

# CARLTON COLVILLE TOWN COUNCIL

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 3 December 2014** at 7.00pm in the Methodist Church Hall, Lowestoft Road, Carlton Colville

## Town Council Members present

J Tyler (Vice-Chairman), C Fair, D Fletcher, J Green, A Mackie (Chairman), B Mountford, P Radforth, T Tibbitt, P Tyler and C Varela

## Also in attendance

Suffolk County Council – Councillors S Barker and P Byatt

Waveney District Council – Councillor P Light

East Anglia Transport Museum – Tim Major

4 members of the public

## Officers present

D Lee

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**NOTE:** In the initial absence of Councillor A Mackie (Chairman), Councillor J Tyler (Vice-Chairman) presided over the meeting.

## **1 APOLOGIES**

An apology for absence was received and noted from Town Councillor D Kindred.

Apologies for absence were also submitted by Suffolk County Councillors S Barker and P Byatt, Waveney District Councillor K Grant and East Anglia Transport Museum representative S Ward.

## **2 DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **3 APPLICATIONS FOR DISPENSATION**

No applications for dispensation were made.

## **4 MINUTES**

### **RESOLVED**

That the Minutes of the meeting held on 5 November 2014 be approved as a correct record and signed by the Chairman.

## **5 PUBLIC PARTICIPATION SESSION**

The meeting adjourned for 15 minutes to enable a public participation session during which residents were given the opportunity to raise issues of local concern. In addition, reports were received from public sector and community organisations within the Carlton Colville area.

(a) Suffolk Police

An update report was received from Suffolk Police covering the period 4 November 2014 to 30 November 2014. There had been 23 crimes reported during the above period, a breakdown of which was outlined in the report.

Concern was again expressed both by Town Councillors and by the public regarding parking infringements outside Carlton Colville Primary School and in particular the illegal parking on yellow lines in / around the vicinity of the school. It was noted that Suffolk Police had issued several warnings but it was considered that parking tickets needed to be issued instead in order to highlight the seriousness of the issue and also to act as a deterrent.

**RESOLVED**

That the Clerk writes to Suffolk Police expressing the continued concern of the Town Council and of the local community regarding the lack of effective enforcement against parking infringements outside Carlton Colville Primary School.

(b) Waveney District Council

An update report was received from Waveney District Councillor Paul Light. The report outlined the initiatives that Councillor Light had been involved in and action taken on behalf of Carlton Colville residents. The key issues reported upon included:

- Update on the financial position of the District Council which was now recognised as a well performing authority which delivers value for money.
- Problems being experienced with play equipment were raised with the Play Partnership.
- Meetings of HealthEast, Patient Forum, Patient Advisory Group and the local Patient Participation Group has been attended.
- Rosedale Surgery was to stage another free HeartStart course for patients.
- A number of issues were raised at a meeting / site visit with Mr Sampson (SCC Highways) including the drains at Applewood, flooding on Hall Road and cars parking on the road adjacent to the new badger home development which resulted oncoming cars having to drive along the opposite side of the road (A146 roundabout). The latter issue had been raised with Mr Cawdrey, Development Officer from Suffolk County Council who had intimated that nothing could be done. The Town Council had commented on these issues prior to formal approval of the planning application.
- Other issues verbally reported upon included leaves on pavements (particularly in / around bus stops) and seagull nuisance.
- Remedial action has been taken by Councillor P Tyler in respect of overgrown brambles / shrubs on the footpath from the church to Famona Road.

At the last Town Council meeting it was reported that the District Council Ward Surgery posters had been removed from the Town Council notice boards but that these would be reinstated. However, the posters had not been replaced and so it was agreed that if Councillor Light provided further copies of the poster this would be done before the next Town Council meeting.

## **RESOLVED**

1. That the update report from District Councillor P Light be received.
2. The Clerk invites Mr Cawdrey (SCC Development Officer) to attend a future Town Council meeting.
3. That an article be included in the next Town Council Newsletter asking people not to feed seagulls.

(c) Suffolk County Council

An update report was received from Suffolk County Councillor Sonia Barker outlining the meetings she had attended or issues addressed on behalf of Carlton Colville residents.

Councillor Barker had met with representatives from Suffolk County Council on 1<sup>st</sup> December 2014 to discuss a range of highway matters. In addition, Councillor Barker had continued to chase progress on the publication of costed options for addressing the parking issues outside Carlton Colville Primary School. An article had also appeared on the front page of the Lowestoft Journal regarding the road safety issues being experienced and the frustration of the local community in a speedy resolution not being found. The Vice-Chairman has been in touch with Peter Aldous MP regarding this issue. A further meeting with the school and invited parties was scheduled for 26 January 2015. Town Councillor Varela reported that she had been back in touch with Radio Suffolk, the Lowestoft Journal and ITV in order to maintain public awareness of the parking issues outside the school. Reference was made to a recent Lowestoft Journal article which contained some inaccuracies. Councillor Varela needed to review the article fully before deciding whether a response would be beneficial to the local community or not. Further petition forms were circulated for seeking further signatures.

A further update was reported at the meeting that Councillor Barker has attended a further meeting with Mr Sampson (SCC Highways), Councillor Light and 3 local residents. It was agreed that Mr Sampson would investigate the feasibility of narrowing down the A146 to one lane on the western approach to the roundabout. Full costings would need to be sought and a public consultation undertaken before any further action would be taken. It was reported that similar adjustments were made at the Bloodmoor roundabout but longer tailbacks resulted.

## **RESOLVED**

That the update reports submitted by Suffolk County Councillor S Barker be received.

(d) East Anglia Transport Museum

An update report was received from the East Anglia Transport Museum and Tim Mayor was present to answer any questions in the absence of S Ward. Progress was continuing on the tram track work despite the heavy periods of rain. Photos on the Museum Facebook page gave a visual record of the extent of recent flooding issues. Restoration work was also continuing on maintenance,

mechanical and engineering work on vehicles. The archive team were progressing the documentation of a collection of photographs. Opening dates for the 2015 season were being finalised.

The museum was a treasure in the local community and its representatives and volunteers were thanked for all their hard work.

## **RESOLVED**

That the update report from the East Anglia Transport Museum be received.

(e) Carlton Colville Youth Council

The Vice-Chairman (Councillor J Tyler) gave a verbal update regarding recent activities of the Youth Council which included the circulation of a survey concerning the open spaces in the area and the provision of youth facilities for the young people. Students at Sir John Leeman High School have already taken part, further work needs to be done with Pakefield High School. Early results from the survey show that the young people favour an outdoor gym and goal posts.

The Youth Council was thanked for their hard work on behalf of the young people in the local community.

(f) Clerk's Report

An update report was received from the Clerk to the Town Council (Christine Sayer). Details included correspondence exchanged with regard to various public agencies including Suffolk County Council, the Police and Waveney Norse on local issues of concern. In addition, actions taken to resolve specific matters of concern were reported.

During the discussion on this item it was reported that road safety issues concerns outside Carlton Colville Primary School were increasing with the approach of winter and dark nights. In particular, concern was expressed regarding sufficient access for emergency vehicles. There were large puddles in the road but cars had no option than to drive through these. Vehicles were also eroding the side embankments.

An update was given in relation to the community petition and it was reported that 2861 signatures had been obtained to-date but that a further 814 were required in order to reach the 3000 target figure which would trigger a debate at Suffolk County Council.

Confirmation was given that Councillor Ladd, the District Councillor for the adjoining ward of Gisleham was involved in discussions and meetings seeking resolution of the road safety issues.

## **RESOLVED**

That Suffolk County Councillor Barker and / or Suffolk County Councillor Ladd be requested to submit a Member Question to Suffolk County Council as to what was being done to resolve and expedite resolution of the road safety issues at Carlton Colville Primary School.

(g) Public Questions

There being no further questions from the public, the public participation session ended and the Town Council re-opened its meeting to consider formal items of business.

## **6 UPDATE ON ACTIONS SINCE THE PREVIOUS TOWN COUNCIL MEETING**

The Town Council noted actions taken by the Clerk, some of which were duplicated in the Clerk's report considered as Agenda Item 3(vi), minuted above.

With regard to complaints received with regard to Rounces Lane being used as a rat run, it was reported that this was a bus route and that some reports of excessive speeds could be down to perception.

It was reported that the Police had been tasked to resolve the graffiti issues on the skate park which was obscene and vandalism issues within Carlton Meadow Park had been referred to Waveney District Council (WDC).

Councillor J Tyler informed the meeting that a response had been received from Norfolk Property Services regarding the encroachment of land at Borrow Close. It was now apparent that the ditch was not in the ownership of WDC and so the Council had passed on ownership of a piece of land that did not belong to them. In addition, a resident had moved their fence forward which meant it was difficult to undertake maintenance of the boundary at the allotments in Borrow Close. This issue therefore needed to be addressed.

### **RESOLVED**

1. That the update report be received.
2. That the Clerk arranges for a Solicitor's letter to be sent requesting the individual who has moved their boundary fence to move it back so that it is in line with the other boundary fences.

## **7 CORRESPONDENCE RECEIVED**

The Town Council received an update on the exchange of correspondence not covered elsewhere on the Agenda.

It was reported that Gisleham Parish Council would contact Suffolk Highways (not Lowestoft Highways as detailed on the Agenda) re traffic signage for the garden centre. In addition, the Clerk had dealt with some correspondence regarding flooding issues at Secrets Corner but Councillor J Tyler had sent a further email to Mr Sampson (SCC Highways) confirming that flooding issues in this location was a constant problem.

### **RESOLVED**

That the update report on correspondence received be noted.

## **8 RECEIPT OF TOWN COUNCIL COMMITTEE MEETING MINUTES**

### **RESOLVED**

That the Minutes of the following Town Council Committee meetings be received:

- Planning Committee – 19 November 2014
- Amenities Committee – 19 November 2014
- Finance & Personnel Working Party – 25 November 2014
- Precept Meeting – 27 November 2014

## **9 CHEQUES FOR SIGNATURE**



It was reported that outstanding cheques had been signed at the Town Council Precept Meeting on 27 November 2014 and so this item had been included on the Agenda in error as there were no further cheques to sign.

## **10 CARLTON COLVILLE OPEN SPACES AND PLAY AREAS**

A list and accompanying map had been circulated prior to the meeting detailing open spaces and play areas within Carlton Colville. Consideration was given to the allocation of specific areas to individual Councillors in order that they could regular check the areas and refer any problems / concerns to the Amenities Committee. In this way the visual and amenity value of the open spaces could be maintained and emerging issues could be addressed at an early stage.

An additional area was suggested at the meeting to include the Carlton Colville / Gisleham boundary.

Name badges would need to be supplied to the two new Carlton Colville Town Councillors.

### **RESOLVED**

1. That the Town Councillors identified below be allocated responsibility for reviewing and reporting upon any issues within the respective areas:

Area 1 – Staplehurst Close – Councillor D Fletcher

Area 2 – Behind the Greylings beside Castleton Avenue – Councillor B Mountford

Area 3 – Open space off of Wharfdale – Councillor J Hall

Area 4 – Ranville – Councillor J Hall

Area 5 - Lowestoft Road – Councillors J Tyler and T Tibbitt

Area 6 – Matlock Dale – Councillor P Tyler

Area 7 – Low Farm Drive open space – Councillor D Kindred

Area 8 – Deepdale behind Ashtree Gardens – Councillor D Kindred

Area 9 – Mast Close open space – Councillor D Fletcher

Area 10 – Aveling Way open space – Councillors C Fair and C Varela.

Area 11 – Carlton Colville / Gisleham boundary – Councillor P Radford

2. That the Clerk supply the two new Town Councillors (Paul Radford and Clare Varela) with name badges.

## **11 REDUNDANT CARLTON COLVILLE PRIMARY SCHOOL BUILDINGS**

It was reported that once Beccles Free School vacated the former Carlton Colville Primary School premises then Suffolk County Council would need to consider the future use of the site. Reference was made to an article in the Lowestoft Journal that the school could be used to provide car parking but this suggestion had not been substantiated.

A discussion was held as to what benefits the site would offer the community of Carlton Colville. The Chairman (Councillor J Tyler) reported that the Town Council already had some data obtained through the 'Visioning Day' regarding community aspirations for the area in general. In addition, community feedback had been received as part of the Discovery Family Centre report, although that may need to be updated. Peter Aldous

MP was also willing to share information gathered in terms of local priorities for the Carlton Colville area.

Suggested uses for the site included:

- Doctors
- Dentist
- Post Office
- Chemist
- Allotments (on the adjoining fields)
- Parking for St Peters Church and also for the East Anglia Transport Museum when they held open days.
- Luncheon club for elderly people

Reference was made to a project whereby Worlingham Parish Council was taking over a community building. It was suggested that it would be beneficial to contact the Parish Council to invite a representative to come and address an informal meeting of the Carlton Colville Town Council (CCTC) with a view to gathering information on what was involved in such a project. CCTC could also set up a working group to set out the steps and information required, including relevant costings / budget implications so that the information was readily available when needed as there would be time constraints applied for the disposal / alternative use of the site.

#### **RESOLVED**

1. That Councillor J Tyler contacts the Chair of Worlingham Parish Council and co-ordinates arrangements for a representative to come and address all CCTC Members on their community building project.
2. That a formal report be submitted to a future Town Council meeting setting out the key steps that would need to be undertaken and associated financial issues.

#### **12 HARROP DALE GREEN SPACE**

It was reported that the Town Council had previously agreed that any information and complaints received regarding problems being experienced on the green space at Harrop Dale would be referred to the Police. Therefore this item should not have been included on this Agenda as no further discussion was needed.

**NOTE:** At this point in the meeting Councillor A Mackie arrived (8pm) and as the Chairman must preside when present, Councillor Mackie assumed the Chair and presided over the remainder of the meeting.

#### **13 RENOVATION OF PLAY EQUIPMENT AT CARLTON COLVILLE COMMUNITY CENTRE**

Councillor J Green gave a verbal update regarding the renovation and / or replacement of play equipment at Carlton Colville Community Centre. A quote had been received from Waveney Norse but 2 further quotes were to be sought. Avenues for funding were being explored.

During the discussion on this item, Councillor P Tyler made reference to a recent Community Centre meeting when concern was expressed regarding the delays being incurred for the installation of new goal posts. Councillor P Tyler had contacted Harrods, who had passed on the details to suppliers and feedback had been received that 2 steel 5-a-side goal posts (16ft x 4ft) could be supplied, including nets, carriage and VAT for £634. Clarification was given that nets would not be required as they could be

vandalised. Harrods could supply the equipment but could not install it (the posts would need to be concreted in). The old posts would need to be removed first.

It was reported that Kevin Swatman had installed some fencing at the allotments and so it was suggested that a quotation be sought from him regarding the concreting-in of the new goal posts.

Previously the Carlton Colville Discovery Centre had transferred funds of £2,000 to the Town Council, which were to be ring-fenced for initiatives for young people. As the installation of the goal posts was for the benefit of the young people in the local area, this was considered an appropriate use of the funds. It was also suggested that any remedial funds could be used to refurbish / replace the play equipment at the Carlton Colville Community Centre.

#### **RESOLVED**

1. That a quotation be sought from Kevin Swatman for the removal of old goal posts and concreting-in of new goal posts at Carlton Colville Community Centre.
2. That approval be given for the purchase of new goal posts (excluding the nets) for the sum of up to £634 plus reasonable costs for the installation of the goal posts on-site, to be funded from the £2,000 set aside from the Discovery Centre for young people.
3. That any residual funds from the £2,000 budget having taken account of the costings for the new goal posts be used to fund the renovation / replacement of play equipment at Carlton Colville Community Centre.

#### **14 DATE OF NEXT TOWN COUNCIL SURGERY**

Consideration was given to the date for the next Town Council Surgery.

Apologies and thanks were extended to Councillor J Green who had single-handedly managed the last Town Council Surgery.

It was proposed that the next Surgery should be held on Sunday 14 December 2014 at Carlton Colville Community Centre. Access for set up purposes would be available from 8.30am. Whoever was involved in setting up the event was requested to take along petition sheets for Carlton Colville Primary School, ensuring that people have not signed the petition before.

#### **RESOLVED**

That the next Town Council surgery be held on Sunday 14 December 2014 between 10am – 1pm in Carlton Colville Community Centre.

#### **15 PROPOSED BUILDING OF TOWN COUNCIL ROOM**

Councillor J Green updated the meeting in relation to progress for the establishment of a Town Council Room within Carlton Colville Community Centre.

Concern had been expressed by the Community Centre at a recent meeting in relation to delays in progressing the project and in particular obtaining architectural drawings and addressing the legalities of taking ownership of the building.



It was reported that the Architects had requested further funds of £97.50. It was also suggested that formal legal advice should be obtained from Solicitors regarding the legalities and implications for the Town Council to take ownership of the building.

**RESOLVED**

1. That the Clerk be authorised to send a cheque for £97.50 to the Architects working on the proposed design of the new office on behalf of the Town Council.
2. That the Clerk arrange for formal legal advice to be obtained from the Town Council's Solicitors regarding the legalities and implications of using the old store room at the Carlton Colville Community Centre for its office and submits a report back to the Town Council at the earliest opportunity.

**16 UPDATE FROM THE ALLOTMENTS COMMITTEE**

The Town Council received a verbal update from Councillor P Tyler regarding the use of the new allotments. Legal action had previously been approved at this meeting to request a resident at The Street to reinstate their boundary fence in line with the other properties in the immediate vicinity (See Minute 6 above).

A noticeboard had been erected on the allotments site. Two of the allotments were not being worked but this could be down to the recent wet weather. The situation would be reviewed again in January / February 2015. The water supply was to be turned off for the winter.

During the discussion on this item it was reported that a resident with a garden immediately adjacent to the allotments had offered the use of her garden as an additional site. It was not clear who owned the land on which the resident lived or whether it was rented or privately owned. The land could not be formally adopted but potentially could be 'made use of'. There would be a need to erect a shed on the land and allow the capture of rain water etc but further investigations regarding ownership needed to be addressed before this matter could be progressed.

**RESOLVED**

That the verbal update on the use of the new allotments site be noted.

**17 UPDATE ON NEWSLETTER AND TOWN COUNCIL WEBSITE**

It was reported that the next edition of the Town Council Newsletter had been sent for distribution.

The Chairman was pleased to announce that Carlton Colville had been awarded 3<sup>rd</sup> place by the Suffolk Association of Local Councils (SALC) for the presentation of its website. Congratulations and thanks were extended to Councillor David Kindred for all his hard work in developing and maintaining the website on behalf of the Town Council.

**RESOLVED**

That the update and award of the SALC award for the Town Council website be noted.

## **18 TOWN COUNCIL 'SAFEGUARDING POLICY'**

Councillor J Green presented a policy statement that he had developed as a Safeguarding Children / Child Protection Policy that was required as the Town Council supported the Youth Council, which was made up of young people.

Clarification was given at the meeting that the 'Designated Person' under Paragraph 3 would be the Clerk to the Town Council. Links also needed to be made to a previous draft Safeguarding Policy that had been considered by the Town Council. Consideration also needed to be given as to the procedure that would need to be adopted once an issue had been reported to the Designated Person and the identification of potential courses for all Town Councillors to attend, as required by the Policy.

### **RESOLVED**

1. That consideration of the Safeguarding / Child Protection Policy be deferred pending further work by the Clerk in assimilating the information contained within the two existing documents into one quality document, including a procedure to be followed once an issue had been reported to the Designated Person.
2. That the Clerk explores the availability and costs for potential courses for the Clerk and all Town Councillors to attend on Safeguarding issues, as required by the Policy.
3. That a full report and final draft Safeguarding / Child Protection Policy be submitted to a future meeting of the Town Council for consideration and adoption.

## **19 MATTERS IN ABEYANCE**

The Town Council noted that items that stood in abeyance for consideration at the next Town Council meeting including:

- Community Led Planning
- Town Council Emergency Response Plan
- Flying the Flag on Commonwealth Day
- Safeguarding Children Policy

## **20 EXCLUSION OF PUBLIC AND PRESS**

### **RESOLVED**

That in accordance with Sections 100 and 102 of the Local Government Act 1972, the public and press were excluded from the meeting for the next item of business as the discussion would involve confidential information regarding the terms and conditions of an employees of the Town Council.

## **21 FUTURE DIRECTION FOR THE TOWN COUNCIL**

A general discussion was held regarding the future aspirations of the Town Council and links were made to the priorities of the local community identified as part of the 'Visioning Day'. It was generally considered that the Town Council needed to protect and promote the amenity of the local area, be responsive to issues of concern and to work in partnership with others as appropriate to address specific matters and also to plan for the future wellbeing and sustainability of the area on behalf of local residents. The Town Council wished to aspire to become a 'Quality Council' as a means of promoting best practice and delivering excellence for the local community.

It was reported that a draft revised job description had been prepared for the Clerk to the Council as the current job description had not been updated for many years. The updated job description reflected the changed role of the Clerk over time and also addressed changes in legislation such as the Localism Act whereby Parish / Town Councils were able to provide greater services for the local community than they could have previously.

**RESOLVED**

1. That the terms of reference for the Personnel & Finance Committee be amended to allow the Chairman of that Committee to undertake the Clerk's Annual Appraisal.
2. That the practice of an Annual Appraisal for the Clerk to the Town Council be re-established in accordance with best practice.

The meeting concluded at 9.20pm.

Chairman

