

Kirton & Falkenham Parish Council

NOTICE OF MEETING

I HEREBY GIVE NOTICE that a meeting of the **Parish Council** of the above Parish will be held at:
THE RECREATION GROUND PAVILION
on **Monday the 7th July 2025 at 7.30 pm**

To: **All Councillors**

Signed *G J Walker*. Clerk

AGENDA

- 1 Apologies
- 2 Minutes of the meeting held on 2nd June 2025
- 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 **PUBLIC OPEN FORUM**
 - 1 Parishioners questions
 - 2 County/District Councillor Reports
 - 3 PTLO report
- 5 Matters arising (All other outstanding actions have been completed)
 - i) Local History recorder (Kirton)
 - ii) EA3
 - iii) RG substation proposal
 - iv) Joint Parish Group
 - v) Felixstowe Peninsular Partnership
 - vi) Play area inspection and responsibility
 - vii) Phone box removal
 - viii) Flooding Falkenham Rd drain connection (PR 00520228)
 - ix) Swiss Farm hedge
 - x) White Horse (Community Asset etc)
 - xi) Bus Shelter and notice board repair
- 6 Finance
 - i) Financial and monitoring reports (on website)
 - ii) Invoices authorised: G Walker salary - £479.59; HMRC (PAYE) - £441.48; Clerk WFH expenses (broadband etc) - £35.90 (SO); Clerk expenses (audit mileage) - £28.80; D Jacobs expenses (Play area) - £34.18; D Cope (Alley Rd footpath work) - £235.00
 - iii) Payments due for authorisation: G Walker salary (circa £479.59pm) for July & August
- 7 Planning
 - i) DC/24/4139/FUL: 33kv overhead line near Bucklesham Hall Farm (25th June)
 - ii) BASE STATION UPGRADE: B&M Concrete, Back Rd, Kirton (27th June)
 - iii) DC/25/1844/ARM: Supplementary – 2k houses Adastral Park (30th June)
 - iv) DC/25/1824/FUL: Ivy Cottage, Back Road, Kirton (26th June)
- 8 Environmental
- 9 Recreation Ground
- 10 SALC Report
- 11 Other Correspondence/items for discussion
- 12 Matters for inclusion in future Agenda
- 13 Date of next meeting:- Monday 1st Sept 2025 at 7.30 pm

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Circulated Correspondence

From	Subject	Date Received
National Association of Loc...	Chief executive's bulletin - 26 June 2025	10:47
Proludic Ltd	 Free Proludic Webinar: 6 Great Ways to Engage with Your Community A...	Yesterday
Kirsty White	SALC training bulletin 24th June 2025	24/06/2025
Sally Longmate	LIVE STREAM - SALC AGM and 75th Anniversary 1st July 2025	24/06/2025
lickert personal	The White Horse Pub	21/06/2025
DEREK, lickert & johnbeer...	Play area inspection	21/06/2025
Annabelle Greenwood	Town and Parish Forum July 2025	20/06/2025
John, clerk@kandf-pc.gov...	Planning consultation: 2k houses next to BT Martlesham	19/06/2025
Clerk@kandf-pc.gov.uk	Re: Kirton Recreation Ground - Dogs	19/06/2025
CS One Suffolk Council	Suffolk County Council Briefings on Local Government Reorganisation	19/06/2025
Jack, John, DEREK, Jo & p...	Planning consultation - DC/25/1824/FUL	19/06/2025
Samantha Read	FW: Trimley Station Public Meeting - 26 June	17/06/2025
Victoria Hambley	SEALINK - REGISTRATION DEADLINE MONDAY 23RD JUNE	16/06/2025
cil	LCIL 2025-5 Kirton and Falkenham Village Hall Roof Insulation	16/06/2025
Jane Emery	Removal of logs	16/06/2025
johnbeer47@btinternet.co...	Kirton Recreation Ground - Dogs	14/06/2025
Campbell, Victoria (Avison...	CS 236454 Proposed Base Station B&M Concrete Kirkton - Consultation - PC	13/06/2025
hello@trifarm.co.uk	Felixstowe Triathlon 2025 - July 20th	13/06/2025
planning@eastssuffolk.gov.uk	Planning consultation - DC/24/4139/FUL	11/06/2025
No Reply	SCC Highways Ref 520228 - Falkenham Road, Kirton	10/06/2025
National Association of Loc...	Chief executive's bulletin - 5 June 2025	05/06/2025
Lee Reeves	Brief update	02/06/2025
northfelixstowe	North Felixstowe Garden Neighbourhood Spring Newsletter	22/05/2025

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Minutes of the Parish Council Meeting held in the Recreation Ground Pavilion on Monday 2nd June 2025 at 7.30pm

Present: Cllrs J Cade (Chair, JC), J Fothergill (JF), J Shaw (JS), D Jacobs (DJ), J Durrant (JD), M Paul (MP); G Walker (Clerk); District Cllr M Ninnmey (MN), T Hatrick (PTO)

Item No.	Comments	Action
1.	Apologies Cllr D Ward (DW), J Sheeran (JonS), P Lickert (PL), L Bullard (LB), County Cllr P Mulcahy (PM), District Cllr L Reeves (LR)	
2.	Minutes of last meeting The minutes of the Annual Parish Council Meeting held on 12 th May 2025 having been previously circulated were taken as read, approved and signed.	
3.	Declaration of interests Cllr Fothergill registered an interest, as a Trustee, in the Village Hall CIL application.	
4.	Public Open Forum Cllr Cade, as newly elected Chair, thanked his predecessor Cllr Paul for fulfilling the role for several years. He expressed that he hoped the Chair role might be rotated more frequently going forward. <i>Parishioners questions:</i> The poor state of the bus shelter notice boards was acknowledged and would be added to the agenda for the next meeting <i>County Councillor's report:</i> no report received <i>District Councillor's report:</i> District Cllr M Ninnmey reported that he'd had discussions with the Police & Crime Commissioner (PCC) regarding the lack of police presence at Parish Council meetings in order that matters of a more rural interest might be covered. The PC supported his and the PCC's view that a joint meeting of local, rural PCs, together with police representatives would be a good idea. Mr Hatrick (PTLO) reported that the local MP was now engaged in the discussion about possible renovation of the Trimley Station buildings.	
5.	Matters arising i) Local History recorder (Kirton): No update ii) EA3: There appears to be considerable re-work required to overcome previous poor installation practice. Two out of the four new jointing bays have been completed, and once in place we anticipate a significant increase in large vehicle movements as they deliver cables iii) RG substation proposal: The proposed substation on the Recreation Ground is still ongoing, awaiting detailed installation plans iv) Joint Parish Group: Cllr Cade reported on the Port Liaison/LALC meeting, at which future proposals for Innocence Farm were aired, including possible use as an electric HGV charging site. The PC viewed this as tentative at this stage given HGV technology is some way off, and the necessary electricity	

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	supply would need to be addressed. v) Felixstowe Peninsular Partnership: Nothing to report vi) Review of VE 80th celebrations: The event was a great success and the PC wish to thank all those who helped make the event such a success. vii) Play area inspection and responsibility: The PC has undertaken the most urgent repairs of the Playground, with some minor repairs ongoing. The PC have taken on overall responsibility for the Playground and will discuss further the means of maintaining it in good condition. Clerk to investigate “best practice” options to adhere to the weekly monitoring requirement of the insurance policy. viii) Phone box removal: The previously noted rejection of the PC complaint to the Ombudsman has been referred to group leading the village campaign for its restoration to see if they wish to progress an individual complaint. The Ombudsman stated that any complaint must be made by an individual who is “directly and significantly affected”. ix) Flooding Falkenham Rd drain connection: Resolution of the underlying cause (presumed incorrect pipe connection) has been requested of ESC and SCC, however at this stage it has only been entered on the ESC problem reporting system (PR 00520228). x) City Fibre equipment removal: Completed xi) CIL application review: The PC agreed that the CIL application for the VH roof insulation was appropriate, given that a way forward for maintenance of the Playground had been agreed. xii) Swiss Farm hedge: Awaiting more detail before raising with appropriate authorities. xiii) White Horse (Community Asset etc): Following significant interest at the Annual Parish Meeting, 37 forms have so far been returned regarding the proposal to progress making White Horse Pub a Community Asset. xiv) DC/25/1838/TPO: Remove two branches overhanging BT wire; The Old Maltings: The Tree Warden has reported that a lower level of removal is necessary to protect the wire. This has been reported on the ESC Planning portal.	AP1/0.6.25/ Clerk AP2/06.25 /JS
6.	Finance i) Financial and monitoring reports (on website) ii) Invoices authorised: G Walker salary - £479.59; Clerk WFH expenses (broadband etc) - £35.90 (SO); Clerk expenses (printer ink) - £19.99; P Lickert expenses (APM expenses) - £72.34; Heelis & Lodge (audit) - £220; RG grant £2,946.00; RG VAT refund £2,485.56 iii) Payments due for authorisation: G Walker salary (circa £480) iv) Confirmation of Public rights dates (internal audit): Confirmed as 3rd June to 14th July. Audit submission made to external auditor. v) The Clerk reported that whilst the VAT claim for the RG has been received, there appears to be a change to the manner in which HMRC are dealing with these claims. The payment was made only after resubmitting it and calling it a “Parish Council” (and not PC Rec Ground) submission. Because of the different reporting periods for VAT reclaims for PC and RG this may lead	

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	to problems in reclaiming the next set of VAT claims. In future the claim will be made as single submission on behalf of both PC and RG.	
7.	Planning Nothing to report	
8.	Environment Nothing to report. Bus shelter and notice boards to be added to future agenda.	
9.	Recreation Ground The Clerk reported that he will be auditing the accounts for 24/5.	
10.	SALC Report Nothing to report	
11.	Other Correspondence “Let’s shape the future” survey: It was agreed that this would be best completed by individuals as opposed to the PC as a whole. It was also noted that the Orwell Bridge would be undergoing repairs with associated lane and road closures mid-June to August.	
12.	Matters for inclusion in future agenda Local History recorder; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Play area; Phone box removal; Flooding Falkenham Rd drain connection; Swiss Farm Hedge; White Horse (Community Asset etc); Bus shelter and notice board repair	
13.	Date of next meeting: Monday 7 th July 2025 at 7.30 pm	
	There being no further business the meeting closed at 9.30pm. Signed..... Chairman Date.....	