

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 4 June 2014** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm

1a) Welcome by Chairman

The Chairman welcomed Town Councillors and District Cllrs Paul Light and Kathleen Grant, and County Cllr Peter Byatt, and Gary Herbert from the Post office, and Members of the Public.

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

Town Council Members present: Chairman Julie Hall, Vice-Chairman Jill Tyler, Christine Fair, Wendy Miles, David Kindred, Bill Mountford and Tony Tibbitt.

Town Councillors absent: Alistair Mackie and Derek Fletcher and Jack Green. Apologies were received and noted and accepted from all Town Councillors absent

Apologies were received from the Police and from Sandra Ward of the Transport Museum
County Cllr Sonia Barker attends alternate Meetings with County Cllr Peter Byatt.

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

None were received

1d) Consider applications for dispensation

See item 1c.

2 To approve and sign the minutes of the Town Council Meeting held on 7 May 2014

Approval of Minutes as a true record of the Meeting held on 7 May 2014 was proposed and seconded by Cllrs Christine Fair and Bill Mountford and agreed by all.

3 To allow Meeting to be adjourned for public participation

The Meeting was adjourned at 7.10 pm

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.

3A to receive a presentation from Gary Herbert, the representative from the Post Office

Mr Herbert presented the reasons behind the decision of the Post Office not to provide a Post Office service in Carlton Colville, explaining that this was primarily due to the decrease in the Post Office overall customer base and the need for the Post Office to follow government criteria in the running of its business.

3B to receive reports

Reports were received from the following:

i) The Police

A written report was received and was read out
See attachment for report provided

ii) Waveney District Councillors

District Cllr Paul Light read out his report.

iii) Suffolk County Councillors

County Cllr Peter Byatt gave a report, See attachment

iv) The Clerk

This was read out, See attachment

3C To receive questions and input from the Public

The Meeting resumed at 8.10 pm.

4 To receive an update on actions from the previous meeting

The Town Council surgery had been held on 17 May at Rainbow Supermarket, Ashburnham Way and had been attended by Cllrs Julie Hall, Jack Green and Bill Mountford and the clerk. New IT equipment had been purchased including PC and laser printer

The Town Council accounts for the previous year had been prepared and sent to the internal auditor

The Installation of the noticeboards at Airedale and the allotments site is in the process of being arranged

WDC had been contacted with a request of confirmation that Borrow Close boundaries have been correctly outlined in the conveyance

Re the surgery above Cllr Jill Tyler suggested that consideration be given to the next surgery being held at a community centre indoor car boot sale

5a to receive details of any correspondence of importance for Council to consider not received elsewhere

i Information from WDC about Settlement Profiles including Carlton Colville

ii Information from WDC about World Of Planning events

iii Notification of Play Partnership Meeting on 16 June 2014

iv Notification of Suffolk Association of Local Councils Waveney Area Meeting on 11 June 2014

v Feedback from Age UK Suffolk following the Annual Meeting of the Parish

The above were received and noted

5b to confirm receipt of minutes from Meetings held since 7 May 2014

Planning Committee Meeting 20 May 2014

Amenities Committee Meeting 20 May 2014

Annual Parish Meeting 21 May 2014

These were received

14 To receive report from the Council Office Working Party, information circulated by Cllr Jack Green

See report attached which had been circulated prior the Meeting

The information was received positively by all.

It was proposed and seconded by Cllrs Jill Tyler and Julie Hall that the proposals be considered further as a solution to the need for a Council room and all Members agreed.

6 To agree cheques. These will be signed after the Meeting has been closed.

See attachment

These were agreed by all Members.

7 To consider and agree co-option of Town Councillor to fill the position vacant since 2013. Application received and Members notified

This to be considered after item 13

8 To consider Town Council payment for a CRB check for Cllr Jill Tyler as involved with liaising with Youths on behalf of the Town Council

Cllr David Kindred proposed an amendment to the item in that the current equivalent of a CRB check (Disclosure and Barring Service - DBS) should be financed by the Town Council for all Town Councillors and that all Town Councillors should undergo the current check equivalent to CRB check. This was approved by all being proposed and seconded by Cllrs David Kindred and Tony Tibbitt. It was noted that the DBS can be implemented through Community Action Suffolk.

9 To approve audit statement for 2014/2015. List of assets has been circulated

The audit statement was approved by all.

10 To receive the budget income expenditure statement for year ending 31 March 2015 and to ratify this and virements both of which were agreed by Finance and Personnel Meeting at 8 April 2014

See item 7 of above meeting of 8 April 2014 and agreement of virements and attachment circulated for Meeting of Town Council Meeting of 7 May 2014 and virement figures circulated at meeting of 7 May 2014

The budget for the current year was agreed being proposed and seconded by Cllr Jill Tyler and Christine Fair with the confirmation that the budget was being ratified and not the actual expenditure

11 To review Standing Orders, these circulated prior to Meeting of 7 May

These were reviewed with agreement being made by all to points listed below using Standing Orders currently published on the website for reference.

1s Reasons for apologies do not need to be minuted but acceptances do need to be minuted and reasons for apologies noted but not necessarily minuted.

1v It was agreed that surgeries do not need to be quorate as decisions are not being made
Page 8 1b The Annual Statutory Meeting of the Parish will not necessarily take place directly before the Annual General Meeting of the Town Council

2b iv remove words "in accordance with 3bi above"

8b replace 5aiv with 5a

9b replace 10a with 9a

9c replace 10b with 9b

12 To review Terms of Reference for committees, circulated

It was agreed by all to retain ten Amenities Committee Meetings yearly but to hold an eleventh meeting in August if there was urgent business. It was agreed by all not to hold Planning Committee Meetings in August if this could be avoided.

For Amenities Committee Meetings it was confirmed and ratified by all that the committee was authorised to spend £500 at any one transaction as at item V and VI of Amenities Committee Terms of Reference.

It was agreed by all to continue to hold twelve Full Town Council Meetings a year

13 To review Council Policies

The following were circulated and agreed by all:

Electronic Communications Policy, Press release policy, Complaints handling policy
Grant application fund, Data protection policy.

Cllr Jill Tyler confirmed that the following policies were under review: Adoption Policy, Maternity Policy, Non-smoking Policy, and Stress Policy

Cllr Wendy Miles left the Meeting at this point

7 To consider and agree co-option of Town Councillor to fill the position vacant since 2013. Application received and Members notified

An application had been received. It was proposed that the position would not be filled by the applicant. Proposed and seconded by Cllrs David Kindred and Tony Tibbitt. Cllr Jill

Tyler voted for the proposition and Cllrs Christine Fair, and Bill Mountford and Julie Hall abstained.

15 Matters in abeyance and for next Meeting in July:

Community Led Planning, update from Town Council Room Working Party;
Post Office reply, surgery Town Council room, Town Council Emergency Response Plan

16 Close Meeting

There being no further matters the Meeting closed at 9.30 pm

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

CARLTON COLVILLE TOWN COUNCIL POLICE REPORT

30/04/14 – 27/05/14

THERE HAVE BEEN 11 RECORDED CRIMES DURING THIS PERIOD

2X CRIMINAL DAMAGE- VEHICLE

1X THEFT OTHER

1X BURGLARY OTHER BUILDING

2X BURGLARY DWELLING

1X HARRASMENT- PERSUE COURSE OF CONDUCT

1X DRIVING MOTOR VEHICLE WITH EXCESS ALCOHOL

1X CAUSING AN AFFRAY

2X ASSAULT OCCASIONING ABH

Speed checks are continuing at various locations around the area with offending drivers receiving warning letters and details being passed to the roads policing unit for future action if necessary.

Report compiled by Psc0 3087 Steve Wicks on behalf of the South Lowestoft Safer Neighbourhood Team.

Minutes June Town Council Meeting 2014

Clerks wages for May 2014 chq 1816		20/05/14
Richardson Printing newsletters chq 1817	£781	20/06/14
Graphic solutions business cards Youth chq 1818	£30	20/05/14
Richardson Printing leaflets chq 1819	213.00	20/05/14
Error Chq 1820	nil	
CDS KAS hard drives, cartridges chq 1821	£91.70	£91.70
Cllr expenses DK cartridges chq 1822	£20.70	
Training course about fund applications chq 1823	£25.00	
Clerks expenses for payment made to WI committee for ingredients bought for cakes for Annual Parish Meeting 21 May 2014 chq 1824	£27.18	
Donation to WI funds for WI catering at Annual Parish Meeting 21 May 2014 chq 1825	£25.00	
HCI Ltd domain name renewal for two years chq 1826	£83.40	
CDS – KAS complete new computer and laser printer equipment chq 1827	£1036.79	
Clerk expenses for payment made for gazebo of £219 paid for and then returned to the supplier by Council. Payment of £179 to be refunded from gazebo supplier but £40 carriage fee charged Chq 1828	£40	

Clerks Report for Town Council Meeting 4 June 2014

Matters included:

Annual Parish Meeting 21 March 2014 at 7.00 pm

Liaised with WI re provision of refreshments and with attendees

Surgery on 17 May

Arranged return of gazebo

Attended surgery with Cllrs Hall, Green and Mountford

Rubbish bins

Still awaiting bill to be forwarded to Badgers

Allotments

Logged and replied to further enquiries for allotments

Neighbourhood Watch

Advised resident of how to set up a N Watch committee

Dogs at Dawdys crossing

Last month rang Network rail requesting warning signs. Barriers being installed now

Footpath 9a

Reported dislodged sign again

Hedges

Reported need for hedges to be cut at roads emanating from Secrets Corner

Play areas

Requests made to WDC about need for more equipment at Carlton Park for 6 to 10 year olds, refurbishment of equipment behind the Graylings and filling in of holes at Carlton Park open space

Bin lorries and unadopted Road at Poplar and Beech

Residents concerns forwarded to D Cllrs Grant and Bamonde

Accounts

Prepared presentation of accounts for internal auditor and arranged inspection

IT Equipment

Ordered and received new IT equipment

Council Office Working Party

Please find attached preliminary drawings to indicate the possible conversion of the store at the Carlton Colville Community Centre into a council office suite. My apologies for the quality of the drawing but my CAD programme has become corrupt and I have used freestyle drawing and so the drawing is not entirely to scale.

Prior to any final decisions being made the following must be determined:

- Obtain Planning Permission for the new store.
- Obtain a "Change of Use" permit and building permission if such required

The layout of the store-room is as follows

- The interior measurements of the room are 7 metres (23 feet) x 4 metres (13.3 feet)
- There are a set of double doors leading into the hall, a further set of double doors leading onto the car park and a further single door leading into the Centre's kitchen.
- An Oil-Fired heating boiler occupies one corner of the room to an area of 56 inches x 43 inches.
- An electricity loom and bundle would have to be rerun across the loft space to terminate adjacent to the toilet block/double doors (At the hall).

The second drawing indicates what may be achieved with a little bit of careful planning

- The first would be the creation of a toilet facility which would be capable of accommodating a disabled individual. (Remember that if Christine were to step down then a disabled person may apply and succeed to her post)
- I would envision a partition wall being placed across from the kitchen door to the end of the toilet block, with or without a door in it (Fire Regulations to be considered)
- Removal of the double door onto the car park, being replaced with a single door and extended window with an extra window being placed toward the end of the front face of the building.

There will be cost implications which will raise Questions which must be answered:

- In order to create availability of this space to the council, the Community Centre have to vacate it and so a purpose built store must be built to accommodate their needs. This store would have to be built before the Council can take possession of the old store room to convert it.
- Plans for the new store to be drawn up and submitted to WDC along with other permit requests.

- There will be the cost of legal fees
- The Council have been saving toward a new office suite, however the cost of building such a suite to match the prepared drawings are becoming prohibitive and will continue to spiral as time passes, therefore it would be more cost effective for the council to build the storeroom for the Community Centre (at an estimated cost in the region of £30k -£40k) and to refurbish the storeroom to a high standard (at an estimated cost in the region of £10k - £15k) and have funds remaining which could be put to a good use.

Action and the way forward.

The costings for the project should be finalised and reviewed.

Should agreement be reached by both parties, then the preliminary plans be given to an architect and a set of drawing made up and presented to WDC.

On the final decisions being made, the project should be handed to the builder of choice for commencement. At this time no variations are to be allowed, unless it is detrimental to the project

Copies to:

Rusty Harper	Chairman - Carlton Colville Community Centre
Ena Foyster	Secretary - Carlton Colville Community Centre
Derek Barley	Member - Carlton Colville Community Centre
Jill Tyler	Deputy Chairman – Carlton Colville Town Council
Alistair Mackie	Chair of CCTC Planning
Jack Green Treasurer of	Councillor – Carlton Colville Town Council & Carlton Colville Community Centre.

CARLTON COLVILLE TOWN COUNCIL

COUNCIL MEETING – WEDNESDAY 4th June 2014

Report by Councillor Sonia Barker & Councillor Peter Byatt
Suffolk County Councillors for the Pakefield Division of Lowestoft

1. **SUFFOLK COUNTY COUNCIL MATTERS:**

There is nothing new to add to the information Report submitted to the AGM as there has been limited activity at SCC due the period of “Purdah” prior to the recent Elections.

2. **UPDATE ON CURRENT CARLTON COLVILLE TOWN COUNCIL RELATED MATTERS**

- Cllr Byatt attended the Surgery on Wednesday 7th May but there were no attendees from the public. This may need reviewing as a future event.
- Suffolk Highways issues: discussions will continue this month on the outline proposals.
- There will be another “Street-Surgery” in June, with a follow-up of any issues raised by residents.
- The new “Our Place” Officer is due to meet with Councillors on 9th June to discuss how they can be supported with local projects and community needs.
- No new casework has been raised