

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 2nd day of August 2021 at 7.30 pm**

Signed *C A Shaw*

Clerk

**PARISHIONERS WISHING TO ATTEND, PLEASE CONTACT THE CLERK PRIOR TO
THE MEETING ON 448 783 or KANDEFPC@GMAIL.COM;
MASKS WILL BE WORN AND SOCIAL DISTANCING OBSERVED.**

A G E N D A

1. Apologies
2. Minutes of the APCM meeting of 5th May 2021 by remote facility
3. Declarations 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 Police Report
 2. Parishioners questions
 3. County Councillor's/District Councillors Reports
 4. PTLO/Tree Warden Reports
5. Matters arising
 - i) Rectory Lane sign
 - ii) Community workshop
 - iii) Quiet Lanes
 - iv) Emergency Plan
 - v) EAONE/THREE
 - vi) Land registration VG/RG
 - vii) Verges and footways
6. Falkenham Notice Board
7. Kirton History Recorder
8. VH 100year celebration/Festival of Suffolk 2022 k
9. Finance
 - i) Financial report, budget monitor
 - ii) Audit report
 - iii) Correspondences below
10. Planning (attached)
 - i) Planning applications
DC/21/3333/TPO 1 Church Lane; work on various trees
4 Rectory Lane; 19 Rectory Lane; 11 Rectory Lane; 16 Weir Place
 - ii) LALC meeting 27th May
 - iii) Correspondence below
11. Environment (see correspondence)
 - i) Speeding
 - ii) Verges and footways
 - iii) Correspondence
12. Recreation Ground
 - i) Play area maintenance
13. SALC (see correspondence below)
14. Matters for inclusion in future Agenda
15. Date of next meeting:- Monday 20th September 2021 in RG 7.30 pm

CORRESPONDENCE

POF

210691	Covid Vaccine Passport Scam	circ
26/07/21	Police launch speeding awareness campaign	
210735R Kerry	DC Report	circ

Matters arising

210538/57 E Choi to SCC	RE: Bucklesham Road Finger Post ref 264995	
210605/96/72 ESC	East Suffolk community partnership: Felixstowe peninsular	circ
210670 ESC	Felixstowe Peninsula Community Officer Bulletin	circ
210703 SALC	Felixstowe peninsular community partnership	
210713/14/30/345 ESC	Rural proofing meeting	circ
210750/52/802A Hutton	RE: P C Fwd: Rural proofing questionnaire	circ 2 emails
210545/53 Quiet lanes suffolk	QLS Wave 2 docs and instructions - 2 weeks to go...	circ
210653 Quiet lanes suffolk	QLS Important Updates for Wave 1 & Wave 3	js/mp
210530/51 HM Land Registry	Certificate of registration RG/VG	
210536 D Jacobs/M Paul	Re: PARISH COUNCIL VG REGISTRATION	
210744/56 G Walker	Fwd: Dangerous Paths	circ
210759 SCC	Suffolk County Council Problem Report 00327897	corc
210767 D Jacobs per Macmillan	Fwd: No 38 Meadowlands	
210786 C Crampin	38 Meadowlands	
210661 SLHC	Re: SLHC Recorder for Kirton	js/mp

Administrative Matters

210625 MP per VH	100 year celebrations 14th August	
210677 Lord Lieutenant	Festival of Suffolk 2022	mp
210776 Cloud	A Guide To Broadcasting Council Meetings - 29 July, 10am	circ

Finance

210658 G Walker	June Finance Report now available	
210590 G Walker to Heelis	Re: 2020-21 Internal audit	
210760 G Walker	Notice of Public Rights - audited accounts (internal audit)	
210809 Orwell Singers	Donation per VG £50	gw
210558 swarco	Invoice 90016977 £152.03 silver agreement	gw/dj/mp
210556/647/773 The Phone Co-op	Your invoice from The Phone Co-op £37.50/41.23/44.12	
210719 The Phone Co-op	Your Annual Best Tariff Notification	
210529 St Eliz Hospice	Report and appeal	
210808 Magpas	Report and appeal	
210607/21 ESC/M Allen	Community Restart Grant	circ
210669 Tree Council	Funds available to plant a hedge in your community!	rb/mp/dj
210755 SALC	East Suffolk Boost Grant Scheme	
210757 NALC	Suffolk Community restart fund	
210551 CAS	Support Funding Available for Comm Groups to reopen	
210540/57/65 G Walker	Unity authorisation required	

Planning

210782 ESC	DC/21/3333/TPO 1 Church Lane; work on various trees	coi
210546 ESC	DC/21/1767/FUL 4 Rectory Lane, new dwelling	circ
210577 ESC	Public Access Notification - DC/21/2422/FUL	circ
210606 ESC	Public Access Notification - DC/21/2495/FUL	circ
210610 ESC	Public Access Notification - DC/21/2546/FUL	circ
210582/91/609 Felix ports	Local Authority Liaison Committee Meeting 27 May 2021	dj/ic/ah
210708 Felixstowe ports	Minutes of LALiaison committee Meeting 27.05.21	circ
210682 ESC	Adoption of Historic Environ Supplementary Planning Doc	circ

Environment

210697/704/18/25 G Channing	Re: Speeding traffic	circ 2 emails
210699/23 Tr St Martin pc RE:	Speeding traffic	circ
210720/7J Conroy/D Jacobs	Overgrown village	circ 2 emails
210660/715 SCC	Discovering Suffolk - Fingerpost Plaques	circ
210693 D Jacobs	Re: Fwd: Discovering Suffolk - Fingerpost Plaques	
210629 R Kerry	AQ Strategy	

Recreation Ground

210788 J Beer	Play Area	
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SALC

AGM 29th July, e bulletins, Chief Executive Newsletters

Other Correspondence

210671	Swrfco	RE: Invoice 90016977	gw	
21210572	BHIB	COVID-19 Risk Assessment for Councils	circ	
210597	ESC	Older Persons Housing Strategy - Survey		
210600	J Durrant	Re: PARISH COUNCIL Fwd: Len Lanigan		2 emails
210622	ESC	Women's Tour	circ	
210623	Breakthro' comm	Fw: A free Mini Social Media Audit for your council		
210721	SCC	Please update your Suffolk InfoLink record		
210550	Boundary Comm F	urther chance to have your say on a new SCC political m		
210568	sizewell C	Planning update from the Sizewell C Team		
210651	sizewell C	Sizewell C - latest news		
210681	sizewell C	FW: EN010012 – The Sizewell C Project		
210687	ESC	Consultation extended until 5pm 23 June		
210592	ESC	Planning and Building Control May Newsletter	circ	
210626	RSN	Rural Funding Digest - June 2021 Edition		
210648	J Beer	Accounts	gw	2 emails
210585	G Walker	Payslip		
210737	G Walker	Payslip attached		
210562	Sicon Foundation	Litter Picking		
210578	keepbritaintidy	Keep Britain Tidy - Great British Spring Clean	dj/mp	
210594	ESC	Greenprint Newsletter spring/early summer 2021		
210612	Tree Council	Talk to the Hedge this National Hedgerow Week	RB	
210754	Tree Council	Your July Branching Out update		
210649	P Lickert	Re: Open green for car parking		

KIRTON & FALKENHAM PARISH COUNCIL

Parish Council Meeting held on
Monday 5th May 2021 by remote zoom

PRESENT: Messrs I Cade, D Jacobs, J Fothergill, A P Hutton, P J Lickert M A Paul (chairman), Ms EY Choi, Mesdames E A Colvill, J Durrant, J L Shaw, G J Walker (RFO) and 1 Parishioners. R Osborne absent.

1. a) **ELECTION OF CHAIRMAN**

Mr I Cade in the Chair, Mr M A Paul was proposed I Cade seconded by A Colvill and carried. Mr Paul thanked the Council for their support, and signed a Declaration of Acceptance of Office.

b) **ELECTION OF VICE-CHAIRMAN**

Mr I Cade was proposed by A Colvill, seconded by P Lickert and carried.

2. **APOLOGIES**

R Brunt, T Hatrick (PTLO).

3. **DECLARATION OF INTERESTS**

No new Declaration of Interests were declared for matters on the agenda.

4. **GOVERNANCE DOCUMENTATION**

i) Acknowledged that these were not reviewed during 2020 following the cancellation of Annual Parish Council meeting due to Covid 19 emergency.

ii) 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 for signature by the Chairman. Reviews of RG, VG risk assessments were carried out during April 2020 and 2021 which are accessible on the web site. Privacy and cyber security statements are in place.

5. **COMPOSITION OF COMMITTEES**

The following, proposed M Paul, seconded D Jacobs and agreed..

Financial & General Purposes: All Councillors

Recreation Ground

P Barker (chairman)
J Beer (treasurer)
B Barker
A E Colvill (PC representative)

Planning

All Councillors

Environment

M Paul (ex officio) J Shaw
D Jacobs
A E Colvill
J Durrant
P Lickert

6.. **FINANCIAL**

a) Confirmed that Messrs D Jacobs, I C and A Hutton are signatories of Barclays cheques; Confirmed D Jacobs, P Lickert, I Cade, M Paul, J Fothergill, J Durrant are authorities to Unity Trust Bank;

b) Proposed M Paul, seconded A Colvill and carried that Mr G Walker be appointed RFO.

7 **ANNUAL ACCOUNTS**

a) Copies of the Annual Accounts for 2020/121 having been circulated and posted on the Council website; proposed J Shaw, seconded P Lickert and carried, that the accounts be approved as representing a Fair Statement of the Parish finances. Arrangements were for the accounts to be signed and countersigned by the Chairman and Clerk as appropriate Noted that as payments/receipts exceed £25,000 an external audit would be required.

b) Section 1 Annual Governance Statement and Section 2 Accounting Statements of the AGAR were completed,; proposed P Lickert, seconded J Shaw and approved for signature by Chairman and Clerk, prior to submission to Internal Audit.

8. **APPOINTMENT OF REPRESENTATIVES**

a) **SALC**

Agreed P Lickert should continue in the position, but attendance is open to any councillor.

b) **POLICE FORUM**

D Jacobs, J Shaw and I Cade confirmed.

d) **PORT LIAISON COMMITTEE**

The Clerk, A Hutton, I Cade and D Jacobs as available.

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

Confirmed PTLO is Mr T Hatrick and Tree Warden Mr R Brunt

10 **LOCAL HISTORY RECORDERS**

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

11. **CHARITIES**

a) **NASSAU TRUST**

Confirmed trustees are Mr F Nunn, Mesdames A Clarke, S Harvey; Mr Chris Poole

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

Trustees confirmed as Mesdames, S Abbot, Mrs P Adams (Clerk); Mrs R King as Co-operative Trustee.

12. **MINUTES OF MEETINGS**

The minutes of the Parish Council meeting held on 15th March 2021 and the Annual Parish Meetings held on 12th April 2021, having been previously circulated, were taken as read, approved and seen to be signed by the Chairman.

ACTION

13. **MATTERS ARISING**

ii) Rectory Lane sign Councillor Jacobs explained that the latest plan was to purchase the sign through SCC and arrange in-house installation. Councillor Choi to confirm costs with SCC. EC

ii) Community Workshop The meeting on the 26th April was not attended; next meeting is on 24th June. Councillor Hutton reported that he had obtained Covid 19 funding for Village Hall AH/EC/C'K

iii) Land Registration Councillor Jacobs reported that Fairstep had advised him that Land Registry had completed registration of VG and RG.

iv) Quiet Lanes The Council acknowledged the resolution passed at the Annual Meetings on the 12th April 2021 to create Quiet Lanes in the parish. Proposed Anne Colvill, seconded E Choi and carried by 9 votes in favour and 2 abstentions, that the Annual Meetings resolution be supported.

14. **PUBLIC OPEN FORUM**

Mrs Harvey reported on the conversation she had had with the new owners 32 Falkenham Road. He was proposing to address the issues concerning flooding and the boundary wall with the relevant authorities. Councillors agreed that the enforcement order placed on the wall should be raised again with SCC and ESC. CLERK

15. **DATES FOR MEETINGS 2021/22**

As the government did not propose to extend the legislation to permit remote meetings (2100510) agreed the next meeting of the Council would be held on the 2nd August 2021. Future meetings were scheduled for

Monday January 10th

Monday August 2nd

Monday February 14th

Monday September 20th

Monday March 14th

Monday November 1st

Monday April 11th AM

Monday December 6th

Monday May 9th APCM

16.. **REMOTE MEETINGS**

i) Future meetings

Acknowledging the guidance from SALC and NALC, accepted that meetings could not be held between May 7th and May 17th and all future meetings of the Council must be Face to Face subject to Covid regulations as set out from time to time.

ii) Call for Evidence The Council ran through the questions being put in the Government's consultation "LA remote meetings: call for evidence" and responses were considered for the Clerk to respond.

CLERK

17. **EMERGENCY PLAN**

Councillor Licket had circulated proposals presented at the Annual Meetings (c210433) to update the Plan. Agreed, as far as acceptable

1. Those on "assistance offered list" should be asked to sign up to Facebook.
2. A letter be sent to those "requesting assistance" providing contact details of Co-ordinators/Assistant Co-ordinators
3. Local response for assistance be decided locally and by Facebook initially.

18. **FINANCE**

i) Financial reports (attached) Financial/Monitoring reports to 29th April 2021 having been previously circulated were verified by Councillor Choi and approved

ii) Disposal of records Agreed Clerk could dispose of Parish Council records, primarily correspondence, prior to 2010, and to a cost £75 plus VAT for security shredding by Bolton Brothers.

iii) Grants Agreement had been reached with Mrs P O'Brien/SCC (210324/5) that the grant earmarked for the Rectory Lane Sign could be reallocated to assist reopening of Play Group in the Village Hall.

iv) VG grass cutting Contract to cut Village Green during 2021 by Norse let in the sum of £437.62 (210338).

v) Banking Authorised payments.

C A Shaw/expenses	£281.36	G J Walker/salary	£87.00
C A Shaw/salary	£345.60	Suffolk Cloud/web	£100.00
SALC/subscriptions	£558.10	SALC/training	£60.00

19. **PLANNING** (attached)

i) Applications considered

- a) DC/21/1603 1 Burnt House Lane
Erection of new dwelling and garage
The Council had no comments to make on the application
- b) DC/21/1617/8 The Maltings Trimley Road
Single height side extension

The Council had no comments to make on this resubmission, noting an improvement on previous proposals.

c) DC21/1659 Freshfields, Falkenham

Garage alterations

The Council had no comments to make on the application

d) DC/21/1786/TPO The Old Rectory, Kirton

Pollard diseased Holm Oak

The Council had no comments to make on the application, noting work had probably already taken place

e) DC/21/1775 Croft Farm, Innocence Lane, Kirton

Barn conversion to residential

The Council had no comments to make on the application

f) DC/21/2025 Bramble Barn, Back Lane, Falkenham

Variation of Condition 2 re roof window

The Council had no objection to this variation.

ii) Planning Forum Councillor Fothergill had attended the ESC forum on 25th March; the slides of which had subsequently been received (210355) and circulated.

ii) Planning Protocol survey The survey circulated by Theberton PC (c210352) having been circulated, Council agreed not to respond.

20. **ENVIRONMENT**

i) SID Annual maintenance was carried out on 25th March (210336) and suggested “silver “ service agreement (210496) will be accepted.

ii) Policing Presentation on Speeding Councillor Lickert had attended this seminar and circulated report (210327) and link to virtual forum.

iii) Access complaint Complaint from parishioner (210413) about rider access through Swiss Farm, passed to SCC for action.

21. **SALC**

i) Circulars. NALC/SALC bulletins et circulated as appropriate for information

22.. **OTHER CORRESPONDENCE TO NOTE**

Other correspondence as listed on agenda noted.

23. **MATTERS FOR INCLUSION IN FUTURE AG2ENDA**

EAONE/THREE, Quiet Lanes, Rectory Lane signpost

24. **DATE OF NEXT MEETING**

Monday 2nd August in Recreation Ground Pavilion if appropriate at 7.30 pm.

There being no further business the meeting closed at 10/05 pm

PLANNING

		PC	ESC
	<u>Existing applications</u>		
20/1860/OUT	Land Off Howlett Way Trimley St Martin Phased construction of up to 340 dwellings	Object	
21/0981/FUL	Longridge, Back Road Falkenham Severance of side garden and erection of new dwelling, and associated works.	No comment	Granted
21/1603	1 Burnt House Lane. Kirton Erection of 1 no. dwelling and garage	No comment	
21/1617/FUL	The Old Maltings, Trimley Road, Kirton	No comment	Granted
21/1618/LBC	Erection of single height extension	An improvement	
21/1659/FUL	Fairview Falkenham Alteration and extension of existing garage	No comment	Granted
21/1786/TPO	The Old Rectory, Church Lane, Kirton Holm Oak in rear garden to be pollarded	No comment	Granted
21/1775/FUL	Croft Farm, Innocence Lane Kirton Conversion of existing barns to residential	No comment	
21/2025	Bramble Barn, Back Lane, Falkenham Variation of Condition 2 re roof window	No comment	Granted
	<u>New applications</u>		
21/1767	4 Rectory Lane Kirton Construction of new dwelling with shared facilities	No comment with reservations	
21/2422	19 Rectory Lane Kirton Suffolk Revised proposals	No comment An improvement	
21/2495	Tanglewood 11 Rectory Lane Kirton Construction of a single storey extension to rear of existing single storey dwelling	No comment	
21/2546	16 Weir Place Kirton Single Storey Rear Extension	No comment	

21/3333/TPO 1 Church Lane; Kirton

To fell 1no. young Pin Oak tree suffering dieback.

To remove 2no. limbs from sycamore tree.

To remove lateral branches from Ash tree.

Remove damaged limb from Holm Oak tree.

Work required to clear BT lines.