
7. Planning (attached)
i) DC/18/2004 4 Guston Gardens, Kirton
Proposed single storey side extensions and front
extension. (Revised proposal)
ii) 1 Burnt House Lane
iii) Correspondence
8. Environmental
i) Grit bins
ii) Road repairs
iii) Correspondence
9. Recreation Ground (attached)
10. SALC
i) Area meeting
ii) Correspondence
11. Other Correspondence to note
12. Matters for inclusion in future Agenda
13. Date of next meeting:- Monday 9th July 2018 in the R G Pavilion at 7.30pm.

CORRESPONDENCE

Police

180613 eastsuffolk

Felixstowe and district ASB meeting mins **(circ)**

180625 P O'Brien per SCC

FW: Suffolk residents urged to be scam aware **(circ)**

Administration

180591 eastsuffolk

GDPR Briefing Session Pack **(circ)**

180614 eastsuffolk

LGBCE briefing sessions for East Suffolk Parishes **(circ)**

180559 SALC

Latest GDPR E-bulletin news 16.5.18 **(circ)**

180569 suffolk cloud

Fwd: Website template updates

180564 SCC

Post-16 travel policy statement 2018

180578 Seafarers uk

Merchant Navy Day 3rd September - fly red ensign

180579 FACTS

FACTS AGM - 2nd July 2018

180618 CAS

Volunteering Conference| Suffolk Day 2018| GDPR

180619 eastsuffolk

Quality of Place awards 2018

Finance

18056/67 CAS/J Beer

Trampoline inclusion on PC insurance

180612/24 CAS

Pavilion renewal insurance £355.28/Confirmation receipt

180628 CAS

Insurance PL certificate

180568 CAS

CAS Membership Confirmation

180623 Barclays

Changes to cash payments from July

Planning

180549 Port of Felixstowe

(LALC) Meeting 15.10.18 **(circ)**

180566/99 Highways agency

Weekly Traffic Bulletin - 21 May 2018/28 May 2018 **(circ)**

Environment

180594 SCC

Innocence Lane Kirton **(circ)**

180606 SCC

FW: Back Road - Kirton / Falkenham - Road Repairs **(circ)**

180561 eastsuffolk

Air quality monitoring results for 2017

180616 AONB

Monthly Update: May 2018

SALC

180598 SALC

Area Meeting 4 June 2018 **(circ)**

180577 SALC

SALC E-Bulletin 21 May 2018/31 May 2018 **(circ)**

Other correspondence to note

180552/	Police Connect	Hollesley Bay Prison; Absconders/fails to return
180608	Police Connect	Be prepared for delays as Suffolk Show
180572	P O'Brien	Police & Crime Commissioner's public meetings
180562	Felixstowe TC	Mayor's Civic Service - Sunday 17th June
180602	SNT	Police Public meeting 7th June
180611	Police Connect	PCC public meeting – Suffolk Coastal
180592	SALC	SALC PRIVACY NOTICE
180603	CAS	Village Halls Newsletter - May 2018
180604	info@suffolk.cloud	Cookies and privacy policy
180548	D Lines to Heelis	2016/17 Audit - potential restatement of Annual Acc
180550	J Beer	Re: VAT
180556	D Lines	Insurance
180573/85	D Lines	Internal Audit documents
180600	CAS	Parish Council Pavilion reminder
180615	D Lines/G Walker	Pavilion insurance renewal
180601	Sizewell Sizewell C	GDPR Privacy Notice
180571	P O'Brien	Changes to St Augustine's Roundabout.
180560	Tree Council	Important - GDPR for Tree Guardian Newsletter
180583	SPS	Media Training
180551	eelga	Privacy and Protecting your Personal Data
180558	Phone Co-op	Stay connected
180575	CAS	One Suffolk GDPR Update
180576	HMRC	Successful Receipt of Online Submission
180584	Felixstowe forwr	New Horizons for Felixstowe
180586	CAS	Insurance GDPR Update
180587	Mostactive county	You are now unsubscribed
180589	X2 connect	Red Telephone Box
180593	TWM	We Feel Your Town Deserves to be Respected
180596	BROXAP	Important information about our Privacy Policy
180609	Charity Commission	Charity Commission News - May 2018
180621	SCC	Your record on Suffolk InfoLink
180622	Highways Agency	Weekly Traffic Bulletin - 4 June 2018

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Annual Parish Council Meeting held on Monday 14th May 2018 at 7.30 pm in the Recreation Ground Pavilion

PRESENT: Messrs A P Hutton, I Cade, D Jacobs, P Lickert, S Livingstone, M Paul G J Walker (chair), Mesdames A E Colvill. J L Shaw, Ms EY Choi, T Hatrick (PTLO), R Brunt (tree warden).

APOLOGIES F Last.

1 a) **ELECTION OF CHAIRMAN**

Mr G Walker in the Chair, proposed by D Jacobs, seconded by J Shaw and carried that Mr Walker be re-elected. Mr Walker thanked the Council for their support and signed a Declaration of Acceptance of Office. He gave notice that he would not seek re-election next year,.

b) **ELECTION OF VICE-CHAIRMAN**

Mr I Cade was proposed by D Jacobs, seconded by A Hutton and carried.

2. **DECLARATION OF INTERESTS**

No Interests were declared for matters on the agenda.

3. **GOVERNANCE DOCUMENTAION**

The Council agreed to the current S O, F Reg, CoC and that provisions of the Transparency Code were adequate on the Council's web site. The Audit and Governance Statement was accepted and signed by the Chairman. Reviews of RG and VG risk assessments carried out during March/April were presented and accepted.

4. **APPOINTMENT OF COMMITTEES**

Agreed that these should constitute the committees.

Financial & General Purposes

All Councillors

Recreation Ground

G Walker (ex officio)
P Barker (chairman)
J Beer (treasurer)
B Barker
F Last
A Colvill

Planning

All Councillors

Environment

G Walker (ex officio)
D Jacobs (chair)
A Hutton
P Lickert
M Paul
J Shaw
S Livingstone

Mrs Colvill agreed to undertake a review of the PC involvement with the RG committee.

Mr Jacobs agreed to review the processing of planning applications.

5. **FINANCIAL**

a) Appointment of RFO Confirmed that Mr David Lines is RFO for the Council.

b) Approval of banking arrangements Confirmed that the Council has accounts with Unity Trust Bank.

Agreed that the accounts with Barclays should continue for the time being.

c) Appointment of cheque/PO account signatories Confirmed that Messrs D Jacobs, I Cade, F Last (any two) are signatories of Barclays cheques

d) Unity Trust Bank signatories Confirmed G Walker, I Cade, D Jacobs, S Livingstone P Lickert are signatories to these accounts.

6. **ANNUAL ACCOUNTS**

Councillors were provided with copies of the Annual Accounts for 2017/18 by the RFO; agreed the accounts, be approved as representing a Fair Statement of the Parish finances and that preparations towards audit should proceed. Noted that as Council's payments/receipts exceeded £25,000 accepted that an external audit would be required.

7. **APPOINTMENT OF REPRESENTATIVES**

a) **SALC**

Mr P Lickert agreed to be re-appointed, though attendance is open to any councillor.

b) **VILLAGE HALL**

G Walker being on the Village Hall committee accepted as the Council's representative.

c) **POLICE FORUM**

G Walker, D Jacobs, J Shaw and I Cade confirmed.

d) **PORT LIAISON COMMITTEE**

The Clerk, A Hutton, G Walker, I Cade as available.

8. **SCHOOL GOVERNOR**

Confirmed that Samantha Painter is currently the Chair of the Governors.

9 **PUBLIC TRANSPORT LIAISON OFFICER/TREE WARDEN**

PTO Mr Tom Hatrick, TW Mr Richard Brunt confirmed..

10 **LOCAL HISTORY RECORDERS**

Confirmed Mrs J Shaw for Falkenham and Mr L Lanigan for Kirton.

11. **CHARITIES**

a) **NASSAU TRUST**

Confirmed trustees are Messrs G Mayhew, F Nunn, Mesdames A Clarke, S Harvey.

b) **AMALGAMATED CHARITIES OF KIDD RODDAM AND WEBB**

Trustees confirmed as Mesdames S Abbot, J Haines; Mrs P Adams (Clerk); vacancy arising from the retirement of Mrs Posford has yet to be filled.

12. **PUBLIC OPEN FORUM**

Nothing raised.

PARISH COUNCIL

13 **DATES FOR MEETINGS 2018/2019**

To be agreed at June meeting; July meeting will be held on 9th July.

14. **MINUTES OF LAST MEETING**

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

ACTION

15. **MATTERS ARISING**

i) Falkenham notice boards/Phone box Boards ongoing; BT had advised (c180353) that box was programmed for repainting during the coming year. .

ii) School yellow lines Response awaited from SCC.

iii) VG posts 6 keys for drop post have been supplied; these with Clerk (2), I Cade, G Walker, D Jacobs, P Lickert. Agreed post should normally be in locked position.

iv) SID Chairman had extended period for comment until end of the month as IC/GW response had been limited. Survey of sites nearly complete.

v) EAONE Councillor Paul reported that construction progresses. Under river works near completion and cable laying should start in summer with completion possibly next summer.

16. **GDPR** Audit now complete (c180454/513). SALC continue to post updates (180446/84) and opportunities for training to be monitored.

17. **DOG FOULING** Issue raised at Annual Meeting by Recreation Ground to be kept on the agenda for future monitoring. **CLERK**

18. **ADMINISTRATIVE MATTERS**

i) Community Action Suffolk Agreed membership should be renewed (c180348) with a donation of £25. **DL**

ii) WWI anniversary List of events around November 11th (c180392) from

Felixstowe TC noted.

iii) District re-warding Information from Susan Harvey (c180476) and presentation by eastsuffolk (c180489) on 22nd June circulated and noted.

19. **FINANCE**

i) Suffolk Cloud Hosting invoice of £100 for year beginning 1st April (c180368) **DL**
received for payment.

ii) VG lighting E-ON a/c for £35.98 (c180401) received for payment. **DL**

iii) SALC subscription Annual subscription of £523.22 (c180415) received for **DL**
payment.

iv) VG posts Norse a/c for VG posts (c180509/12) for £890.40 received for **DL**
payment.

v) Broadband February a/c £42.35 and March a/c £37.99 received (c180307/438)..

vi) Precept 1st instalment of £9000 received (180483).

vii) Grants Request from EACH (c180327) noted and referred to F&GP in
autumn.

20. **PLANNING** (attached)

The following applications were considered.

i) DC/18/1712 Old Wheelwrights, Falkenham **CLERK**
2 storey extensions & alterations. Single storey orangery.
Agreed no objections to proposal.

ii) DC/18/1732 1 The Maltings, Kirton **CLERK**
Reduce canopy etc to 1 No mature oak.
Concerns to be expressed over standard of work, reference previous
trees.

iii) DC/18/1711 Grange Works, Falkenham Road, Kirton **CLERK**
Change of use agricultural land to add storage of landscaping
materials.
Strongly oppose on grounds of over-development; area trebled
Increase in trade leading to increase traffic and effects.
No analysis of traffic or drainage put forward.
Conflict with existing traffic and residential area.

i) Burnt House Lane Nothing new to report

ii) Felixstowe Port Councillors Cade and Jacobs had attended LAPC meeting
at Cambridge; minutes of meeting had been received (c180538); Councillor
Cade gave his own impressions of the meeting.

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

Notice boards, Yellow Lines, Give way sign, GDPR, Dog fouling

22. **DATE OF NEXT MEETING**

Monday 11th June 2018 in Recreation Ground Pavilion at 7.30 pm.

There being no further business the meeting closed at 9.50 pm

Signed.....
Chairman

Date.....

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC/18/1712	Old Wheelwrights, Falkenham 2 storey extensions & alterations to provide kitchen/ dining and 1 st floor bedroom. Single storey orangery.	No objection	Granted
DC/18/1732	1 The Maltings, Kirton Reduce canopy etc to 1 No mature oak.	Query work quality	
DC/18/1780	Grange Works, Falkenham Road, Kirton Change of use agricultural land to additional storage of landscaping materials.	Object over develop't	
<u>New applications</u>			
DC/18/2004	4 Guston Gardens, Kirton Proposed single storey side extensions and front extension. (Revised proposal)		

RECREATION GROUND

.Pavilion : We have more or less given up on trying to get a CCTV camera on one of the new houses in Paddock Close. It will probably be better to put one up on a pole in that area, which would keep all the control in our own hands. We now intend to speak with B&M to see if we can get power from their site – this would save us having to dig a mole trench with ducting to take the wiring. It is well over 100m from the pavilion to the play area.

Play-Area : Eventually on April 18th, the trampoline was restored to former glory (and insured immediately !!).

Fitness Equipment / Zip wire : Several end caps on most of the fitness equipment have rusted or are damaged. We are still awaiting a quote from the installers to replace them and do a bit of servicing on the zip wire. Have spoken to the contractors last week and a quote is expected any day now !!

Ground : Still waiting for Taylor Wimpey to complete the tarmac work around the new mobility gate.. This is due when they complete the work on the nearby road surface. We are still waiting for Steve Jacobs at the Forge to install a new gate to the play area. The new floodlights were installed in the first week in May but will not now be used in earnest until September. We have been offered 2 small poles by our contractor (FES Electrics) free of charge that we may use at the main gate and over near the play area. Investigations continuing. Our big events on the Rec have just been successfully completed. SCDC have been a bit of a let down so far this year with the grasscutting and reseeding on the Rec. They have staff shortages due to illness and we seem to be suffering. Also in discussions with SCDC concerning the rubbish/dog bin collections on the Rec. They should be done on a Thursday afternoon but we have had to wait until the next Monday on occasions. The dog bins in particular are overflowing by then ! J Beer June '18

DATES FOR MEETINGS 2018 – 2019 (PROVISIONAL)

2018

July	9th
September	3rd
October	22nd
November	26th

2019

January	7th
February	11th
March	11th
April	8th AM
May	13th APCM
June	10th