

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 3rd November 2025 at 7.30 pm**

To: **All Councillors**

Signed *G J Walker*. Clerk

AGENDA

- 1 Apologies
- 2 Minutes of the meeting held on 6th October 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 signs
 - vii) Flooding Falkenham Rd drain connection (PR 00520228)
 - viii) Swiss Farm hedge
 - ix) Bus Shelter and notice board repair
 - x) Speeding (procurement of additional SID)
 - xi) Dog control on Rec
 - xii) Reparation of grassed areas by City Fibre Networks
 - xiii) Footpath from Kirton to TSM School
 - xiv) Christmas tree lighting
 - xv) Community Self Help scheme
- 6 **ANNUAL FINANCE & GENERAL PURPOSES COMMITTEE MEETING**
 - i) Financial and monitoring reports (on website)
 - ii) Invoices authorised: G Walker salary - £479.59; Clerk WFH expenses (broadband etc) - £35.90 (SO); Parish magazine - £900; RG 6 month payment - £2,946; British Legion (wreaths) - £40 (plus any additional agreed contribution); RG VAT reclaim - £505.64
 - iii) Payments due for authorisation: G Walker salary (circa £479.59pm); D Cope (Paddock Close gate repair) - £40.00
 - iv) Receipts: CIL payment - £3,524.88. Decision to be made re allocation.
 - v) Salary review & confirm Financial Budget 2026/27 Precept (£27,924)
 - vi) 2025/2026 S137 Grants distribution
- 7 **Planning**
 - i) DC/25/3774/ARM- 2000 dwellings at the East Of Adastral Park
 - ii) Call for sites notification
- 8 **Environmental**
- 9 **Recreation Ground**
- 10 **SALC Report**
- 11 **Other Correspondence/items for discussion**
 - i) Slip hazard at entrance to Paddock Close
- 12 **Matters for inclusion in future Agenda**
- 13 **Date of next meeting:- Monday 3rd November 2025 at 7.30 pm**

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Circulated Correspondence

From	Subject	Date Received
Elan City	SIDs special offer finishes 15 November	09:35
Sally Longmate	Local Government Re-organisation and devolution - October update	Yesterday
Clerk@kandf-pc.gov.uk	Neighbourhood CIL Payments - October 2025	Yesterday
Jack Cade, DEREK JAC...	Slip hazard .	26/10/2025
Clerk@kandf-pc.gov.uk	Fwd: Planning consultation - DC/25/3774/ARM	22/10/2025
Clerk@kandf-pc.gov.uk	Clerk's pay review	21/10/2025
Alisha Barfield	Call for Sites open	20/10/2025
Police Connect	Summer set of results show Suffolk's commitment to tackle crime	16/10/2025
Police Connect	New community messaging service for Suffolk	13/10/2025
Clerk@kandf-pc.gov.uk	Erection of traffic mirror on Falkenham Road Kirton	10/10/2025
Customer Service	RE: Pending closure of Kirton Road	09/10/2025
Clerk@kandf-pc.gov.uk	PC contribution to K&F Review	09/10/2025
Clerk@kandf-pc.gov.uk...	SCC Highways Ref 520228 - Falkenham Road, Kirton	09/10/2025
Patti Mulcahy (SCC Cou...	Fw: Community Self Help Scheme	06/10/2025
planning@eastsoffolk.go...	Planning consultation - DC/25/3636/FUL	06/10/2025
PlanningPolicy	Call for Sites - Town and Parish Council briefing	06/10/2025
Lee Reeves	Parish Report September 2025- Orwell & Villages	05/10/2025
East Suffolk Planning Pol...	Results: How to involve you in planning policy	03/10/2025
Tom & M Paul	Kirton & Falkenham PC meeting 6th Oct	03/10/2025
Emily Nunn	News from East Suffolk: Keeping people warm this winter	02/10/2025
Sizewell C	September Project Update	01/10/2025

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Minutes of the Parish Council Meeting held in the Recreation Ground Pavilion on Monday 6th October 2025 at 7.30pm

Present: Cllrs J Cade (Chair, JC), J Fothergill (JF), J Shaw (JS), D Jacobs (DJ), P Lickert (PL), J Sheeran (JonS), D Ward (DW), A Colvill (AC), L Bullard (LB); District Cllr L Reeves (LR); County Cllr P Mulcahy (PM); G Walker (Clerk); T Hatrick (PTO); One member of the public

Item No.	Comments	Action
1.	Apologies Cllrs M Paul (MP), J Durrant (JD), District Cllr M Ninnmey (MN)	
2.	Minutes of last meeting The minutes of the Annual Parish Council Meeting held on 1 st September 2025 having been previously circulated were taken as read.	
3.	Declaration of interests No new declarations reported	
4.	Public Open Forum <i>Parishioners questions:</i> Mr Hatrick (PTLO) raised concerns about a pending closure (30th Oct – 2nd Nov) of Trimley Road given the traffic disruption on the previous occasion. The PC undertook to communicate the concerns to Highways. Public concern was also raised about the traffic hazard emerging from Alley Road and requested consideration be given to placing a traffic mirror on the opposing verge, which the PC agreed should be further investigated. <i>County Councillor's report:</i> In response to concerns over the reduced width of the footpath to the school, Cllr Mulcahy said that some clearance had been undertaken on 14th Sept on a 40m stretch, however whilst this should have improved matters it didn't include the necessary ground clearance required to take the pathway to its original width. She explained that such a clearance would likely cost in the order of £5k, and she was exploring funding options. Responding to the issue of flooding on Falkenham Rd caused by poor drain connectivity she reported that this did not meet the threshold for action by the Flood Authority, the work estimated at £10k to complete. Also discussed was the proposed building of 1300 homes by Bloor homes on Foxhall Rd and the potential impact of additional traffic. <i>District Councillor's report:</i> Cllr Reeves reported that the Bloor Homes planning request was the first following the declaration that the five year housing supply would not be met (resulting from increased targets set by central Government), and this would likely lead to more opportunist proposals being presented in advance of a new Local Plan (detailing new building land usage across the District), which is now underway but unlikely to be completed until 2028. The Parish Council requested that they would have the opportunity to view any relevant submissions received by ESC resulting from the 'Call For Sites' this Autumn and discuss this with ESC. Cllr Reeves said that he expected that this would happen.	AP1/10.25/ Clerk

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	Mr Hatrick (PTLO) reported that announcement of the new bus time table had been well received, however that it was too early to observe any change in usage.	
5.	Matters arising i) Local History recorder (Kirton): No update. ii) EA3: No update iii) RG substation proposal: No update iv) Joint Parish Group: The new NPPF and Local Plan development were thought most likely to kick off new initiatives for the Group. An on-line briefing on the Local Plan is to take place on 22nd October with Cllrs Fothergill and Cade proposed for attendance. v) Felixstowe Peninsular Partnership: An annual budget of £25k will be allocated to projects based on the outcome of prioritisation meetings. vi) Play area inspection and responsibility: The PC agreed to fund East Suffolk Services for monthly and quarterly inspections of the Play Ground, and Councillors will undertake weekly inspections. Cllr Jacobs to re-investigate Google forms solution for weekly inspections. vii) Flooding Falkenham Rd drain connection: See County Councillor report (above). Complete email correspondence from ESC will be circulated to Councillors. viii) Swiss Farm hedge: Awaiting more detail before raising with appropriate authorities. ix) Bus Shelter and notice board repair: Being progressed. x) Speeding: An additional SID would cost around £3.5k. The preference expressed was for a more detailed graphic display (eg actual speed), and possibly including a solar panel. Cllr Sheeran undertook to review the options and come up with a proposal. Cllr Reeves suggested matched funding may be available from the Community Enabling budget. xi) Dog control on Rec: In trying to encourage better control of dogs on the Rec, the PC agreed the purchase of new signage (£100 budget approved)	AP2/10.25/ DJ AP4/07.25/ JS AP3/10.25/ JonS AP8/07.25/ AC
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); PKF Littlejohn (Ext audit) - £252.00; HMRC (PAYE) – £441.48; Clear Insurance - £1,504.62 iii) Payments due for authorisation: G Walker salary (circa £479.59pm); Parish magazine - £900; RG 6 month payment - £2,946; British Legion (wreaths) - £40 (plus and addition £10 additional agreed contribution); RG VAT reclaim - £505.64 iv) Receipts: 6 month Precept - £13,424.50; VAT reclaim - £676.00 (PC= £170.36, RG=£505.64) v) The draft budget 26/27 (previously circulated) was approved by the Parish Council. vi) Insurance renewal has been completed, which includes liability cover for Suffolk Day vii) The Clerk advised that the 2025 Practitioners Guide was now on the website, and all necessary PC Policy changes have been made. A key requirement is for the appointment of a Data Protection	

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	Officer, for which the Clerk was proposed and appointed by the Council. viii) Cllr Lickert advised that new Defib pads would be required (£89.99), this was approved.	
7.	Planning i) DC/25/3541/FUL - Single storey extension, Falkenham Lodge: No objection, although the PC will comment regarding the possibility of additional light pollution due to the nature of the design. ii) DC/25/3636/FUL: Two storey rear extension, single storey side extension and alterations, Oakdene House, Oakdene: No objection, although the PC will comment regarding the possibility of overlooking nearby properties.	
8.	Environment i) Reparation of grassed areas by City Fibre Networks: City Fibre Networks have responded to our complaint regarding the poor condition of previously grassed areas saying that they will undertake an inspection of condition, they are contractually allowed a 12 month period for full recovery, however the Council thinks this unlikely without further attention by CFN ii) Footpath from Kirton to TSM School: Discussed under Public Open Forum iii) Request for Flood guidance to be put on website: It was agreed that this would be unnecessary given the low likelihood of flooding in the two villages.	
9.	Recreation Ground Pavilion alarm compatibility with BT Digital: Cllr Jacobs to touch base in order to understand the underlying reason.	AP4/09.25/ DJ
10.	SALC Report Nothing to report	
11.	Other Correspondence The footpath gate on Paddock Close (leading to Durilda Green) was reported as in need of attention. Cllr Jacobs is progressing a repair. Additional discussion item: It was proposed that the Christmas Tree lighting would take place on 5th Dec (or if this conflicts with the School disco, the 12th Dec would be chosen). Clerk to contact Andrew Thomas re musical accompaniment.	AP4/10.25/ Clerk
12.	Matters for inclusion in future agenda Local History recorder; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Play area; Flooding Falkenham Rd drain connection; Swiss Farm Hedge; Bus shelter and notice board repair; Speeding; Dog control on Rec; Christmas tree lighting	
13.	Date of next meeting: Monday 3rd Nov 2025 at 7.30 pm.	
	There being no further business the meeting closed at 10.15pm. Signed..... Chairman Date.....	