

# 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 1<sup>st</sup> June 2026 at 7.30 pm**

To: **All Councillors**


Signed *G J Walker*. Clerk

## AGENDA

- 1 Apologies
- 2 Minutes of the meeting held on 11<sup>th</sup> May 2026
- 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, repair, special needs)
  - vii) Swiss Farm hedge
  - viii) Bus shelter and notice board repair
  - ix) Speeding
  - x) Xmas tree maintenance
  - xi) Accessibility to the Recreation Ground
  - xii) Scout hut
  - xiii) Raynet
  - xiv) Early cut of Green
  - xv) Dog exercise area on Rec
- 6 Finance
  - i) Financial and monitoring reports (on website)
  - ii) Invoices authorised: G Walker salary (£495.20); RG 6 month grant (£3,049.50); Elan City (£2,807.99)
  - iii) Payments due for authorisation: G Walker salary (circa £480); Peter Lickert expenses: Defib pads, Rec sign, APCM refreshments (£415.09)
  - iv) Confirmation of Public rights dates (internal audit)
- 7 Planning
- 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 6<sup>th</sup> July 2026 at 7.30 pm

# Kirton & Falkenham Parish Council

## *Circulated Correspondence*

From	Subject	Date Received
Victoria Hambley	LOCAL IMPACT ASSESSMENT REPORTS FOR NATIONAL GRID VENTURE...	Yesterday
Sizewell C	Sizewell C construction update	26/05/2026
RIDDELL-CARPEN...	Parish Council Report - Jenny Riddell-Carpenter MP	07/05/2026
Proludic Ltd	 You're Invited! - Proludic FREE Regional Seminars in Stowmarket: Designin...	19/05/2026
planning@eastsoffo...	Reconsultation Planning app. consultation - DC/25/1824/FUL	08/05/2026
Paul Knight	Recreational Ground play area - timber multi play	05/05/2026
Matthew.Beckess2...	Army Engagement Event in Colchester - Building Partnerships for the Future	27/05/2026
Matt   EPE	Supporting Community Play projects Across Suffolk	20/05/2026
Laura Sampson	SALC Annual General Meeting 2026 - Book now Thursday 9th July - Speaker a...	26/05/2026
Kirsty White	NSIPs Bulletin - May 2026	06/05/2026
Kirsty White	SALC SUPER FORUM - from Announcement to Action: Where We Are Now an...	11/05/2026
Kirsty White	SALC training bulletin 19th May 2026	19/05/2026
johnbeer47@btinter...	Inconsiderate parking	18/05/2026
johnbeer47@btinter...	Football	24/05/2026
John & lickert	Signs for Kirton Recreation Ground	15/05/2026
Jenny Riddell-Carp...	Re: Cross Parish Group request (Case Ref: JR15272)	27/05/2026
Jack Hubbard	Make Your Village Better	01/05/2026
Jack & John	Levington Lorry Park	20/05/2026
Hope, Rageenee	Local Authority Liaison Committee Meeting	15/05/2026
Hannah Hood	RE: free resources for your PSTN switch-off communications	19/05/2026
Hannah (Creative P...	MAY 2026 FUNDING GUIDE: Secure Your Playground Finance	14/05/2026
Hannah (Creative P...	FREE RESOURCE For Upgrading Your Playground In 2026	Yesterday
Emily Nunn	News from East Suffolk: Council launches new £1.5 million Thriving Places Inve...	12/05/2026
Elma Glasgow	Preparing for NSIP Statutory Consultation	26/05/2026
Clerk@kandf-pc.go...	Fwd: Pavilion plumbing update	11/05/2026
Clerk@kandf-pc.go...	Green cut!	11/05/2026
Clerk@kandf-pc.go...	Fwd: Adopt a kiosk (phone box) scheme 01394448270	11/05/2026
Clerk@kandf-pc.go...	Re: Renewing your grounds services contract 2026-27	11/05/2026,
clerk@kandf-pc.gov...	IMPORTANT - preview of the new LGR website Future Suffolk	22/05/2026

# Kirton & Falkenham Parish Council

## Minutes of the Annual Parish Council Meeting held in the Recreation Ground Pavilion on Monday 11<sup>th</sup> May 2026 at 7.30pm

**Present:** Cllrs J Fothergill (chair), M Paul; P Lickert, J Shaw, D Ward; G Walker (Clerk); T Hatrick (PTO)

Item No.	Comments	Action
1.	<p><b>a) Election of Chairman</b> Cllr Cade was reappointed.</p> <p><b>b) Election of Vice Chairman</b> Cllr Fothergill was reappointed following a unanimous vote.</p>	
2.	<p><b>Apologies</b> District Cllrs L Reeves &amp; M Ninnmey; County Cllr P Mulcahy; Cllrs J Cade, D Jacobs, J Durrant, A Colvill, J Sheeran &amp; L Bullard</p>	
3.	<p><b>Declaration of Acceptance of Office/Declaration of interests</b> All Councillors' Acceptance of Office and DoI are in place.</p>	
4.	<p><b>Confirmation of Governance Documentation</b></p> <p>a) The Council agreed to the Standing Orders, Financial Regs and that provisions of the Transparency Code were adequate on the Council's website.</p> <p>b) The Review of Effectiveness of Internal Audit and Control was reviewed, agreed and signed by the Chairman.</p> <p>c) Risk assessments were carried out and reviewed during the Spring which and are accessible on the web site.</p> <p>d) The Emergency plan is up to date.</p>	
5.	<p><b>Composition of Committees</b></p> <p>Finance &amp; General Purposes : All Councillors            Planning: All Councillors            Recreation Ground: All Councillors            Environment: All Councillors            In effect responsibility for all matters is now subsumed into Parish Council meetings.</p>	
6.	<p><b>Financial arrangements</b></p> <p>a) Appointment of Responsible Financial Officer: Unanimous decision that G Walker would remain Responsible Financial Officer.</p> <p>b) Confirmation of banking arrangements (Unity Trust): Confirmed.</p>	
7.	<p><b>Accounts</b></p> <p>a) Approval of Annual Accounts 2025/2026: Approved</p> <p>b) Completion of Annual Return:</p> <p style="padding-left: 20px;">i) Internal Audit: Completed and circulated, errors having been corrected and any recommendations taken on board</p> <p style="padding-left: 20px;">ii) Annual Governance statement: Reviewed, completed and signed at the meeting</p> <p style="padding-left: 20px;">iii) Accounting statement and Annual Return: Reviewed and signed at the meeting</p>	
8.	<p><b>Appointment of Representatives</b></p> <p>a) SALC: Cllr Lickert</p> <p>b) Police Forum: Cllrs Jacobs, Shaw, Cade</p> <p>c) Community Partnership: Cllr Colvill</p> <p>d) Port Liaison: Cllrs Cade, Jacobs, Fothergill</p>	

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<b>9.</b>	<p><b>Confirmation of Public Transport Liaison Officer And Tree Warden</b> Tom Hatrick was reconfirmed as PTO. Paul Dunkley was reconfirmed as Tree Warden.</p>	
<b>10.</b>	<p><b>Confirmation of Local History Recorders</b> Kirton: Vacant position (Cllr Shaw covering) Falkenham: Cllr Shaw</p>	
<b>11.</b>	<p><b>Confirmation of Trustees</b> a) of Nassau Trust, Kirton: Chris Poole, Anne Clarke, Susan Harvey, Maaike Lensen and Chris Poole b) Confirmation of Trustees of Recreation Ground: Phil Barker, John Beer, Graham Walker</p>	
<b>12.</b>	<p><b>Minutes of last meetings</b> The minutes of the Parish Council Meeting of 9<sup>th</sup> March 2026 having been previously circulated were taken as read, approved and signed. There were no issues identified with the Annual Parish Meeting minutes, previously circulated. These will be signed off at the next APM.</p>	
<b>13.</b>	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>i) Local History Recorder: This will be removed from the agenda in future as there have been no candidates, however a watching brief will continue.</li> <li>ii) EA3: Cllr Paul briefed that the EA3 offshore windfarm work had almost been completed, and is expected to do so by mid-June.</li> <li>iii) Substation on RG: An invoice has been forwarded to UK Power Networks' agent for work to date, on behalf of the Council's solicitor (Fairstep).</li> <li>iv) Cross Parish Group/NSIPs update: A meeting was held on 23<sup>rd</sup> March and minutes circulated. 11 Parish Councils are engaged with the initiative, and a letter requesting support sent to the local MP, so far the Group haven't received a response</li> <li>v) Felixstowe Peninsular Community Partnership: No update.</li> <li>vi) Play area inspection: Playground inspections continue to be carried out by Councillors, and a thorough inspection and report completed monthly by East Suffolk Services.</li> <li>vii) Swiss Farm Hedge. Awaiting assistance from Cllr Ninnmey as to the best way to address this.</li> <li>viii) Bus shelter and notice board repair: No update.</li> <li>ix) Speeding: The first solar powered SID has been delivered, awaiting a replacement, heavier duty pole to enable use at the Bucklesham end of the village. The other SID is awaiting final agreement with Trimley St Martin before completing the purchase.</li> <li>x) Xmas tree maintenance: No update.</li> <li>xi) Repair of Play area faults: There has been noticeable degradation of the wooden multi play equipment on the Rec. Discussions have commenced about how to go about refurbishment or replacement. All options will be funding dependant.</li> <li>xii) Accessibility to the Recreation Ground: Accessibility for mobility scooters via the Alley Rd entrance is being progressed following a request from a resident</li> <li>xiii) Scout hut: A joint response, with the Scouts, has been returned to the PC solicitors to progress the siting of a new scout hut to be located on the Rec.</li> <li>xiv) Raynet (request presentation to PC): A request will be made for a presentation, by Cllr Lickert.</li> </ul>	

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<b>14.</b>	<p><b>Public Open Forum</b>  <i>Parishioners questions:</i> A number of concerns have been expressed at the earlier cut of the Village Green this year. This was an oversight, nevertheless the PC will consider whether to formally re-instate the “early cut”, at the next meeting.  A request has been received from a resident for a closed off area to be created on the Rec to enable dogs to be let off the lead. This will be added to the next meeting agenda</p> <p><i>County Councillor’s report:</i> No report received  <i>District Councillor’s report:</i> Written report previously distributed.</p> <p><i>PTLO:</i> Nothing to report locally, although a new timetable has been issued by Greater Anglia.</p>	
<b>15.</b>	<p><b>Dates for meetings 2025/2026</b>  These were previously circulated, however it was agreed to delay the March date to the 9<sup>th</sup> March to reduce the gap between meetings. The dates will be put on the website.</p>	
<b>16.</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>i) Invoices authorised: G Walker salary Mar &amp; Apr (£495.20x2); HMRC - £461.61; E Jacobs (Playground gate springs) - £60; SALC - £549.62; Suffolk Cloud (web &amp; email) - £120 &amp; £60</li> <li>ii) Payments due for authorisation: G Walker salary (circa £495.20); RG 6 month grant - £3,049.50; Elan City - £2,807.99</li> <li>iii) Precept receipt: £13,962 has been received</li> <li>iv) Appointment of internal auditor: Healis and Lodge were approved for appointment.</li> </ul>	
<b>17.</b>	<p><b>Planning</b>  <i>DC/26/1036/TPO - Reduce lateral branches, 5 The Maltings:</i> No comment response submitted following consultation with the Tree Warden.  <i>DC/26/1296/FUL Westcott, 30 Falkenham Road, Kirton:</i> No comment response submitted following Cllrs comments by email.  <i>DC/23/2930/OUT Appeal - Land South Of , Felixstowe Road, Stratton Hall:</i> Cllr Fothergill will review and advise any additional comment from the Council.  <i>DC/26/1248/FUL -Field View, Falkenham Road:</i> No comment to be submitted response  <i>DC/25/1824/FUL - Ivy Cottage, Back Road, Kirton:</i> (added to agenda)  No comment to be submitted response.</p>	
<b>18.</b>	<p><b>Environment</b>  The issue of the failed heating system in the Pavilion was discussed. The Clerk updated the Council that, as a result of a second quote, a much reduced repair cost is anticipated. The revised cost can be covered by the Recreation Ground without need for additional PC funding.</p>	
<b>19.</b>	<p><b>Other Correspondence to note</b></p> <ul style="list-style-type: none"> <li>i) Special needs swing: It was agreed to carry forward the proposal for the erection on the Rec for discussion at the next meeting. The PC agreed to respond favourably to the request, although it will be funds and timescales dependant.</li> <li>ii) Request for cake hut on VG: Following investigation and discussion, it was agreed that the erection of a permanent building on the Green would not be in agreement with the Deeds, however</li> </ul>	

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	<p>the PC wished to express support for the initiative if another location was identified within the village.</p> <p>iii) Dark night skies update: Mr Posford has written to the PC thanking them for their support for the “dark night skies” initiative in Falkenham. So far the initiative appears to be taking effect</p> <p>iv) The No Cold Calling Zone (NCCZ) launch day is now being rescheduled to 15<sup>th</sup> June as a result of diary conflicts by the representatives.</p>	
<b>20.</b>	<p><b>Matters for inclusion in future agenda</b>  EA3; RG substation proposal; Cross Parish Group; Felixstowe Peninsular Partnership; 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; Special needs swing; Early cut of Green; Dog exercise area on Green</p>	
<b>21.</b>	<p><b>Date of next meeting:</b> 1<sup>st</sup> June 26</p>	
	<p>There being no further business the meeting closed at 8.50pm.</p> <p>Signed.....</p> <p>Chairman</p> <p>Date.....</p>	