

Kirton & Falkenham Parish Council

I HEREBY GIVE NOTICE that the **ANNUAL PARISH COUNCIL MEETING**
will be held at the Recreation Ground Pavilion, on Monday 11 May 2026

at 7.30 pm.

Signed G Walker Clerk

AGENDA

1. a) Election of Chairman b) Election of Vice-Chairman
2. Apologies
3. Declaration of Acceptance of Office/Declaration of interests
4. Confirmation of Financial Regs, CoC, Transparency Code, Governance (Internal audit & Control), Risk Assessments, Emergency Plan.
5. Composition of Committees
 Finance & General Purposes Planning
 Recreation Ground Environment
6. a) Appointment of Responsible Financial Officer.
b) Confirmation of banking arrangements (Unity Trust)
7. a) Approval of Annual Accounts 2025/2026
b) Completion of Annual Return (audit)
8. Appointment of Representatives
a) SALC b) Police Forum c) Community Partnership d) Port Liaison
9. Confirmation of Public Transport Liaison Officer/Tree Warden
10. Confirmation of Local History Recorders - Kirton 1, Falkenham 1
11. a) Confirmation of Trustees of Nassau Trust, Kirton (Anne Clarke, Susan Harvey, Maaiké Lensen and Chris Poole)
b) Confirmation of Trustees of Recreation Ground (John Beer, Phil Barker, Graham Walker)
12. i) Minutes of PC meeting on 9th March 2026
ii) Annual Parish Meeting 13th April 2026
13. Matters Arising: Local History recorder; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Play area; Swiss Farm Hedge; Bus shelter and notice board repair; Speeding; Xmas tree maintenance; Repair of Play area faults; Accessibility to the Recreation Ground; Scout hut; Raynet (request presentation to PC)
14. **10 MINUTE PUBLIC OPEN FORUM**
 1 Parishioners questions
 2 County/District Councillor Reports
 3 PTLO report
15. Dates for meetings 2026/2027
16. Finance: i) Invoices authorised: G Walker salary Mar & Apr (£495.20x2); HMRC - £461.61; E Jacobs (Playground gate springs) - £60; SALC - £549.62; Suffolk Cloud (web & email) - £120 & £60; ii) Payments due for authorisation: G Walker salary (circa £495.20); RG 6 month grant - £3,049.50; Elan City - £2,807.99 iii) Precept receipt (£13.962) iv) Appointment of internal auditor
17. Planning
DC/26/1036/TPO - Reduce lateral branches, 5 The Maltings exp date: 10th April
DC/26/1296/FUL Westcott, 30 Falkenham Road, Kirton, expiry date: 7 May
DC/23/2930/OUT Appeal - Land South Of, Felixstowe Road, Stratton Hall
DC/26/1248/FUL -Field View, Falkenham Road - expiry date 26th May
18. Environment
19. Other Correspondence to note: Special needs swing; Request for cake hut on VG; Dark night skies update
20. Matters for inclusion in future agenda
21. Date of next meeting: TBA (provisionally 1st June)

Kirton & Falkenham Parish Council

Circulated Correspondence

From	Subject	Date Received
Clerk@kandf-pc.go...	Fwd: Dog Fouling Solution - Last call for orders!	13:55
Jenny Riddell-Carp...	May Newsletter	01/05/2026
appeals@eastsoffol...	Planning Appeal Consultation - AP/26/0027/REFUSE	30/04/2026
Clerk@kandf-pc.go...	Preparation for the Annual Parish Council Meeting	28/04/2026
Jenny Riddell-Carp...	Re: Proposed closure of 6th Form provision in Felixstowe (Case Ref: JR15953)	28/04/2026
c.posford142	Fwd: Dark Night Skies update and thanks	28/04/2026
Clerk@kandf-pc.go...	Fwd: Playground inspections	23/04/2026
Kirsty White	NEWS BULLETIN - 20th April 2026	21/04/2026
Clerk@kandf-pc.go...	Fwd: Lease at Kirton Recreation Ground	21/04/2026
Clerk@kandf-pc.go...	Fwd: Adopt a kiosk (phone box) scheme 01394448270	21/04/2026
Clerk@kandf-pc.go...	Proposed closure of 6th Form provision in Felixstowe	21/04/2026
Andrew Jolliffe	Rural transport for community events - fund launches today [OFFICIAL]	20/04/2026
Little Dreams Cafe	Fw: Enquiry Regarding a Cake Shed on Kirton Village Green	17/04/2026
planning@eastsoffo...	Planning consultation - DC/26/1296/FUL	15/04/2026
Sian Wright	Swings	14/04/2026
Clerk@kandf-pc.go...	Damage caused by grass cutting team	13/04/2026
Laura Sampson	SALC Annual General Meeting 2026 - Book now Thursday 9th July	10/04/2026
Keep Britain Tidy	Dog Fouling Solution - Spring Offer	10/04/2026
Kirsty White	SALC training bulletin 7th April 2026	08/04/2026
East Anglia THREE	East Anglia Three project update	07/04/2026
Lee Reeves	Orwell & Villages Annual Report 2025-2026	04/04/2026
Lee Reeves	Parish report March 2026 Orwell & Villages	02/04/2026
lickert personal	East Suffolk SALC meeting 26th March 2026	29/03/2026
Clerk@kandf-pc.go...	Fwd: Cross Parish meeting minutes (Mar 26) & letter to MP	27/03/2026
Kirsty White	Local Government Re-organisation (LGR) in Suffolk - Government Decision	26/03/2026
UK Housing Target...	1.5 Million Homes: Can Britain Actually Deliver?	26/03/2026
Highways Communi...	Road closure planned in your division - 28 March 2026	25/03/2026
East Suffolk Planni...	Planning Policy and Building Control newsletter.	24/03/2026
Clerk@kandf-pc.go...	East Suffolk Call for Sites [OFFICIAL]	23/03/2026
Kirsty White	NEWS BULLETIN - 23rd March 2026	23/03/2026
Clerk@kandf-pc.go...	Re: Road safety improvements on Kirton Rd/Trimley Rd	23/03/2026
Jo, John, Clerk@ka...	Planning consultations - DC/26/1035/TPO & DC/26/1036/TPO	19/03/2026
John, Ann, Clerk@k...	Scout hut proposal	18/03/2026
planning@eastsoffo...	Planning consultation - DC/26/1036/TPO	18/03/2026
planning@eastsoffo...	Planning consultation - DC/26/1035/TPO	18/03/2026
Clerk@kandf-pc.go...	Scout Hut	17/03/2026
Clerk@kandf-pc.go...	Freedom of Information Request	17/03/2026
chair@debenestuar...	Minutes from the Deben Estuary Partnership Steering Group Meeting - Thursda...	17/03/2026
Suffolk Constabular...	Officer urges people to be aware of signs of criminal exploitation following count...	16/03/2026
Keep Britain Tidy	Today's the day! The Great British Spring Clean is back!	13/03/2026
Police Connect	Warning over heating oil thefts	11/03/2026
John Fothergill	Key Planning documents	10/03/2026
Clerk@kandf-pc.go...	K&F PC Financial report for March	10/03/2026
Clerk@kandf-pc.go...	Suffolk Day insurance cover	09/03/2026
DEREK JACOBS,...	Scout Hut and Monday's PC Meeting	09/03/2026
East Suffolk Planni...	Housing and Employment Land data published	09/03/2026
Clerk@kandf-pc.go...	Fwd: Dark Night Skies	07/03/2026
Julia & John	Report on Planning Committee South 24 February	06/03/2026
Kirsty White	NSIPs Bulletin - March 2026	04/03/2026
Jack & Julia	Parish Report February 2026 Orwell & Villages	03/03/2026
John & Jack	2018 scout hut proposal	02/03/2026
Jack Cade, Ann Col...	Scout hut?	27/02/2026

Kirton & Falkenham Parish Council

Minutes of the Parish Council Meeting held in the Recreation Ground Pavilion on Monday 9th March 2026 at 7.30pm

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

Item No.	Comments	Action
1.	<p>Apologies Cllrs: J Sheeran (JonS), M Paul (MP); PC A Ell</p>	
2.	<p>Minutes of last meeting The minutes of the Parish Council Meeting held on 2nd February 2025 having been previously circulated were taken as read.</p>	
3.	<p>Declaration of interests None registered</p>	
4.	<p>Public Open Forum <i>Parishioners questions:</i> In response to a request from the Parish Council, representatives from Kirton Scouts outlined their requirements for a new scout hut, to replace the existing hut near the Church Hall. Having explored a number of other options in the village, the most likely solution will be to site the new hut on the Recreation Ground, between the Pavilion and the Alley Rd entrance. To meet safety and safeguarding requirements there is an additional need for an adjacent, securable, enclosed area. The Council unanimously agreed that every effort should be made to find a solution which would result in Kirton Scouts remaining in the village, and the scouts agreed to refine their proposal in such a way that it could be accommodated in the area available.</p> <p>A request overnight use of the Recreation Ground and Pavilion following the summer fete was approved by briefly closing the PoF and opening of the PC Meeting. Recorded under item 11 ii) below.</p> <p><i>Police report:</i> No report received, however following the approval of the No Cold Calling Zone (NCCZ), a launch event will be held on the Green on 21st May.</p> <p><i>County Councillor's report:</i> Cllr Mulcahy reflected on the difficulties arising from the on/off status of the County elections as a result of the Local Government Reorganisation (LGR). She clarified that the elected term will be for the full 4 years, which will allow sufficient time for the LGR to be put in place, and the term will only be truncated at the most appropriate time to match the timings of the LGR. The elections will take place on 7th May, and there will be a moratorium on new spending decisions from 26th March.</p> <p><i>District Councillor's report:</i> Cllrs Ninnmey and Reeves explained that a third option for the LGR, for two Unitary Councils across Suffolk, remained a possibility – this being the preferred option for the District Council. They also outlined a new DC initiative to focus £1.5m of grant funding to be made available to Parishes who are not in receipt</p>	

Kirton & Falkenham Parish Council

	<p>of Community Infrastructure Levy funds (Kirton and Falkenham would still be eligible); the first round of funding to commence in April. If successful, up to 50% of a project cost would be granted. They also advised that the DC budget of £58m has been approved, resulting in an annual precept increase of £5.67 for a band D property (11p per week).</p> <p><i>PTLO:</i> Nothing to report</p>	
5.	<p>Matters arising</p> <ul style="list-style-type: none"> i) Local History recorder (Kirton): No update. ii) EA3: No update. iii) RG substation proposal: The means of providing access security is still ongoing. A further meeting was held and agreement reached in principle to the dual lock padlock approach. A rerouting of the cabling was also agreed, in order to reduce disruption to the RG access road iv) Joint Parish Group: There is to be a meeting on 23/3/26. The agenda to include a letter to the MP and notifications of developments we have received . v) Felixstowe Peninsular Partnership: Cllr Colvill reported that the majority of the budgeted £25k had been allocated to the Level 2 youth organisation, targeting improved confidence of young people. Funds have also been directed to road safety for Bucklesham School and improving community spaces. The District Council, and hence the FPP, is now a Marmot organisation and ambassador (according to the Marmot Principles). vi) Play area inspection and responsibility: ESC Services have confirmed commencement of monthly and quarterly inspections. It was agreed to move the annual inspection (currently paid for by the RG Committee) under a single agreement owned by the PC. It was also agreed to absorb the cost (£96 ex VAT) in the PC budget. vii) Swiss Farm hedge: Cllr Ninnmey is investigating the best route to progress this issue as there are three interconnected rights of way issues. viii) Bus Shelter and notice board repair: Ongoing. ix) Speeding (procurement of additional SID): Regarding a suitable site to the south of the village, the PC is awaiting a response from a request to be made to Trimley St Martin PC for their support. Elan City were agreed as the chosen supplier, and the purchase of one item was approved, if possible with negotiated pricing on a second item once the location for it has been approved. There are some concerns around the suitability of the existing pole to the north of Kirton, and weight comparisons will be made with the existing SID. x) Xmas tree maintenance: Ongoing xi) Repair of Play area faults: Gate springs have been repaired, however they do not appear to be working, Jacobs Blacksmiths to be consulted. New signs are being progressed to replace the faded ones currently on the Playground fence. xii) Falkenham phone box: The PC approved formally adopting the phone box on the understanding that the Falkenham Church 	<p>AP4/02.26/ DJ</p>

Kirton & Falkenham Parish Council

	<p>PCC maintain its day to day order and cleanliness.</p> <p>xiii) Agricultural Cold Store, Kirton Rd: Following the presentation at the previous meeting regarding the proposed agricultural cold store on Kirton Rd, it has been clarified that the direct impact around the site would be: 16 HGVs and 16 Tractor-trailer movements a day to/from the site; Up to 6 HGVs leaving or accessing the site during the school drop off period when the road is at one of its busiest periods. A request has been made to Trimley St Martin Parish Council for a co-ordinated approach to road safety, including a request for the introduction of a 40mph speed limit along this stretch of road, should the planning request be approved</p> <p>xiv) Accessibility to the Recreation Ground: A number of options are being considered for improvements to the Alley Rd entrance to the Rec to make it accessible to people with mobility scooters.</p>	
6.	<p>Finance</p> <p>i) Financial and monitoring reports (on website)</p> <p>ii) Invoices authorised: G Walker salary - £494.20; WFH expenses (broadband etc) - £35.90 (SO); D Cope (Alley Rd hedge cut) - £60</p> <p>iii) Payments due for authorisation: G Walker salary (circa £495.20); HMRC – £461.61; E Jacobs (Playground gate springs) - £60.</p>	
7.	<p>Planning</p> <p>DC/26/0204/FUL 68 Falkenham Road Kirton was responded to via the Planning Portal by the Clerk based on email comments received from Councillors (as there had been no notification by ESC, and in order to meet the deadline for comments). “No Objection” was recorded.</p>	
8.	<p>Environment</p> <p>The Clerk is awaiting a response from the MP’s Case Officer regarding flooding on Falkenham Rd</p>	
9.	<p>Recreation Ground</p> <p>Nothing to report</p>	
10.	<p>SALC Report</p> <p>Nothing to report</p>	
11.	<p>Other Correspondence</p> <p>i) Falkenham Dark Skies proposal: The Council approved, by a majority vote, the proposed leaflet from Mr Posford.</p> <p>ii) Summer fete request: Approved</p> <p>iii) Possible location for new Scout Hut: Discussed under Public Open Forum</p> <p>iv) Soil on Back Lane at Ham’s Lane junction: In consideration of the request to instigate removal of the soil, it was considered that there are concerns about damage to the road by the scraping action of vehicles during removal. It was also noted that this is a long standing issue along a longer stretch of Back Lane and which is currently not viewed as being practical or sufficiently bad to progress a solution.</p> <p>v) Speaker for Annual Meeting: It was agreed to approach Level 2 for this, failing that, Raynet would be approached.</p>	
12.	<p>Matters for inclusion in future agenda</p> <p>Local History recorder; EA3; RG substation proposal; Joint Parish Group; Felixstowe Peninsular Partnership; Play area; Swiss Farm</p>	

Kirton & Falkenham Parish Council

	Hedge; Bus shelter and notice board repair; Speeding; Xmas tree maintenance; Repair of Play area faults; Accessibility to the Recreation Ground; Scout hut; Raynet (request presentation to PC)	
13.	Date of next meeting: Monday 11 th May 2026 at 7.30 pm.	
	<p>There being no further business the meeting closed at 9.40pm.</p> <p>Signed.....</p> <p>Chairman</p> <p>Date.....</p>	