

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 1 May 2013** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 8.30 pm
Minutes draft until signed.

1a To elect a Chairman

Cllr Julie Hall proposed Cllr Jill Tyler as Chairman and Cllr David Kindred seconded the proposal. Cllr Tyler accepted the nomination. There were no other nominations. All councillors agreed to the proposal and Cllr Tyler was unanimously voted as Chairman.

1b To elect a Vice-Chairman

Cllr Jill Tyler proposed Cllr Jill Tyler as Vice-Chairman and Cllr David Kindred seconded the proposal. Cllr Hall accepted the nomination. There were no other nominations. All councillors agreed to the proposal and Cllr Hall was unanimously voted as Vice-Chairman

1c Declaration of Acceptance of Office by Chairman

Declaration of Acceptance of Office was signed by the Chairman

1d Declaration of acceptance of Office by any newly elected councillors

Declaration of Acceptance of Office from Cllr Jack Greens was received

1e To note Members present and to receive any apologies for absence and duly note them

Members present: Town Councillors Jill Tyler, Julie Hall, Tony Tibbitt, David Kindred, Peter Tyler, Derek Fletcher, Bill Mountford and Wendy Miles. Apologies were received and accepted from Cllrs Julie Hall and Jose Bamonde and Jack Green.

In attendance: District Cllrs Paul Light and Kathleen Grant and the Youth Worker Ian Castro were in attendance together with members or the Public.

1f To receive any declarations of interest regarding the agenda

No declarations received

1g Consider applications for dispensation

See 1f

1h To elect committee members

Members who were present agreed to remain on committees as previously apart from Cllr Wendy Miles who would remain only on Finance and Personnel. See attachment.

2 To approve and sign the minutes of the Town Council Meeting held on 3 April 2013

Approval was agreed by all being proposed and seconded by Cllrs Tony Tibbitt and David Kindred.

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

Software for Town Council accounts had been purchased.

Borrow close conveyance update - the Clerk had contacted the solicitor and been advised of a delay due to WDC initiating further papers then replaced by original papers. The clerk was asked to obtain another update.

Quotes for Council Room - there had been one quote so far and another quote to be obtained and a third request for a quote declined. It was agreed to see if there were more detailed plans available.

Consultation with residents about community space at Borrow Close - this would take place at a later date. Cllr Peter Tyler had received three quotes for installation work which he had taken to the allotments working party and decision about this would be an agenda item at the next Full Town Council Meeting

Request article from Police about safeguarding property - this had been received and was on the website and would be in the newsletter.

Yellow lines had been completed at Rushmere Rd

Payroll services to HMRC would be worked by Salc as the system input was now in real time.

4 To allow Meeting to be adjourned for public participation

The Meeting was adjourned at 8.50 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.

a) To receive a report from the Police Representative

PCSO Justin Winn had read out the report at the Annual Parish Meeting earlier in the evening. See attached.

The Police have been undertaking speed checks around Carlton Colville in the area of The Street and had found five speeding vehicles in a half hour one afternoon with the highest speed being 38 mph and the others being 35 and 36 mph.

b) To receive a report from Waveney District

See attached annual report

c) To receive a report from Suffolk County Council

None received. It was noted that County Cllr elections were taking place on 2 May 2013.

d) To receive a report from East Anglia Transport Museum

See attached annual report

e) To receive a report from the IMPACT Team

Youth Worker Ian Castro reported that the survey to the youth of the area had been distributed and the results showed that there was a demand for a youth club. Five seventeen year olds were willing to set up and be on a youth council and ideas and comments had been received about various matters including road surfaces and impact on cyclists and there had been offers from youngsters to help set up a youth club. The Impact team had put together a funding bid for this. So far there did not appear to be any premises available for a club. A request had been made to the Bloodmoor Community Centre but it was already booked every night. It was suggested that a school in Carlton Colville might have a room available. Cllr Jill Tyler agreed to approach the school. Cllr Jill Tyler agreed to ask Salc if other councils are setting up youth councils. The Youth Workers would continue to strive to set up a youth club.

f) To receive the Chairman's report

Annual report attached.

g) To receive questions from the Public

There were no questions.

The Meeting reopened at 9.20 pm

5 Correspondence

To receive correspondence log

The Correspondence log had been circulated.

5a To receive details of any correspondence of importance for Council to consider.

i Request from Broads Authority to consider principle of directly elected representatives as members of the Broads Authority. All agreed this was a good idea and to forward this view to the

Broads Authority.

ii Receipt of information about Precept Referendum Bill

This was received and views against the bill had been forwarded to the appropriate department at Nalc and views had been made known to the MP.

5b) To confirm receipt of minutes from Meetings held since 3 April 2013:

Planning Committee Meeting 3 April 2013
Planning Committee Meeting 16 April 2013
Amenities Committee Meeting 16 April 2013
Finance and Personnel Meeting 26 March 2013
Confirmed receipt

5c) To receive report from Allotments Working Party 10 April 2013

Cllr Peter Tyler had attended the WDC Play partnership meeting and received information there about setting up allotments. As item 3 above Cllr Peter Tyler had received three quotes for installation work which he had taken to the allotments working party and this would be an agenda item at the next Full Town Council Meeting

5d) To receive report from WDC Play Partnership Meeting 17 April 2013

There were no updates about Carlton Colville at the Meeting

5e) To receive report from Carlton Colville Primary School Traffic/Parking Solution Working Party 24 April 2013

Cllrs Tony Tibbitt and Peter Tyler had attended this and reported that the representative from SCC appeared to have no workable solution as it appeared that SCC did not plan to spend any money on the problem. No dates were arranged for future meetings and it would be necessary to keep up requests for a solution.

6 To agree cheques for signature

These were agreed. See attachment
These will be signed after the Meeting has been closed.

7 To receive income expenditure statement for year ending 31 March 2013

This was received

8 To approve audit statement for 2012/2013

This was approved, proposed and seconded by Cllrs Julie Hall and Peter Tyler and all agreed.
The audit statement was signed as appropriate.

9 To receive budget statement for year 2013/2014

This was received. See attached.

10 To ratify virements

These were ratified, proposed and seconded by Cllrs Jill Tyler and Julie Hall and all agreed.
See attached

11 To receive list of street furniture requests for 2013/2014

This was received

12 To agree spending of 106 Monies

It was agreed to use this for the setting up of the allotments. Proposed by Cllr Hall and all agreed.

13 To Review Standing Orders, circulated

It was agreed that the Salc policies used should be listed and the changes made to the Standing Orders be itemised

Items 14 and 15 were dealt with in the following order:

15 To receive notification of Discovery Centre proposal of reallocation £2000 funds to Carlton Colville Town Council

It was agreed to thank the Discovery Centre for the funds and to advise that the funds will be dealt with according to DFC wishes, the trustees having wished that the money can go to help fund a community project specifically with local children and families in mind. Members will see where the money can be used. It was noted that the previous Carlton Colville Parish Town Council had donated £2000 to the Methodist Church's Parish Plan survey.

14 To receive notification of closure of Discovery Centre Project and implications for possible use of the previous Carlton Colville Primary School building

The Discovery Centre Project would no longer be a large part of any development of the school premises at Hall Road. Members were of the opinion that the Town Council had insufficient resources to run the premises. SCC was still suggesting that a use might be made there for education. There was a community wish for more local resources such as medical services. Cllr Jill Tyler agreed to write to the NHS to see if it wanted to use the building.

16 To consider supporting the principle of directly elected representatives as members of the Broads Authority

This was agreed at item 3

17 To discuss assistance for WDC Democratic Services Manager's Local Council Administration portfolio

This was agreed.

18 Matters for consideration at future meetings:

Charities Donation Policy, Community Led Planning, June, ratify decision for allotment quote, June.

19 Close Meeting

There being no further matters the Meeting closed at 9.40 pm

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

**Carlton Colville Town Council
Annual Report 30th April 2013**

Since our last annual report we have seen many changes within the Town Council. Terry Fleet and Rod Earp, both long standing members of the Town Council, have decided to leave us, we wish them every success for the future. New members have come forward unfortunately one moved out of the area after joining us so had to resign! We have been very lucky to see Jack Green want to return to the Town Council.

The Town Council has been working on streamlining its work load, simple things like how we write our minutes and agendas and making all information available to members before a meeting allows for more informed decisions and stops matters from coming to council numerous times. We have created a new committee (Finance & Personnel) to ensure compliance with financial best practice and ensure that we have the necessary processes and procedures in place to demonstrate our commitment to being a good employer.

Our main activities this year have been:

1. Working with residents, Gisleham Parish Council, Suffolk County Councillor Kathy Gosling, WDC Councillor Light, the Police and School regarding the traffic/parking problems at Carlton Colville Primary School

Since moving to their new site in the old Gisleham Middle School there has been a marked increase in the amount of traffic at drop off and pick up times at the school, this has caused problems for not only the parents and residents but the farms and businesses too.

Following the last meeting which was held on 4th March at the school a working party has been established to look at the possible solutions and work out what can be done to resolve the problem.

2. Working with the bus company and residents regarding the new bus service on the Dales

When the service was implemented the Town Council received complaints from residents about the noise and direction of the route and questions about the financial viability of a service like this.

Some amendments were negotiated by the Town Council for example one bus stop was moved. We have had further comments that buses are making lengthy stops for no reason, again this has been referred to the bus company who have advised their drivers where they should stop etc.

3. Working with WDC Councillors and residents on anti social behaviour at Carlton Marshes Park and Fordson Way

During last summer some residents in Fordson Way experienced some difficulties from park users. We had a street meet with the residents where Cllr Light and member of the Town Council and a representative from Waveney Norse listened to the complaints and walked the park and came up with a list of things that could easily be done to reduce the problems e.g. not to cut a path directly outside of the properties, replacing hedging that had died, installation of a self closing gate. Most of these have now been implemented by Waveney Norse.

4. Securing the Borrow Close site for community use

We are in the closing stages of this and hope to sign the paperwork very soon. Some boundary issues have had to be addressed before the Town Council was happy to take on the land, these have now been resolved. The Town Council is ready to move forward as soon as the legalities have been addressed.

5. Held our first visioning event in September 2012

With the help of WDC and SCC Councillors and Officers, Suffolk Acre and the WI we held an event to obtain information from the community about the things that concern them. Suffolk Acre took the information and produced a report and the Town Council has subsequently produced an action plan with items assigned to Town Councillors. Some items have already been addressed whilst some others will take time to achieve.

6. Working with residents and Suffolk Preservation Society to build an argument against Persimmons outline planning application to build 46 dwellings on land to the west of Carlton Hall

In July 2012 Persimmon Homes came to a Planning meeting to show their proposals for land adjacent to Carlton Hall. In early December Persimmon Homes finally submitted an outline planning application to build 46 dwellings. Christmas was on most people's minds but not those of the affected residents and the Town Council. At a Planning Committee meeting to discuss the application Jessica De Grazia from Suffolk Preservation Society was invited to give a presentation which was very well received by the residents and Town Council alike. Much work was done by the residents and Town Council to develop an argument against the application. WDC refused the application at their Development Control Committee in January - we wait to see if Persimmon Homes appeals this decision.

7. Liaising with the bus companies regarding the withdrawal of the bus service to Pakefield

Within a fairly short period of time of each other both bus companies ceased their services that provided a link from Carlton Colville to Pakefield. The Town Council has written to both companies and Suffolk County Council to see if a service could be provided/reinstated. Nothing will happen quickly but we will keep our eye on this as it was a vital service for those without their own transport to get to local shops.

8. Working with the IMPACT team to try and establish a youth club in Carlton Colville.

This a fairly new initiative but we are keen to provide the youth with a drop in club starting with one night per month. The most challenging thing is to come up with a suitable venue, a WDC Community Development Officer and the IMPACT team are working with us on this.

Along with the things we treat as business as usual:

- provision of dog/waste 2 new bins £689;
- continuing to fund 2 outreach youth workers for 40 sessions £1800;
- quarterly publications of Newsbeat £3542;
- provision of hanging baskets £3,025;
- provision of a Christmas tree with lights £289;
- quarterly cleaning of bus shelters £189
- Councillor Training
- Planting daffodils
- Reviewing Planning applications
- dealing with complaints about litter/dog fouling/overhanging hedges
- Lobbying our MP on matters that affect rural/semi rural areas;

We did not install a bus shelter on Beccles Road opposite Marsh Lane as intended, but have ring fenced the monies and are intending to do it this year at a different site. We delayed our decision to allow us time to consider concerns raised by local residents.

We have continued to develop working relationships with various bodies who provide services to Carlton Colville not least our WDC and SCC colleagues, community centres, the police, church organisations.

Since reviving our magazine we have received positive feedback which is very pleasing. I would like to thank Cllr Hall for taking this on at very short notice and for continuing to produce a very good magazine.

We have made major inroads in making data available to the community via our website and facebook. I would like to thank Cllr Kindred for his hard work in managing our website and facebook page.

We have not achieved a great deal in terms of the work to secure the old school site, which is very disappointing but there have been some setbacks along the way e.g. unfortunately the partner we were hoping to work with (the DFC) have decided to cease their activity. We are waiting to hear whether Suffolk County Council are going to continue to use the school for education purposes once the Beccles Free School relocates to Beccles in September 2014 - we are lead to believe that a decision will be made about Christmas time 2013. Although we have been approach by one or two small groups this would not be sufficient to maintain a building/site of this size.

All in all we have had a very busy year and I would like to thank my fellow councillors for their hard work and support.

Minutes Carlton Colville Town Council Meeting 1 May 2013

Payments to be considered

Waveney Norse, cleaning bus shelter chq 1697	£63.00
Hire Of Hall on 26 March chq 1698	£14.00
Scribe Software chq 1699	£352.80
Clerks Wages for April 2013 chq 1700	
Inland Revenue chq 701 to be paid quarterly in July	£not issued
IMPACT Detached Youth Project chq 1702	£4800.00

POLICE REPORT FOR CARLTON COLVILLE TOWN
COUNCIL

27/03/13 – 25/05/13

There have been 12 crimes recorded during this period.

- 2x Burglary dwelling – One offender has been dealt with.
- 3x burglary other building – One offender has been charged.
- 1x Criminal damage vehicle.
- 1x Assault occasioning ABH
- 4x Common assault – Two offenders dealt with.
- 1x Cause harassment alarm and distress section 5 – Offender charged.

Increases in ASB in the area of the Oaks Est. resulting in several damage reports are currently being investigated. We believe we have identified the offenders who have all been spoken to with parents present and enquiries continue.

We are currently undertaking speed checks around the area and will report the results next month.

Report compiled by Pcs0 3087 Steve Wicks on behalf of the South Lowestoft SNT.

ANNUAL REPORT FROM EAST ANGLIA TRANSPORT MUSEUM
FOR THE CARLTON COLVILLE TOWN COUNCIL ANNUAL MEETING

We are very fortunate that so many volunteers, from near and far, give their time and their talents so freely to the museum. Our wide variety of members come from many different backgrounds, offering diverse and complimentary skills. There is always plenty of work to do and new members are always welcome!

In 2012 we had very good visitor figures, despite the downward trend reported in other areas of tourism. This was not achieved without much planning and hard work as we ran additional events to celebrate significant anniversaries in the history of transport.

An innovation in 2013 was "Residents Day" when we offered people living near the museum free admission on the afternoon of 24 March. The invitations were distributed to five hundred homes resulting in one hundred and seventy two people from forty nine households visiting the museum.

Behind the scenes of operating trams, trolleybuses and the railway several restoration projects are making progress thanks to the work of dedicated teams. In 2012 the visitor experience was enhanced by the additional exhibit of a fully equipped Anderson shelter and improvements to a railway station, which transformed it to the dual functions of an additional exhibition area and waiting room.

We continue our links with many organisations. Much time has been spent in adapting and developing documentation to comply with legal requirements such as changes in Gift Aid by HMRC. The museum is also working towards accreditation, which is a national standard administered by Arts Council England.

The museum appreciates the Carlton Colville Town Council for its interest in our activities. We are one of the few museums in Suffolk to maintain a link with their local council and long may it continue.

Annual Report (2012/2013) to Carlton Colville Town Council AGM

May 2nd 2013

I find being a District Councillor offers many and varied challenges. Sometimes results can be achieved within a few days, whilst there are still things I am regularly writing and telephoning about many months later.

As a councillor, there have been times I have been writing to residents and Officers, or dealing with telephone calls, anything from 7.00am to 2.30am weekdays and weekends – depending on circumstances.

Many of the problems are down to the poor way in which Carlton Colville had been 'planned' over the years and there is not a lot a WDCllr can do other than to make sure every matter is directed to someone who may be able to help.

This year I sat on a number of WDC and external committees, as well as on several Community ones.

Often we receive minutes, agendas, and associated information, for meetings that can number anything up to 170 pages (the annual audit and finance meetings tend to be the most weighty – in more than one way! Many Development Control Papers exceed 120 pages BEFORE considering relevant correspondence, including DVD's, from some of those affected)

WDC

I am just completing my second year as WDC Vice Chairman (because of my work commitments I will not be seeking re-election this year) standing in for Cllr Collecott whenever he is not available. Attending events all over Waveney, even into Gt Yarmouth, as well as Chairing an extraordinary Council meeting.

In addition to attending every Full Council meeting I am a member of Development Control, Overview & Scrutiny [Audit and Risk], and Grants Allocation Panel attending the majority of these meetings.

I am also on the Community Care Health & Independence Partnership Board, as well being a member of the WDC/SCDC Community Health Group.

As a substitute on the Norfolk Rail Policy Group I have attended 3 meetings in Norwich and one investigating a Sustainable Travel Plan for Lowestoft.

Attend Safer Neighbourhood Team/Priority Settings meetings and the Play Partnership.

Have also attended several training sessions including those for:-Development Control, Environmental Health, Localism, and Finance & Welfare.

Have again organised Cultural and Diversity visits to London for Councillors, Staff and residents.

Attended several local Olympic events and Bike Active and launch events for local groups including Access and the Prince's Trust.

Community Involvement:

A Trustee for two Charities attending regular meetings and helping with fund raising and organising events.

V Chair, now Chair, of Rosedale PPG attending meetings and representing them at the WDC/GY meetings.

Because of illnesses I have also taken minutes, written agendas and reports for a number of the Trustees meetings.

Have taken part in Health & Safety training and Child Protection training.

Helped set up the committee of a community group whose founder is a CC resident.

Attended Broads Authority Planning Meetings and the opening of the new ferry.

Attended CC 'Visioning Day' meetings.

Attended several Community Forum Meetings.

Carlton Colville:

I have continued to organise, attend, and publicise a monthly open surgery for residents with the support of Cllrs Grant and Gosling. This year we have been joined by 'Youturnaround'

Whenever I can, I write a report for the TC and attend a monthly meeting.

Information is exchanged with other Cllrs as we try to support each other's work for residents.

Over the past year residents, and fellow councillors, have contacted me about all manner of things that I have tried to help with making sure each was passed on to the department most able to help. This is usually by means of phone calls, visits, and emails! A number of issues have led to walkabouts, site meetings and Officers meeting at my home.

These include:-

Grass cutting, Hedge cutting/ shrub planting, Tree cutting/ planting,

Loss of telephone signals,

Antisocial behaviour, Playing of ball games (WDC organised some soccer coaching to channel this enthusiasm),

Homelessness around Waveney, Loss of residents accommodation issues, Flooding,

Car sales at different locations around the town,

Problems created by the 'new' bus routes and bus stops AND the loss of these routes,

Traffic problems around Grove School,

Facilitating meetings about the parking problems around Gisleham School investigating and getting costs for possible solutions,

Council tax (getting a five year, back dated, rebate for over payment),

Bin collections (the vast majority of residents being very pleased with the present service),

Missing bins (I was able to get a free replacement for a resident new to the area!),

Litter,

Dog fouling [have recently obtained signs for the TC],

Speed signs, and Mud on the Road,

Planning applications and enforcement matters,