

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 5 March 2014** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm
Minutes draft until signed.

1a) Welcome by Chairman

The Chairman welcomed Town Councillors and County Cllr Sonia Barker, and District Cllr Paul Light, and Sandra Ward from the Transport Museum, and Ian Castro from Impact, 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: Town Councillors Jill Tyler, Jack Green, Julie Hall, Christine Fair, Tony Tibbitt, Peter Tyler, David Kindred, and Bill Mountford and Derek Fletcher.
Town Councillors absent: Town Councillors Alistair Mackie and Wendy Miles. Apologies were received from Cllr Alistair Mackie.

The Police and District Cllr Kathleen Grant sent apologies
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 IC.

2 To approve and sign the minutes of the Town Council Meeting held on 5 February 2014

Approval of Minutes of the Meeting held on 5 February 2014 was proposed and seconded by Cllrs Tony Tibbitt and Christine Fair and agreed by all.

3 To allow Meeting to be adjourned for public participation

The Meeting was adjourned at 7.08 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.

a) To receive a report from the Police Representative

See attachment for report provided.

Residents advised that there was still speeding at Hall Road and cars parking illegally at Carlton Colville Primary School. It was agreed to write to the local police inspector and request that as this is a safety matter a police presence be available at some school pick up times to discourage illegal parking.

b) To receive a report from Waveney District Council

This was received from District Cllr Paul Light. See attachment.

It was agreed to put on the Town Council website the Mental Health Services Consultation information.

c) To receive a report from Suffolk County Council

County Cllr Barker read out her report

d) To receive a report from East Anglia Transport Museum

The report was read out by Sandra Ward. See attachment.

e) To receive a report from the IMPACT Team

Ian Castro had advised that youth work by the Impact team was starting again with the warmer weather.

f) To receive a report from the Youth Council

The Youth Council was not currently going ahead with a skateboard event but was working on a questionnaire to show needs and wants of young people for park facilities.

g) To receive the Chairman's report.

h) To receive the Clerk's report

See attachment.

i) To receive questions and input from the Public

Residents put questions to members and to the County and District Councillors.

Resident Clare Robson advised that the e-petition to improve the traffic situation at Carlton Colville Primary School was making headway and she had 1500 of the 3750 signatures that were needed to bring the matter to a hearing at a main Suffolk County Council Meeting.

The Meeting resumed at 8.05 pm.

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

Account with Co-op Bank was closed and funds transferred to current account

Extra newsletters had been distributed. It was suggested that a request be placed in the Community News for a distributor.

Request to County Cllr Newman to attend a Town Council Meeting. A reply had been received advising that some time in the future might be arranged

Request to Suffolk Highways to attend a Town Council Meeting. A reply had been received requesting further information. Members agreed to request a representative to attend at earliest convenience to talk about traffic at Chapel Road and The Street.

Recently ordered bins had been installed.

A Local History Recorder was being sought.

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

Insurance advice about paint had been received

Lowestoft Highways had advised that the Chapel Road pavement would be cleaned as soon as possible. Currently there was no mud on the road outside Applewood but this would be monitored. The drains at Chapel Road would be added to the current schedule for cleaning gullies.

The manhole cover at St Peters Road had been inspected.

Archaeological information was ready to be included in the website.

Holes at The Open Space at Lowestoft Road had been reported and were being looked into by Waveney Norse.

A litter pick had been carried out at Hall Road and the Community Centre there and six bags of rubbish had been collected. This had been done by the SCC environment group.

A letter had been received from Suffolk Association of local councils concerning precept and changes in council tax.

5 b) To confirm receipt of minutes from Meetings held since 5 February 2014

Receipt of the following Minutes was confirmed

- Planning Committee Meeting 18 February 2014
- Amenities Meeting 18 February 2014

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

See attachment

These payments were agreed by all being proposed and seconded by Cllrs Julie Hall and Tony Tibbitt. It was agreed to request a quote for adding an additional machine to the Scribe Accounting License.

7 To receive an invitation from SCC Road Safety Manager for a representative of the Town Council to attend a Meeting at Carlton Colville Primary School on Tuesday 1 April at 10.30 am

It was agreed that Cllr Jill Tyler would attend. It was agreed to ask if there would be a representative from the road traffic police at the meeting. It was agreed that Members would forward any questions they would like to have asked at the meeting to Cllr Jill Tyler.

8 To discuss the updates and costings for Town Council surgeries

The first surgery of 2014 would be held on Saturday 17 May 2014 at 9.30am for a 10.00am start at Ashburnham Way.

Permission had been received from the Co-op. The Clerk was asked to order the gazebo. It was agreed that Cllr David Kindred would arrange for the banner to be ordered and would look into costs and ordering of promotional pens which would have the Council website printed on them. Information for Town Council leaflets would be arranged by Cllrs Jill Tyler and David Kindred and would include WDC information about neighbourhood plans and a questionnaire about support for a neighbourhood plan. It was agreed that the leaflets would promote the Town Council activities and contain Town Council contact details and mini questionnaire about residents' wishes for Carlton Colville.

Publicity leaflets would be obtained for distribution from organisations such as Red Cross and Dog Trust and Lowestoft Museum that had expressed an interest in publicity.

9 To receive from the RFO details of budget verses expenditure to date and the expected carry forward figure to the next financial year

These were circulated. It was agreed to ask WDC for the 106 monies to be used for allotments.

10 To discuss the report from Waveney Norse about the costings for provision of equipment at the Open Spaces in Carlton Colville and to discuss request for use of Locality budget at skate park

See report attached about Carlton Meadow Park at Lowestoft Road

It was agreed that a sign prohibiting dog fouling should be installed

Members discussed problems of dog fouling. It was proposed and seconded by Cllrs Peter Tyler and Jack Green and agreed by all to pursue a by-law that all dogs at the Open Space at Lowestoft Road be kept on a lead and Cllr Bill Mountford proposed an amendment that this be extended to all parks and play areas in Carlton Colville and this was agreed by all. Advice would be sought from WDC legal department and would be put to a public consultation.

It was considered that boxing in ramps would not be necessary.

Concerning graffiti wall, Members suggested that locality funds be sought from Cllr Barker should this be something required by the Youth.

With regard to an extra entrance to the park, it was noted that Suffolk Highways would need to be consulted.

Members requested information about whether costs had been received for removal of bunds.

11 To receive update from Allotment Working Party

Water troughs have been connected. Gates and fencing are installed. Tenancy agreements had been drawn up with and the clerk signing on behalf of the Town Council. Opening day would be on 1 April 2014. It was agreed by all that signs would be installed with wording "Provided by Carlton Colville Town Council for the people of Carlton Colville" and with the Town Council mobile phone number for contact. It was also agreed by all to purchase a freestanding noticeboard and for this to be blue. It was agreed by all to install a notice about risks for the car park

12 To discuss action on developing a Community Led Plan

This item was postponed.

13 To consider the Town Council Emergency Response Plan

This item was postponed. Members thanked Cllr Jack Green for his work in reviewing the Town Council Emergency Plan.

14 To receive update of information about Oakes Farm, LOW11 of the Local Development Framework

A reply as agreed at the Town Council Meeting of February 2014 had been forwarded to the consultation.

15 To confirm date of Annual Parish Meeting

It was agreed that the Wednesday 21 May would be suitable if this was agreeable to representative from Age UK.

16 Matters in abeyance and for next Meeting:

Community Led Planning, emergency planning and degree of involvement of Town Council with higher tiers of emergency planning; update from Town Council Room Working Party;
To consider response to Consultation of future of adult and dementia mental health services provided by Norfolk and SuffolkNHS Foundation Trust, To receive Standing Orders and Policies in time for review at May 2014.

17 Close Meeting

There being no further matters the Meeting closed at 9.45 pm

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

Attachment re item 10
30 Jan 2014

From Simon Walker

Update on Carlton Meadow Park

Confirm drainage works are underway by the car park entrance. This will be followed by the hard surfacing outside the teen shelter. Once the base is down we can provide a new bin.

Some replacement hedging is still due at Fordson Way, this is with parks and several reminders have been given (including today).

Entrance signage could be updated to include more prominent wording regarding dog fouling, approx £60 per sign. Suggestions for wording welcomed, to include general park use. Attach an example of the play area sign we now use across Waveney and Suffolk Coastal.

Provisional estimate to introduce an entrance from Lowestoft Road is £7.5k subject to agreed specification etc. Further discussion would be required with Richard Hackney (WN Parks) and SC Highways. Some concern over pedestrian safety at this point on the highway.

Reduction of mound and introduction of BMX trail - Evidence around skate park that BMX trail would be welcomed by users, do we still have links into the site users for feedback via the youth club? I feel that we should only consider removing approx half of the eastern bund, this retains a noise barrier toward the bungalows on Fordson Way but opens up a view from the remainder to the park and car park. Will confirm price at meeting and if concept supported by parks.

The cost to box in the existing skate ramps is £3690.00 This would be the addition of galvanised steel sheet panels welded into place. Previous attempt were not successful but this was stressed to the contractor who felt that provided sufficient welding was in place then there really shouldn't be a problem.

There is not enough space to provide additional equipment on the existing skate park surface. If an extension of the facility were considered to include half pipe etc then I estimate a minimum cost £30k would be required. This would influence any decision made as to the location of a BMX trail. Given the existing provision was added too fairly recently and the other works currently up for discussion I am not sure this would be the best use of funding. It would certainly shift the overall levels of provision toward the skate park, consideration should also be given to junior/teen play equipment provision which is arguably lacking.

A basic graffiti wall would cost in the region of £2k. Likely to increase maintenance visits/costs due to opportunity for inappropriate wording! No other graffiti walls in Waveney to compare against, would need an exit plan if not successful and agree expectations for use and maintenance.

A new sign for the teen shelter had previously been discussed but wording/content needs to be confirmed.

Happy to attend meeting with Claire on the 5 Feb, appreciate the early slot on the agenda. Please let me know if you are expecting specific comments on any other sites or if I have missed anything from CMP.

Regards

Simon Walker
Property Services Manager

Minutes Carlton Colville Town Council Meeting 5 March 2014

Payments to be considered

Clerks Wages for February 2014 chq 1765		
Salc 2 copies of book "Local Councils Explained" Chq 1780	£89.98	
Waveney Norse trim the dog walk 4 times between June and September 2013 chq 1781	£212.11	
CDS Kas cartridges and paper chq 1782	£33.80	
Payment for newsletter distribution extra numbers winter edition, reimburse card payment to clerk chq 1783	£54.08	
Carlton Colville Community Centre 2 meetings since start of year chq 1784	£48	
Office Expenses due to Clerk: Telephone £25 per quarter, heating and lighting £150 per annum, and internet £7.10 per month. Payments were last made in July 2012 as follows Telephone and internet to July 2012. Heating and lighting to year ending 31 March 2012. cheque 1785	£617	
Scribe 2000 Ltd chq 1786	£234	
Bloodmoor Hill Community Centre hire hall chq 1787	£17	

Clerks Report for Town Council Meeting 5 March 2014

Matters included:

Invitations to Town Council Meetings

Invited Cllr Newman to attend a Town Council Meeting. Reply received

Invited Suffolk Highways to attend a Town Council Meeting. Reply received

Account at C-OP bank

Account closed in accordance with mandate. Statement received indicating that interest was £662.51 for the year on deposit of £40,000.

Grit bins

Further correspondence with salc about increased responsibilities

Advised Neighbourhood Watch at Grove Rd that more grit bins would not be purchased due to increased responsibilities

Rubbish bins

Reminders sent for ordering bin for play area at Carlton Colville Community Centre at Hall Rd and for the larger bin at Applewood and for bin at Applewood to be relocated at Grove Rd.

Risk assessment

Joiner has advised that he is now able to carry out work on benches at Low Farm Drive and on village sign.

Newsletter

An extra 500 printed for Advertiser to deliver to cover Bloodmoor. Arranged delivery of Newsletters to Advertiser and distribution by Advertiser.

Wrote to Lowestoft Museum for confirmation about the information they wish to have included in the Newsletter

Website

Information forwarded to Cllr Kindred. Wrote to The Lowestoft Museum to see if they are ready for publicity yet and they are

Allotments

Liaised with Water Company and Allotments working party for risk assessment and water supply inspection.

Updated list of volunteers with information from Allotments Working Party and new applicants

Play pitches consultation

Reply made to consultation with members input

Chapel Road

Visited and referred situation of muddy pavement to Lowestoft Highways. Reply received

St Peters Road

Visited and referred situation of manhole cover to Lowestoft Highways. Reply received

Dawdys crossing

Visited and referred situation of loose dogs particularly on train tracks to D Cllrs and C Cllrs and WDC officer.

Paint for dog litter

Spray issued to resident at Dawdys crossing.

Advice sought from insurance company about insurance. Reply received

Community Led Plan

Requested from WDC Community Led Plan Liaison officers some assistance with various aspects of the development of a Community Led Plan. Reply received

Annual Parish Meeting

Wrote to Methodist Church to find spare evenings available apart from when Town Council Meeting is being held. Awaiting reply.

Contact speaker when available dates above are known.

Surgery

Obtained permission to hold surgery at Rainbow

Local Historian

Advertised this in Journal

Journal Report

Wrote report for Journal

CARLTON COLVILLE TOWN COUNCIL
POLICE REPORT

30/01/14 – 02/03/14

THERE HAVE BEEN 14 CRIMES RECORDED FOR THIS PERIOD

1X BURGLARY DWELLING

1X BURGLARY OTHER BUILDING

1X THEFT OF MOTOR VEHICLE

2X THEFT FROM MOTOR VEHICLE

2X THEFT IN DWELLING

2X THEFT OTHER

1X CRIMINAL DAMAGE – DWELLING

1X DRUNK AND DISORDERLY IN A PUBLIC PLACE

2X COMMON ASSAULT – NO INJURY

1X MINOR WOUND WITHOUT INTENT

For your information, the Police and Crime Commissioner Tim Passmore will be hosting a public meeting at the East Point Academy on Kirkley Run 22/09/2014 at 6.30 pm. The Chief constable Mr Paxton is also due to be present.

Promotional material will follow in due course confirming details of meeting.

Report compiled by Pcs0 3087 Steve Wicks on behalf of the South Lowestoft Safer Neighbourhood Team.

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM
FEBRUARY 2014

February has been a busy month at the museum with work on the overhead wiring, the railway and the tram track. In the car park work has been carried out to level the surface and improve the drainage to alleviate problems in heavy rain. The gardening team have also been busy.

Indoors, work continues on the restoration projects. The cataloguing of the archives continues and the cardboard tubes from the rolls of Christmas wrapping paper have been recycled for document storage.

On 18 February the museum hosted a Level 2 Award in Food Safety in Catering course arranged by Community Action Suffolk. Fifteen members attended and were joined by representatives from Waveney Enterprises and Clinks Farm.

The museum's Accreditation application went before Arts Council England's Accreditation Board on 20 February and at the time of writing this report we are awaiting the outcome. We are also currently working on a return to the Heritage Railway Association which has to be completed by mid March.

During the 2014 season we will be gathering information to enable a calculation to be made on the museum's impact on the local economy, using a toolkit produced by the Association of Independent Museums.

Members' Day is on 29 March when members from both near and far will work together to prepare the site for the first day of opening.

Report to Carlton Colville Town Council
Wednesday 5 March 2014

Report from Waveney District Councillor Paul Light

Waveney District Council Matters:

1. The 28 February 2014 Full Council Agenda was mainly concentrated on the Budget and Waveney District Council's (WDC) portion of the Council tax. Over two hours of debate resulted in a recorded vote in which the main political groups unanimously endorsed the decisions, acknowledging that this was a balanced budget at a time of serious economic pressures. The Leader of the Opposition made the point that Waveney is most successful when everyone works together for the good of our people.

Although the financial contribution from National Government has been reduced WDC has managed to continue to avoid any increases to its share of Council Tax - without any major changes to the front line services on offer to residents.

Town Councillors will be aware that WDC collects revenue on behalf of others such as the Police, SCC and CCTC. Any increases will not be the result of the WDC budget passed last week.

Before the Budget came before Council there had been a great number of working papers and discussions held between the Financial Services and Heads of Service.

The Draft Budget was discussed by the Overview & Scrutiny and Audit & Governance Committees prior to formal consideration by the Cabinet. A report for all these meetings are available to view on the WDC website, allowing residents the opportunity to better understand the proposal being discussed.

All Councillors were fulsome in their praise of the hard work and quality of WDC staff. This was well illustrated by the great number of Council workers, and Councillors who voluntarily gave up their time to support the flood relief efforts throughout the 5 December 2013 flood emergency. The view was expressed that "Waveney has exceptional staff in their work and commitment".

There was concern about residents who may be struggling to pay their Council Tax. Extra staff and the Citizens Advice Bureau (CAB) are

working together to provide help and support. It was agreed that it is vital to support vulnerable residents.

Although it has been a difficult year in some ways (the floods and all the work done related to this were not budgeted for) but there were lots of positives with a great many things happening behind the scenes. These include:

- Work was going on before 5 December 2013 to find the best ways of improving flood defences – this research is crucial in order to obtain a Government Grant.
- The new public interchange and developments at Station Square in Lowestoft have helped improve the look of that area. Work is on-going to obtain funding to make the Station look better.
- There is real evidence of increased employment opportunities which has helped lots of people including long term unemployed.
- Essex & Suffolk Water are opening a new call centre; there is to be a new operation base for the offshore power industry; ways of increasing apprenticeship schemes and the best ways to promote and develop Waveney.

All Councillors acknowledge the importance of economic growth to improve the quality of life and opportunities for our residents.

The desired re-development of the Brook Peninsula was first put forward in 2006 as part of the very comprehensive Local Development Framework and Area Action Plan.

2. Overview & Scrutiny

The Overview & Scrutiny Committee has recently received an update on Community Safety.

Other issues being scrutinised at this time are:

- Car parking fees – Linked to this is the problem of cars parking illegally on double yellow lines or in car parks.
- A possibility is to introduce automatic number plate recognition and return to a warden system to help enforce parking violations. If there is to be a return to wardens then these might also be able to follow-up dog fouling and littering with prosecutions – something a lot of residents have long suggested.

- I have requested that the Free School again becomes an agenda item to see if it has been successful and has benefited the young people attending. I understand that the school will be moving out in the summer to its permanent home in Beccles. There is talk of the school site being retained for educational purposes.

3. Licensing / Development Control

An adult dance club was approved by a cross-party Licensing Committee. Although there were many objections on moral grounds, a view that had a lot of support from the Committee, the way the law is set out does not allow this as a consideration.

I understand that the building and its entrance will not be obvious to passers-by and will not be opening until 9.00pm. I further understand that there is an established similar club at Hush that meets once a month.

There is strong public feeling against the redevelopment of the Tramways Hotel in Lowestoft.

4. Suffolk County Council Matters Dealt with have included:

- Complaints about dog fouling.
- Dangerous dogs being allowed off leads at Castleton Meadow.
- Dogs off leads on the railway line.
- Emptied bins left in drive ways.
- Attempts to get additional support for an elderly widow.
- Work taking place in the field off Hall Road and the illegal removal of logs from this site.
- Playing of ball games at Harrop Dale.
- Replacement tree planting.
- Problems associated with the new Chapel Road development.
- Overgrown hedges.
- Rubbish left in the Secret Corner dyke.
- I have also been contacted by a resident in another area who needed help to challenge a planning application.

The monthly Councillors' Surgery will be held on Wednesday 5 March 2014 at the Methodist Church in Carlton Colville. Councillor Grant is not able to attend but I shall be there with any Suffolk County Councillors or Carlton Colville Town Councillors who are able to come along.

5. Rosedale Patient Group

An update is outlined below:

- New consultation rooms are being provided and two new doctors are joining the practice.
- The range of specialist skills of the doctors continue to grow.
- Patients now have a free blood pressure monitor available to carry out a quick check up.
- Patients who normally use the touch screen to sign in will note that it has been moved to give more privacy whilst it is being used.

Everyone should have had the chance to read the consultation about the provision of Adult Mental Health Care. There is a lot of concern as to the accuracy of the information supplied. Wards at Carlton Court have already been closed and staff made redundant, even before the consultation.

It was felt that the adult provision being considered was inadequate at a time when statistics show an increase in life expectancy and an increase in adult mental health concerns.

Some patients would benefit from being at home. For many more the burden that will be placed on partners and families could create an even greater strain on NHS resources.

It is possible to complete the questionnaire on-line or in the paper booklet. Written comments are also acceptable in help inform the final decision.

Forms / letters should be sent to:

FREEPOST RSUL-UGLK-JJRA
Mental Health Services consultation
HealthEast
Beccles House
1 Common Lane
Beccles
NR34 9BN

This is also the location of the next Public Meeting which will be held on Tuesday 25 March 2014 between 6.00pm to 8.00pm.

Councillor Paul Light – Waveney District Councillor for Carlton Colville
28 February 2014