

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 3 April 2013** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.10 pm  
Minutes draft until signed.

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

The Chairman welcomed members of the public and Town Councillors and D Cllr Paul Light and the Youth Workers Debbie Goddard and Ian Castro.

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

Members present: Town Councillors Jill Tyler Chairman, Tony Tibbitt, David Kindred, Peter Tyler, Derek Fletcher, Alistair Mackie, Bill Mountford and Wendy Miles. Apologies were received and accepted from Town Cllrs Julie Hall and Jose Bamonde. Apologies were also received from the Police and the Transport Museum Representative and D Cllr Kathleen Grant.

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

No declarations received

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

See 1c

### **1e) To remind Councillors to update the Register of Interest online**

No new updates needed

Cllr Mackie and Ian Castro arrived at this point at 7.15 pm.

## **2 To approve and sign the minutes of the Town Council Meeting held on 6 March 2013**

Approval was agreed by all being proposed and seconded by Cllrs Tony Tibbitt and David Kindred with the amendment that Cllr Jose Bamonde had sent his apologies but had arrived towards the end of the Meeting. All agreed.

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

Software for Town Council accounts.

Packages had been further evaluated and positive feedback had been received about the Scribe package. See item 11

Borrow close conveyance

The Clerk had been advised that WDC solicitors were to contact the Town Council solicitors. The clerk was asked to contact the solicitors again about the matter.

Vinyl signs saying "Provided by Carlton Colville Town Council were now in place on Town Council bus shelters. Cllr Tibbitt agreed to take photographs for the website.

Notification to SCC about residents views about yellow lines at The Street.

SCC had advised that all aspects of the road safety would be taken into consideration.

Cllr Tibbitt advised that the yellow lines at Secrets Corner had still not been extended to the correct length and that as cars were parking there traffic was pulling out on to the wrong side of the road at the blind corner. The Clerk would contact SCC again about this and The Chairman asked D Cllr Paul Light if he could add his weight by also requesting action on this matter.

Notification to SCC about residents views about Beccles Road Roundabout.

SCC had advised that all aspects of the road safety would be taken into consideration.

Notification of SCC comments about bus services to bus companies and request from bus company for residents to suggest requested times.

Residents who had contacted the Town Council about the loss of service to Pakefield had been advised of this and mention had been made in the local Journal's community news report. The Chairman suggested that bus routes be included at the Community Led Planning presentation later in the year.

The Police Commissioner had been invited to speak at Annual Meeting of the Parish but was not available on that date. The Clerk was asked to invite a member of the NHS PCT.

Quotes were being sought for the Council Room

Consultation letters with residents about community space at Borrow Close would be sent out. It was noted that the next Allotments Working party would be on 10 April at 7.30 pm.

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

To allow Meeting to be adjourned for public participation

The Meeting was adjourned at 7.20 pm to receive reports and to receive questions to be directed to the Chairman from residents regarding local concerns.

***The purpose of the meeting is for Councillors to discuss Town Council business and whilst attendance of residents is welcomed, they are not allowed to join in the discussions of the Councillors.***

***During each meeting the council will adjourn for a period of up to 15 Minutes to allow for public questions. During this time, residents can put questions to the Chairman regarding local concerns. Where possible, the Chairman will respond but matters may have to be deferred and placed on a later month's agenda for discussion.***

a) To receive a report from the Police Representative.

The Clerk read out the report, see attachment.

b) To receive a report from Waveney District Councillors

D Cllr Paul Light gave a report, see attachment

c) To receive a report from Suffolk County Councillors

No report had been received.

d) To receive a report from East Anglia Transport Museum

This was read out by the clerk see attachment.

e) To receive the Chairman's report

This had been circulated, see attachment

The Youth Workers thanked the Town Council for its support for the coming year for its work in Carlton Colville.

f) To receive questions from the Public.

The current keeping of horses on Essex and Suffolk Water Co land at Chapel Road was noted and the Youth Workers were asked to include this site on their circuit as youngsters might be drawn to the site.

Residents at Hall Road raised concerns about rubbish in the Carlton Colville Community Centre and proposed a litter pick with the youths that used the play area. The Chairman would suggest this at the next Community Centre Committee Meeting.

Residents raised concerns about robberies in the area and the necessity of keeping receipts of valuables. It was agreed to ask the police to write an article for the next newsletter about the safeguarding property.

The Meeting reopened at 7.45 pm. D Cllr Paul Light left the Meeting at this point.

#### **5 Correspondence**

To receive correspondence log

The Correspondence log had been circulated.

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

None received apart from that discussed under other headings.

b) **To confirm receipt of minutes from Meetings held since 6 March 2013:**

Planning Committee Meeting 6 March 2013

Amenities Committee Meeting 19 March 2013

Allotments Committee Meeting 19 March 2013

Finance and Personnel Meeting 26 March 2013

These were received

**6 To receive update on the School traffic situation at Carlton Colville Primary School and to seek a member of the TC to work on the Carlton Colville Primary School Traffic/Parking Solution Working Party**

Cllrs Jill Tyler and Tony Tibbitt had attended the meeting on the school traffic situation at Carlton Colville Primary School on 4 March 2013. A Working party was to have been established and Cllr Jill Tyler had written to Cllr Mark Bee of WDC and SCC for an update and had been advised that SCC had sent questionnaires to parents about the modes of transport and a committee to work on the Carlton Colville Primary School Traffic/Parking Solution would be set up in the new term. It was agreed that Cllr Tony Tibbitt would represent the Town Council on the Committee.

**7 To receive information about 106 Monies**

This was received.

**8 To receive update on Community Led Planning**

The WDC Community Led Planning Team would attend the Town Council Meeting in June and advise on a Community Led Plan and a Neighbourhood Plan.

**9 To receive proposals about provision of Youth Club**

Cllr Jill Tyler read out her proposals as follows:

Subject to a suitable venue being found, that for no more than six of the forty nights funded by the Town Council the IMPACT Team be allowed to work in the youth club instead of providing their outreach service without affecting the funding provided. (This would be worked as one night per month for no more than six months). Proposed and seconded by Cllrs Jill Tyler and Derek Fletcher and all agreed.

The Town Council agree that a letter be sent from the Town Council to support the application of funding bid from the Youth Workers. See attachment. Proposed and seconded by Cllrs Jill Tyler and Tony Tibbitt and all agreed.

That the Town Council support this project for this trial period and longer term if they feel that it is appropriate. In the early days whilst waiting for funding it may be necessary to ask the Town Council for a donation towards venue rental. Proposed and seconded by Cllrs Jill Tyler and Tony Tibbitt and all agreed. All agreed necessity for above as there were no indoor meeting facilities for young people in Carlton Colville.

**10 To agree to receive bespoke Planning Training**

Bespoke Planning Training would take place in September, be provided by SALC, and other councils would be invited to attend was proposed and seconded by Cllrs Jill Tyler and Derek Fletcher and all agreed.

**11 To agree to purchase Scribe software for Town Council accounts**

Other Town and Parish Councils had found the package very useful for budget purposes. Proposed and seconded to purchase Scribe software for Town Council accounts by Cllrs Jill Tyler and Alistair Mackie and all agreed.

**12 To agree cheques for signature. These will be signed after the Meeting has been closed.**

See attachment

These were agreed by all being proposed by Cllrs Alistair Mackie and Tony Tibbitt.

**13 Matters for consideration at future meetings: litter bin at Ribblesdale, bench at Castleton Avenue, obstructions on footpaths; Charities Donation Policy, Community Led Planning**

Cllr Tony Tibbitt advised that a bin was needed half way up Rushmere Road and at Rectory Road at the grass verge in the vicinity of the village sign. A list would be provided at the next Town Council Meeting of where bins were needed and their costs and provision of stickers informing of use and provision by.

**14 To consider under the Public Bodies (Admission to Meetings) Act 1960, that the public be excluded from item 15 of this current meeting on the grounds of the confidential nature of the business**

This was agreed. Members of the public left the meeting at 8.15 pm

**15 To agree working hours of council employee as recommended at Finance and Personnel Meeting**

See confidential attachment. The recommendations were agreed. A temporary variation would be appended to the Clerk's Contract of Employment and the review date set for January 2014 with any changes applied with effect from 1st April 2014. Proposed and seconded by Cllrs Jill Tyler and Alistair Mackie.

**16 Close Meeting**

There being no further matters the Meeting closed at 8.24pm

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

## Chairman's Report March 2013

A little busier this month!

- 1st March      Attended the Young Suffolk event with Cllr Peter Tyler. This was held at the Lowestoft Community Church, South Lowestoft Trading Estate. There were presentation from The Big Lottery, The Suffolk Foundation numerous workshops all focusing on providing services for young people. The workshops covered Training, Funding, Volunteering, Health Checks and Safeguarding. It was a very worthwhile event and allowed us to meet many organisation who help support young people and to better understand where we could seek funding from.
- 4th March      Attended and minuted the open meeting to discuss the parking/traffic problems during dropping off and picking up time at Carlton Colville Primary School. A lively meeting which lasted just over one hour. The outcome was that the attending Suffolk CC Officer (Jan Scott) will establish a working group comprising of residents, parents, staff/governors, the Town Council have been offered a place on this group - so I will be looking for a volunteer!
- 5th March      Attended the SALC Area Meeting with Cllr Mountford, the meeting was held at Halesworth. Received a presentation from Jayne Cole re the Code of Conduct. Also hear from other Waveney Town and Parish councils about their plans and projects e.g. Kessingland have started the process towards a Neighbourhood Plan, Wretham successfully opened a youth club last November and have already seen a reduction in anti social behaviour. Also heard about a new courses being provided.
- 6th March      Attended WDC Councillor's Survey and received a complaint from a resident from Carlton Hall Gardens about the lack of a foot path to allow them to walk to the bus stops safely. Cllr Light was going to take this forward to Cllr Gosling.  
In the evening, attended Carlton Colville Town Council Full Council meeting.
- 11th March     Met with Jo McCullam and Alison Wheatland to hold preliminary discussions about Community Leadership - Working together for the good of Carlton Colville. More about that after Easter!
- 13th March     Went with Cllr Peter Tyler and Christine Sayer to Kessingland Parish Council's monthly meeting. It is always good to see how others do things to see if we have anything to learn. It was interesting and we did pick up a point or two.
- 15th March     Met with Cllr Tibbitt to hand over and discuss the Action Plan, the Amenities Committee are now responsible for monitoring actions and ensuring delivery of them.  
Also met with Jo McCullam, Stuart Helsey, Debbie Goddard and Ian Castro to discuss the possibility and work involved in setting up a youth club for 12+ to 18 year olds. We came up with an action plan and all took away actions. This is an agenda item.

- 18th March Met with Jo McCullam and Donna Lee to further discuss the Community Leadership - Working together for the good of Carlton Colville. WDC are fully behind this piece of work and will host it for us too.
- 19th March Attended the Planning and Amenities Committee meetings.
- 26th March Attended the Finance and Personnel Committee meeting.
- 27th March Met with Desi Reed, Julie Hood, Jo McCullam and Alison Wheatland to discuss planning matters affecting Carlton Colville e.g. LOW 11 for sports facilities, the Paddock, land in Beccles Road, the benefits of Neighbourhood plans and Community Led Plans. I have given Desi, Julie and Alison a copy of the report written by Suffolk Acre and our Action Plan - anything to raise the profile of Carlton Colville and the wants/needs of our residents.
- 29th March Attended social gathering of Town Councillor's.

Minutes Carlton Colville Town Council Meeting 6 April 2013

Payments to be considered

Suffolk Assoc of Local Councils training chq 1690 subscription	£917
Expenses councillor AM chq 1691	£9.99
CCTC Signs for bus shelters chq 1692	£352.80
Community Action Suffolk Subs cheque 1693	£30
Expenses clerk 6 x paper, 6 x cartridges, pins, files, envelopes, daffodil bulbs, chq 1694	£ 283.86
Clerks Wages for March 2013 chq 1695 including additional hours for one week holiday	
Inland Revenue chq 1696 as above	

**CARLTON COLVILLE TOWN COUNCIL POLICE REPORT  
FOR THE PERIOD 27/02/13 – 27/03/13**

THERE HAS BEEN 20 CRIMES RECORDED DURING THIS PERIOD AS FOLLOWS,

- 2X Assault occasioning ABH
- 2X Racial/religious aggravated harassment
- 1X Minor wound without intent- sec 20
- 1X Fear of provocation of violence
- 1X Harassment – pursue course of conduct
- 6X criminal damage dwellings
- 1X Theft other
- 1XBurglary dwelling
- 2X Possession class B drug
- 1X Dangerous dog causing injury in a public place
- 1X Message letter e-mail etc indecent/threatening
- 1X Non counting fraud investigation

We are currently seeing an increase in anti-social behaviour in the area of the Oaks Est and Uplands Road South, involving stones being thrown at properties which in some cases have resulted in damage being caused.

Patrols in the area have been stepped up and several lines of enquiry are being followed. Should anyone become aware of any unreported incidents please encourage members of the public to call the South Lowestoft safer neighbourhood team on 101 or e-mail [lowestoftsouth.snt@suffolk.pnn.police.uk](mailto:lowestoftsouth.snt@suffolk.pnn.police.uk)

Report compiled by PCSO 3087 Steve Wicks on behalf of the South Lowestoft safer neighbourhood team.

REPORT FROM EAST ANGLIA TRANSPORT MUSEUM  
MARCH 2013

Work has been carried out in preparation for the opening day of the season on 29 March on pavements, roads and track. On Members Day, 23 March, the temperature was between 0 and 1 degrees and snow started to fall around midday. Despite the bitter weather 74 volunteers did a variety of work including sweeping up leaves and other gardening jobs; some vehicles were washed. Indoors, exhibits were cleaned, floors were swept and washed, storage was labelled in archives and there was much photocopying and sorting of documents. The provision of hot food by the café team was popular.

On the next day our first Residents Open Afternoon took place. This was well supported with the majority of residents choosing to walk to the museum site.

Following a marketing audit the museum now has a Facebook page on its website.

## Agenda item 9

### Funding Support Letter

To whom it may concern

Dear Sir/Madam

The IMPACT Team have provided support to the young people of Carlton Colville for some time now both as Youth Workers for Suffolk County Council and in their new venture.

Carlton Colville does not currently have a facility for our young people to, for example, meet with their friends, obtain professional help/signposting. The Town Council feel that it is important for the young people of the locality to have access to this type of help and support, so had to look for other ways to provide support and found that the outreach service IMPACT provided, met the need.

The Town Council fund the IMPACT Team to provide an outreach service one night per week from the beginning of March for 40 weeks and we have agreed to fund this again this year. The IMPACT Team work hard to gain the trust of the young people because of this they are well known amongst our young people. The IMPACT Team have a passion for the young people and want to see them achieve their full potential by providing practical help and signposting to appropriate service providers regarding issues that affect young people. The IMPACT Team have also sought funding to provide events for the young people of Carlton Colville.

It is felt that without the service provided by the IMPACT Team we would see high levels of anti social behaviour in our locality. The IMPACT Team liaise closely with the Town Council, Waveney District Councillor's and the Police on youth matters. They often take messages back to the young people about issues raised by other residents as well as providing feedback to the Town Council about issues affecting the young people. We feel that this helps to build better relationships between all parties.

The Town Council are keen to establish a youth facility (club) to allow the young people to meet and socialise with their friends and peers which is safe and well managed and feel that the IMPACT Team are the right people to undertake and guide us in this venture.

Yours sincerely

Jill Tyler (Mrs)  
Chairman

Agenda Item 9

<b>Type of report</b>	<b>Open</b>
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<b>Presenter</b>	<b>Jill Tyler</b>
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**Details**

The IMPACT Team do a fantastic job providing an Outreach service for our young people. However, both they and the young people would like a place where the young people could "hang out" with their friends, somewhere that is warm and safe and well managed and where they can get advice for the things that affect the young people of today.

During March I met with Stuart Helsey, Jo McCullam (WDC Community Development Officers), Debbi Goddard and Ian Castro (IMPACT Team) to work out what would be needed to provide a youth club.

The actions from our meeting are as follows:

- Jo McCullam will approach the Trustees at Bloodmoor Community Centre to see if they have one night a week available.
- Stuart Helsey will make the 3 local schools who are members of the Youth Council aware of the possibility and see if they will gather information from their schools.
- Ian Castro and Debbi Goddard would write a bid to seek funding from the Mason Trust.
- Debbi Goddard and Ian Castro will undertake a survey of the young people they meet whilst out on their outreach work to determine
  - whether they would use a club
  - which night they would prefer
  - how much they would be prepared to pay (subs)
  - their age
- I would approach the Town Council to seek their agreement to change our agreement with the IMPACT Team to allow them to use one of the nights we fund a month to run the youth club.
- I would seek agreement from the Town Council to write a letter of support for the IMPACT Team for their bid to the Mason Trust.

Much hinges on finding a suitable venue, however, we need to have everything in place to be able to act quickly.

**Recommendations**

Subject to a suitable venue being found, that for no more than six of the forty nights funded by the Town Council the IMPACT Team be allowed to work in the youth club instead of providing their outreach service without affecting the funding provided. (This would be worked as one night per month for no more than six months).

That the Town Council agree that the attached letter be used to support the application of the funding bid.

That the Town Council support this project for this trial period and longer term if they feel that it is appropriate. At the moment the support needed will be letters (such as the attached) and some of my time and others if they so wish. In the early days whilst we await funding we may have to ask the Town Council for a donation towards venue rental.