

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 7 November 2012** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.09 pm

Minutes draft until signed.

### **1a) Welcome by Chairman**

The Chairman welcomed Town Council Members and WDC Cllr Paul Light and the Transport Museum Representative Sandra Ward and also members of the public to the Meeting

### **1b) To note Members present and to receive any apologies for absence and duly note them**

Members present: Town Councillors Jill Tyler Chairman, Julie Hall Vice-Chairman, Tony Tibbitt, David Kindred, Peter Tyler and Wendy Miles, Alistair Mackie and Derek Fletcher. Apologies were received and accepted from Cllrs Bill Mountford, Rod Earp and Armin Brocksom.

Apologies were also received from WDC Cllr Kathleen Grant and the Police

### **1c) To receive any declarations of interest regarding the agenda**

No declarations received

### **1d) Consider applications for dispensation**

See 1c

## **2 To approve and sign the minutes of the Town Council Meeting held on 3rd October 2012**

Approval was agreed by all.

## **3 To receive updates on actions from the previous meeting (information only)**

### **a) Concerns regarding the new bus route at Bloodmoor Hill**

Residents concerns had been forwarded to the bus company and it was taking action to stop the cause of concern, engines being revved while stationary. Residents were monitoring the situation. Suggestion of reversal of direction of bus route would be considered by the bus company in December.

### **b) Wreath purchase for Remembrance Sunday**

This had been bought

## **4 To allow Meeting to be adjourned for public participation**

The Meeting was adjourned at 7.15 pm to receive reports and to receive questions to be directed to the Chairman from residents regarding local concerns.

### **a) To receive a report from the Police Representative**

See attachment

b) To receive a report from Waveney District Councillors

See attachment. Cllr Light added that there had been black smoke emanating from rubbish being burned at the Applewood development and that he had been informed that there was a concession for this and that there was still mud on the road from developers traffic. He had been informed that complaints should be directed to the developers. The clerk advised that WDC had been contacted and that the building contractors had now been asked to remove the mud and that the Development Control Engineer is to speak to the building contractors to ensure that they keep the road clear

c) To receive a report from Suffolk County Councillors

None received

d) To receive a report from East Anglia Transport Museum

See attachment. Sandra Ward added that there were currently five restoration projects being undertaken and some engineering work.

e) To receive a report from the IMPACT Team

Youth Leaders reported that there were fewer youths out and about now in the evenings due to the dark. Youth workers had circulated the area on 31 October advising youths of what facilities were available for them.

Cllr Light advised that WDC was willing to look at litter problems with members of Town Council. Cllr Jill Tyler advised that litter problems were widespread and she had spoken to WDC about this. It was suggested that Youth liaison officer from WDC mention it where possible and it was also noted that youths were not the only people dropping litter.

f) To receive the Chairman's report

See attachment

f i) To receive a report of Meeting re Primary School Traffic Issues

See attachment

g) To receive reports from Councillors about training attended since the last meeting

Cllr Jill Tyler had received Leadership training

h) To receive questions from the Public

There were no concerns or questions

The Meeting reopened at 7.23 pm

**5 Correspondence**

Correspondence log had been circulated.

**a) To receive details of any correspondence of importance for Council to consider.**

i) Proposals for no waiting signs at stretches of Hall Road, The Street and Rushmere Road and Gisleham Road

This had been circulated. The clerk read out the proposals. See attachment. Members all agreed the proposals were sensible and it was agreed to support the proposals, being proposed and seconded by Cllrs Jill Tyler and Derek Fletcher.

ii Ratification of bookings acceptance at Methodist Church Hall

This was agreed by all.

Notification was received from WDC about Equality and Diversity training taking place at the Town Hall in Lowestoft on Monday 10th December from 6.30 - 8.30 pm. Cllrs Tony Tibbitt and Jill Tyler to attend

b) To confirm receipt of minutes from

Amenities Committee held on 16 October 2012

Planning Committee held on 16 October 2012

These had been received.

**6 To agree cheques for signature**

See attached list of cheques, payment of all cheques agreed.

**7 WDC Local Development Framework (LDF) Community Infrastructure Levy**

a) To receive LDF Community Infrastructure Levy (CIL) documentation, circulated

b) To determine a response to the LDF CIL

The following response was agreed by all: Members expressed concerns about how the money received would be distributed between the different areas for community use and would welcome clarification about how the money would be obtained for community use and who the point of contact would be.

**8 Auditors Report**

a) To receive the report from the External Auditor

This was received as follows:

On the basis of our review, in our opinion the information in the annual report is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

b) To determine how to implement actions

See 8a

The clerk distributed bank reconciliation figures for date to 28 September 2012 when the last bank statement had been received. Cllr Jill Tyler advised that she would look into costs of a budget package that had been produced for local councils

**9 Policies**

a) To receive Electronic Communications Policy

This was received and discussed. The policy was the Suffolk Association of local Councils model policy.

b) To formally adopt the Electronic Communications policy

It was resolved unanimously to adopt the policy with the amendment as follows:

Remove 6.2

Remove 10.2

c) To receive Press Release Policy

This was received and discussed

d) To formally adopt the Press Release policy

It was resolved unanimously to adopt the policy.

e) To receive Freedom of Information Policy

This was received and discussed

f) To formally adopt the Freedom of Information policy

It was resolved unanimously to adopt the policy. It was further resolved unanimously to put as much information as possible on the website. Cllr Kindred agreed to do this.

g) To agree to review all of Councils Employment policies based on SALC model policies

This was agreed by all. Members agreed to look at the policies online and pass comments to the clerk in readiness for the Meeting in January 2013.

### **10 Borrow Close Land**

a) To determine the need for either a working party or committee to manage this project and Council's ongoing commitment to this land.

It was unanimously agreed to form a committee.

b) To receive nominations to sit on this committee.

The following members volunteered to be on the committee: Cllrs Peter Tyler, Derek Fletcher, Julie Hall and Tony Tibbitt. It was agreed that members not in attendance who wished to join would also be welcome.

c) To determine the need to have non committee members sitting on this body

Having non committee members was unanimously agreed. Cllr Jill Tyler advised that preliminary costs were being obtained including the cost of the whole package of installation of allotments. It was noted that it would be necessary to conduct a consultation with local residents. The committee agreed to meet on Friday 7 December at 7.30. The Venue would be found and members advised.

### **10 Projects**

a) To receive an update on the production of Newsbeat

It was necessary to appoint a new editor. It was unanimously agreed that Cllr Julie Hall would be editor. Members expressed thanks to Cllr Rod Earp for his work so far on the current edition. It was agreed to have the two following email addresses for comments: suggestions@carltoncolvilletowncouncil.gov.uk and info@carltoncolvilletowncouncil.gov.uk.

b) To receive an update on website developments

New items were continually being added to the website thanks to Cllr David Kindred.

c) To receive an update on the Visioning Event held on 29th September and to include the old school site.

Suffolk Acre had sent a report on the Visioning Day. It was agreed by all that the information would be put on the website with the advice that the Town Council is looking into a survey based on the findings. It was agreed by all that where possible any matters arising from the report would be actioned as soon as possible and, where appropriate, requests precepted for.

Cllr Jill Tyler advised that she is obtaining a cost for a questionnaire based on the findings and that, in connection with the potential use of the school buildings, a meeting is being set up with the Discovery Centre facilitated by SCC Officer Tony Watts and chaired by Cllr Tony Goldson. A representative from the Big Lottery will be attending. The Meeting will be on either 4 or 5 December at 6 pm at North East Suffolk Business Centre on Pinbush Road. It was agreed that Cllrs Jill Tyler and Julie Hall would attend

**12 To receive items for consideration at the next meeting**

Borrow Close  
Community Led Town Plan  
Annual Meeting of the Parish 2013  
Post office

**13 To agree matters in abeyance:**

- a) Town Plan
- b) School Site Project

These matters were no longer in abeyance and would be discussed in future Meetings under Community Led Plan

**14 To sign the cheques agreed under item 6 above**

See attached. The cheques were signed

**15 Close Meeting**

There being no further matters the Meeting closed at 8.45 pm

Chairman.....Date.....

Minutes Carlton Colville Town Council

Meeting 7 November 2012

Payments to be considered

SALC Training, chq 1654 PT cllr training	£129.60	
Mileage training JT cheque 1655	£108.45	
Mileage training PT cheque 1656	£86.40	
Audit costs cheque 1657	£480.00	
Wreath for 11 November chq 1658	£17.50	
Clerks wages October 2012 chq 1659		
Inland Revenue cheque 1660		
Waveney Norse, replacement bin at Marsh Lane cheque 1661	£413.46	
SALC Training, chq 1654, JT leadership skills	£117.60	

## Chairman's Report October 2012

Compared to recent months this one has been fairly quiet but nevertheless I have continued to busy myself with Town Council business.

My appointments for this month were:-

- 2nd October: SNT meeting.
- Met with Elizabeth Rivett, Clerk to Gisleham Parish Council, to sign the joint letter to Suffolk County Council regarding parking problems around Carlton Colville Primary School.
- 3rd October: Attended training at Stratford St Andrew with Cllr Miles regarding Community Led Planning.
- Attended meeting of the Full Town Council.
- 16th October: Attended Planning and Amenities Committee Meetings.
- 17th October: Attended part one of Leadership Training at SALC. I found this to be very beneficial and hope to put what I have learn into practice.
- 18th October: Met with Christine to discuss agendas and other matters.
- 19th October: Attended a meeting to discuss the ongoing parking problems around Carlton Colville Primary School during term time. Councillor Gosling was able to confirm that Suffolk CC will undertake a review as our joint letter with Gisleham requested. Councillor Gosling also advised that 20's plenty signs (provided from her and Cllr Sale's Quality of Life budget) were also being deployed as part of the revamp of the Gisleham and Rushmere Roads. Residents also advised that the Tuesday bus has been rerouted no longer serving Black Street and Gisleham Road - Cllr Gosling will be taking this up with Suffolk CC.
- 24th October: Attended part two of Leadership Training at SALC. Enjoyed this element too.
- 30th October: I am due to attend a meeting with Carlton Colville Community Centre Trustees.

Written on 26th October 2012.

POLICE REPORT FOR CARLTON COLVILLE  
TOWN COUNCIL  
03/10/12 – 29/10/12

THERE HAS BEEN NINE RECORDED CRIMES FOR THE ABOVE PERIOD AS FOLLOWS,

2X CRIMINAL DAMAGE VEHICLE

4X CRIMINAL DAMAGE DWELLING

1X BREACH OF THE PEACE

1X ASSAULT OCCASIONING ABH

1X ASSAULT ON POLICE  
(OFFENDER CHARGED)

REPORT COMPILED BY PCSO 3087 STEVE WICKS  
ON BEHALF OF THE SOUTH LOWESTOFT SAFER  
NEIGHBOURHOOD TEAM.



REPORT FROM EAST ANGLIA TRANSPORT MUSEUM  
OCTOBER 2012

The museum season ended on a bright but cold and blustery day on 30 September. In line with other Suffolk museums school party visits were lower this year.

A dedicated team of volunteers is working hard on the preparations for Santa Trams on the first three weekends in December.

The museum had a display stand at the Carlton Colville Vision Day on 29 September and our Publicity Officer reported that many people said they had not visited the museum. We hope, as a result, that some will visit and see what we have to offer.

This is the time of year when details of courses, training and guidance on a number of museum related topics are being distributed from various organisations.

The museum has a planned winter work programme. The continuing mainly wet weather is affecting some outdoor work but there is a never ending variety of indoor jobs to be done. Meanwhile work on restoration projects continue.

**Carlton Colville Primary School Traffic Issues  
Minutes of the Meeting Held at  
Methodist Church Hall, Lowestoft Road, Carlton Colville  
on 19th October 2012 at 3.30 p.m.**

**Present:**

Cllr Kathy Gosling (Chairman)  
Elizabeth Rivett  
Cllr Jill Tyler (Minutes)  
Cllr Tibbitt

**Also present:**

7 Members of the public

**1. Apologies:**

Peter Aldous MP  
Cllr Ken Sale  
Cllr Paul Light  
Lorraine Light  
Mrs Childs

**2. Minutes of the previous meeting**

The minutes were agreed as a true and accurate record of the meeting held on 7th September 2012.

**3. Progress**

Cllr Gosling confirmed that work begins on 30th October (weather permitting) to remove the roundabout at the junction of Rushmere Road, Gisleham Road and Hall Road. Double yellow lines are also being installed at this time as well as 20's Plenty signs which have been provided from Cllr. Gosling and Cllr. Sale's Quality of Life Budget.

Cllr Gosling also advised that she had contacted the appropriate Portfolio Holder at Suffolk County Council about selling the caretaker's bungalow and securing the funds from the sale for use in further improving the traffic congestion problems around the school. Residents suggested that as this is the narrowest part of the road and residents on this side of the road had access to off road parking, it would be beneficial to have double yellow lines installed here too.

Residents advised the meeting that the Tuesday bus to Norwich has been re-routed to avoid the afternoon traffic congestion, the bus no longer provides a service along Gisleham Road thus depriving the residents in Black Street and other residents along the road of the service.

There was discussion about where the yellow lines were going to go and the impact they would have. PCSO Winn commented that yellow lines are easy for the police to enforce and he reminded everyone that they applied to all who parked illegally.

Cllr Gosling read out the letter sent to Cllr Tyler from Mrs Childs Head Teacher which confirmed that a child had been knocked off of their bike recently, on this occasion they

were not hurt but still people are behaving recklessly. That the School's our Junior Road Safety Officers and the Bike-It Crew have made their own Road Safety Leaflet for Parents. Any complaints are copied to the Local Authority and Peter Aldous MP to highlight the urgent need for funding and solutions.

Cllr Gosling also mentioned a new system being used in other parts of Suffolk called Respect Zone - Respectful Parking Zone, and that this is something that could be considered.

Cllr Gosling was also able to confirm that the joint letter sent by Gisleham Parish Council and Carlton Colville Town Council requesting a full review of roads, footpaths etc would be undertaken following the work scheduled to commence on 30th October.

Cllr Tibbitt asked whether there was to be a sign displayed at the junction of Secret's Corner advising that oncoming traffic maybe in the middle of the road. Cllr Gosling agreed to make enquiries with Suffolk County Council Highway Department.

Cllr. Gosling expressed her disappointment that neither the head teacher nor any member of the Board of Governors were present at the meeting

#### **4. Action points**

Cllr Gosling to obtain an up to date topology showing where the yellow lines were being deployed.

Cllr Gosling to raise the matter of the Tuesday bus service with the appropriate department at Suffolk County Council.

Cllr Gosling to confirm whether additional signage was to be provided at Secret's Corner.

Cllr Gosling to check with Suffolk Highways Department which road will be the priority when the roundabout is removed at the junction of Gisleham Road and Rushmere Road.

Cllr Gosling to speak to Suffolk Highways regarding the residents idea of installing double yellow lines on the Gisleham Road from the caretaker's house to the junction with Rushmere Road.

Cllr Tyler and Elizabeth Rivett will ensure that details of the next meeting are displayed in the appropriate noticeboards.

Cllr Tyler to ensure that a copy of the minutes are displayed on the Carlton Colville Town Councils website.

#### **5. Date and time of next meeting**

16th January 2013 venue to be confirmed - residents suggested an evening meeting may get a better attendance.

Report for Oct 2012. from WDC Cllr Paul Light

This month has been an extremely full one.

In addition to trying to deal with residents problems and attend committee meetings I have stood in for the WDC Chairman whilst he was on annual holiday.

The connection of the lamp that I have been following up since March took place on October 23rd.

My efforts to bring all the different parties together to seek solutions for the traffic problems around the Gisleham school are seeing some progress and, I am told, that those at the last public meeting did feel things were progressing.

Had an email re the fences damaged by the Airedale shop and by Coplow/ Deepdale. There are three sections here that have been damaged by cars, lorries and a bus? I visited the area with Highways manager who checked to find out they were not SCC's responsibility. I contacted WDC only to learn that it would appear these fences have never been adopted. Yet another example of where a problem has arisen as a result of what did (or did not) happen 12 years ago.

Following up other correspondence about footpaths visited different parts of the town to look at different areas with the Highways manager and a resident.

Some of the work he had expected to have been done wasn't so he was following that up.

This has been a bad year for grass cutting and hedge cutting because of the nature of the summer we had - very wet!

The grass cutting programme had been severely disrupted and hedge cutting was due to take place in the next few weeks.

We also walked some of the paths on Monarch Way and, again, there were areas where the responsibility was not clear.

Since most of the overgrown hedges were from the Applewood site a letter to Badger homes, asking for their cooperation, was being sent.

We also met a Badger Director and I asked about the footpaths that were to be put there and how it would be of adequate width with a telegraph post within a metre of the road?

The answer was that this was a Planners error for not picking up on it. As Cllrs know WDC turned this application down twice but the Inspectorate over ruled!

Cllr Fletcher may recall that I had written to the Inspectorate with drawings clearly showing obstacles and measurements indicating the lack of width for a footpath (he may well still have the hard copy that I gave him to refer to when he met with myself and colleagues)

I do know of Parish Council committees that regularly walk the footpaths to iron out any problems.

I also telephoned to get the grass on the Aveling play area cut as it had been left over the summer. This was done last week and interestingly the team that came to do it was not aware of the existence of this particular site.

I have had an update on the work to be carried out on Castleton Meadow and have also had a complaint about the state of the hedges and field (see previous note on hedges and grass cutting)

I have also written a reference for a resident and followed up concerns about working conditions at our local hospitals on behalf of residents.

Following the success of the last WDC 'Culture and Diversity' visit to London I have provisionally arranged another one for May 30th next year.

The cost will be £20 (£10 deposit) and offers a choice of tours of either the Old Bailey & St Sepulchre's church; or the Houses of Parliament; or Big Ben.

As before this is open to Cllrs, families and friends.

If any Cllr is interested I have an email with more information and booking slip.

We have a resident who was 95 this week and there is a little surprised planned for him, and his wife, on Tuesday - 6th.

My Diary since last Town Council meeting includes:

- \* Norfolk Rail Alliance Conference on what needs to be done to improve the rail service to the east coast and looking at realistic targets that are achievable.

- \* Community Forum and Volunteer groups training day.

- \* I was very pleased to attend a service and lay a wreath for those of the Royal Navy Patrol Service.

- \* Attended Anglian Ruskin Conference on wind turbines.

- \* Safeguarding children training.

- \* Meeting reference extraordinary meeting to check procedures and information.

- \* Personal training day.

- \* Chaired Full Council for Extraordinary meeting.

- \* Suffolk Harvest Festival at St Edmundsbury Cathedral.

- \* Attended presentations at Adnams for Queens Award.

- \* Community Forum annual charity and fund raising day.

- \* Opening of VI Form College.

- \* St John Ambulance Awards presentations.

- \* Meetings re Sea Cadets.

- \* Suffolk Sports Awards.

- \* Halesworth Twinning Celebrations.

- \* Service for the Commissioning of 3 new Town Pastors - also checked that these were available for any young person having to wait for a taxi - reference last month's report!

- \* Bungay Civic Church Service.

- \* Focus group meeting.

- \* Meetings re Discovery Centre.

- \* Wrote piece for TC Newsletter.

- \* Member Development meeting re my register of interests.

- \* Harvest of the Sea service.

- \* Support WDC Colleagues with planning enquiries.

In addition I have also had a lot of e-training material relating to my employment to work on this month.