

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 1 June 2016** 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, District Cllrs Paul Light and Jenny Ceresa, representatives from Impact, and Members of the Public.

### **1b) To note Town Council Members present and to receive note and accept apologies for absence from Town Councillors**

Town Council Members present: Jill Tyler (Chairman), Peter Tyler, Bill Mountford, Christine Fair, Derek Fletcher, Alistair Mackie, and Paul Radforth at 7.20, and Clare Varela at 8.00pm. Apologies were received from Cllr Julie Hall.

Apologies were also received from County Cllr Peter Byatt.

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

None received

### **1d) To consider applications for dispensation**

None received see 1c

## **2 To approve and sign the minutes of the Town Council Meeting held on 4 May 2016**

Subject to the amendments below approval of the Minutes of the Meeting held on 4 May 2016 was agreed by all. Agreement was proposed and seconded by Cllrs Alistair Mackie and Christine Fair.

Amendments of Item 14

It was agreed that the clerk would be the main point of contact for the Council's dealing with the press and media.

## **3 Public participation**

*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 allow a period of up to 15 Minutes for reports and 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 reports**

Reports were received from the following:

#### **(i) District Councillors**

See attached report from District Cllr Paul Light and a report from the Patients Participation Group at Rosedale Surgery also from District Cllr Paul Light. See both reports attached

#### **ii) Suffolk County Councillors**

A report was received from County Cllrs Peter Byatt and Sandra Barker. See attached

#### **(iii) East Anglia Transport Museum**

See attached report

#### **(iv) Impact**

Youth Worker Ian Castro reported the following:

Carlton Colville Community Centre cage area is being damaged where users are climbing over the fencing instead of using the gate. Grass has been set alight.

There is continuing vandalism at the Carlton Meadow skateboard park with the shelter now damaged further and also the previously damaged litter bin had not been repaired. Some of the skate ramp boards had been repaired but there is a hole in the tarmac which is a health and safety issue.

As the park is run by WDC and as the Town Council continually highlights the problems to WDC the Chairman asked the District Councilors in attendance to take up the matter with WDC and it was agreed to mention the problems to Sentinel, who would be attending the next Amenities committee meeting. District Cllr Paul Light agreed to contact WDC about the matter.

### **3B To receive questions from the public.**

Questions were asked about the contact for flooding matters, and about WDC and SCC contacting volunteers to provide aid in flooding situations. Contact details for the emergency planning officer were given, and it was agreed to contact WDC and SCC about volunteers. It was noted that there was to be a meeting about Flooding at the Riverside at 10 am on 10 June 2016 and that any questions needed to be presented by midday on 6 June and that speakers would be allowed up to five minutes.

A question was asked about the availability of the old school building and advice given that all of the school was being used by SCC.

### **4 To receive an update on actions from the previous meeting**

Bus shelter at Beccles Road - The Amenities Committee made the recommendation that this was not cost efficient.

It was agreed to see if the bus shelter owners could add a screen to the front of the shelter

Alterations to the Community Centre Lease

Legal advice had been offered from Community Action Suffolk (CAS). The Clerk had since been advised that CAS would be unable to provide advice soon. It was decided to seek a solicitors advice as previously agreed.

Closed meeting with Gisleham Parish Council about school traffic solutions – this has been arranged for 6 June 2016 at 7.00 pm

Council asset list has been updated and circulated

Clerk's report, see attached

### **5 To receive and note correspondence not discussed elsewhere on the agenda**

Reply from Department of Transport about Carlton Colville Primary School traffic solutions. This was read out. The letter advised that SCC was responsible for a solution.

Recommendations from the Consultation on Suffolk Fire and Rescue Service Integrated Management Plan.

It was noted that changes had been made to the original proposals and cuts had been reduced

Flood Risk Management Consultation invitation.

This was noted

Suffolk Police Locality Meeting Dates for Council to attend

This was noted

Heritage Training Day by Suffolk Preservation Society

This was noted

NPS information that WDC was looking to provide information that would be useful for the Town Council to have in considering any potential transfer of Carlton Meadow Park

This was noted

NPS information about Kirkley Stream works

This was noted.

Letter from resident to the Journal about planning consultations

The Chairman expressed concern that the letter gave the impression that the Town Council had no impact on planning matters although the Town Council had an important role as a consultee in putting forward residents' views. The clerk suggested that the letter referred to advice given in the past to residents that it was necessary for residents to obtain support of their views about planning matters from District Councillors as it was the District Councillors who were members of the WDC Planning Committee and who voted on planning applications.

The Chairman advised that this showed the importance of having a neighbourhood plan as such a plan would need to be taken into consideration in planning matters.

Notification of Salc Waveney Area Meeting 8 June 2016 6.45 at Bungay Riverside Centre

This was noted

#### **6 To confirm receipt of minutes from Meetings held since 4 May 2016**

Annual Meeting of the Parish 11 May 2016, circulated

Planning Committee Meeting held on 18 May 2016, circulated

Amenities Committee Meeting held on 18 May 2016, circulated

Finance and Personnel Working Party held on 27 April 2016, circulated

To confirm receipt of Minutes of Planning Committee Meeting and Amenities Committee Meeting held 20 April.

All received

#### **7 To agree payments to be made and to receive financial figures**

See attachment showing payments to be made

Council unanimously agreed all payments.

It was noted that the

Current account bank statement received at 29 April 2016 showed £126,527.18

Deposit Account: £37,917.38

Part of the funds are ring fenced for future projects.

To receive financial correspondence:

Receipt of precept of £26,393.50 for six months from WDC was noted

Receipt of Community Infrastructure Levy of £5,975.96 from WDC was noted

Notification of National salary awards

Members unanimously agreed the increased salary award backdated to 1 April 2016.

Notification of renewal for Council internet domain name

Members unanimously agreed renewal at a cost of £69.80 for two years

At this point, at 8.00 pm, District Cllrs Paul Light and Jenny Ceresa and Impact Members left the Meeting

### **8 To approve the Town Council audit statement for 2015/2016**

The relevant information had been circulated to Members.

Members unanimously agreed that they approved the annual audit governance statement 2015/2016 and the statement was signed by the Chairman and the Clerk.

Members unanimously agreed that they approved the annual audit accounting statement for 2015/2016 and the statement was signed by the Chairman and the Clerk.

### **9 To confirm arrangements for insurance cover in respect of all insured risks, circulated**

These were agreed by all.

### **10 To review the Council's subscriptions to other bodies, circulated**

These were agreed by all.

### **11 To receive update on pension scheme**

The declaration of compliance had been successfully completed to date and the enrolment procedure completes when a pension provider has been enrolled with.

The Chairman advised that the NEST pension scheme includes automatic increase in pension contributions.

### **12 To receive information from Community Action Suffolk and to consider whether it is appropriate to make a donation and to what value**

It was agreed unanimously to make a donation of £30 which was the normal cost of the subscription.

### **13 To receive notification of closure of Methodist Church Hall in August and to agree action about holding August Meeting**

It was agreed to hold the meeting if the Community Centre is available.

### **14 To agree Town Council response to options for the new Waveney Local Plan**

Members agreed to hold an Extraordinary meeting on Monday 13 June to discuss this. The clerk was asked to see if the Community Centre or Methodist Church was available.

### **15 To note invitation to Sentinel to attend a Town Council Amenities meeting to discuss improvement of Open Spaces in Carlton Colville. To receive input to the Sentinel Open Spaces report**

It was noted that the Sentinel officer would be attending. Ian Castro from Impact also agreed to attend. Members were advised that this was a meeting for all members to attend and not just the Amenities Committee members.

### **16 To receive update on allotments and to consider agreement to enclose the end of the eastern boundary of the allotments**

The Chairman advised members of the communication and action from neighbouring resident. Allotment owners are to be asked not to use noisy equipment before 9.00 am and to park with consideration using allocated parking spaces when possible. The police had advised that any trespass is a civil offence and that any damage is a criminal offence. Members agreed to obtain costs to enclose the end of the eastern boundary of the allotments.

### **17 To receive and consider information about website providers**

Cllr Radforth advised that approaches have been made to Cllr Hall about websites. The clerk would ask CAS again about training for the Onesuffolk website

### **18 To receive update on newsletter and website**

Cllr Clare Varela advised that the newsletter was coming along and issue date was at the end of July.

**19 Matters in abeyance and for next Meeting: (July Meeting)**

Play group request; Awards scheme update; Skills audit; Emergency Planning Group; policy for the Council room, Gisleham meeting extraordinary meeting, bus shelter at Beccles Road

**20 To agree that item 21 be discussed without public presence due to confidential nature of content**

This was agreed.

Those in attendance left the meeting, the time being 9.05 pm

**21 To agree to support the Suffolk Wildlife Trust.**

Members unanimously agreed to support the Suffolk Wildlife Trust.

**22 To close the Meeting**

There being no further business the Meeting closed at 9.17 pm

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

Town Council meeting 1 June 2016

Payments for ratification and consideration

BT Business bill including set up charges. Bill paid by clerk by credit card on 18/5/16. Payment reference 41571327 Repay clerk £236.76 chq 2051	£236.76	Signed 18/05/16
Builders final invoice 820 chq 2052. Replacement for chq 2049 which was signed 4 May and which was stopped as builders advised that they had not received it.	£4581.00	
Salc annual subscription chq 2053	£1037.80	
CDS IT equipment, internal and external hard drives, paper, bullguard security, printer and cartridges chq 2054	£314.60	
Bloodmoor Hill Community Association chq 2055, hire hall	£17.00	

**Update on last meeting of 4 May 2016**  
**Clerk's report for Meeting of 1 June 2016**

**ROADS**

Request made to police for result of speed checks. These checks to be done asap

**PRIMARY SCHOOL TRAFFIC**

Contacted Gisleham Parish Council and arranged a meeting on 6 June at 7.00pm at the Gisleham Hut between Gisleham PC and Carlton Colville TC

Letter received back from Dept of Transport - circulated

**ANNUAL PARISH MEETING**

Meeting went successfully according to plan with local organisations invited and reports received. WI and Fire service attended. Refreshments were provided by WI

**FINANCES**

Met with Cllr Christine Fair on two occasions to install Scribe as suggested by Finance and Personnel Working party. After 4 hours there had been no practical progress due to lengthy installation process and apparent glitch in system. See emails. Scribe provider then forwarded extra instructions which removed glitch. Cllr Jill Tyler installed budget data for current year.

Arranged with Salc for Salc to provide the internal audit for the Council for 2015/2016. Provided audit information to Council for audit form.

**GROUNDS**

Met with W Norse on 6 May to look at work needed on Amenity Corner. Introduced W Norse to the Garage man. Advised W Norse of the need to include the area facing The Street between Famera Road and the garage. Agreed 10 % reduction on hanging baskets was acceptable to Council.

**ALLOTMENTS**

Most of the payments have been received. Letter to be sent with receipts requesting non-use of noisy equipment before 9 am and use of designated parking spaces and mindfulness of neighbours when parking.

**COUNCIL ROOM**

Certificates of Public Liability, and Employer's Liability Insurance obtained and displayed in Council Room

Notified BT that internet not working and arranged for it to be fixed.

IT Equipment purchased - new hard drives, internet Bull guard security, and new printer

Re Legal advice about the Council room with regard to a lease for the room within the Community Centre and for this lease to be formally agreed. Requested advice about this from Community Action

Suffolk (CAS) representative who had offered advice to the Chairman. CAS agreed to revert with advice. Advice still awaited and reminder sent. Spoke to CAS representative who advised that there might be a delay as above representative no longer will be working for CAS

#### COUNCIL ASSETS

A value of the office furniture received from WDC has been added. A value for the allotment land area at Borrow Close has been added. Noticeboards on asset list have addresses added.

#### INSURANCE

This has been updated with inclusion of 5 extra litter bins and contents of Council room. New policy circulated to all.

#### WDC ASSET LIST

Advised WDC of the inaccuracies on the list. Reply received from NPS

#### CARLTON MARSHES

Attended meeting at Wildlife trust with Cllrs Jill Tyler, Peter Tyler and Bill Mountford and Members of Oulton Parish Council



REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM  
MAY 2016

The museum has been awarded a Trip Adviser Certificate of Excellence 2016.

Despite the chilly weather, 957 visitors came to the 1940s weekend. Many photos of this event are on Facebook. The Jive Bunnies provided some lively dance entertainment and music from a visiting street organ was popular. Although this is only the second year the museum has held a 1940s weekend it is firmly established in the calendar of 1940s enthusiasts.

The museum supported the Corton Classic Car Show event on 22 May, with proceeds going to Great Ormond Street Hospital.

Shearings Coach Holidays visit the museum weekly from mid May until the end of September as part of their excursion programme for a holiday based in Great Yarmouth.

The number of booked group visits to the museum is encouraging.

Report from D Cllr Paul Light

**Just a very brief report this month concentrating on new and different enquiries:-**

**I was contacted by a resident experiencing problems on Borrow Close. Cllr Tyler, and I, met with the lady to listen to her concerns and looked at how best to improve the apparent break down in relationships between residents and users of the allotments.**

**I was also contacted by residents of CC who are having their beach hut, in Pakefield, moved to an 'inappropriate' location.**

**As they are residents of CC I did make enquiries copying in Cllr Barker, their ward councillor.**

**Another concern was the decisions being taken about Community Transport. There are several residents in CC who are volunteers with this organisation and I often speak to residents who are experiencing difficulties getting to medical appointments because of the limitations of public transport.**

**I am sending separately the email I received about this for the TC to consider. They may also welcome the opportunity to explain just why they are so upset.**

**I have also been contacted by a resident on Harrop Dale who would like to replace his fence with a hedge.**

**Since the situation re the previously removed fences still doesn't appear to have been resolved I have contacted the relevant Portfolio holders.**

**Another call was regarding a lady hit by a cyclist whilst walking on the pavement. To make matters worse she was verbally abused.**

**At this time, there is very little that can be done without witnesses willing to come forward. Perhaps if parking became a civil offence there might be more 'officers' on the streets.**

**I also attended a presentation by our Superintendent of Police. (I did save some outlines of the new structure that is a living document for the TC!!).**

**Amongst the changes are that PCSO's are centrally based and will be allocated a particular role for which they receive additional specialist training. (I believe for a reduction in pay and days off!) Enforcement will remain with the PC's who will respond to the efforts of their colleagues.**

**Paul**

## **Presentation at the Rosedale Surgery Patients participation group**

### **GP Pharmacists.**

**GP Pharmacists are fully qualified Pharmacists with at least two years experience in dispensing. They undergo additional training (inc. at University) that will allow them to prescribe from the full range of drugs available to GP's, hold consultations with patients and refer to clinics.**

**The idea is that they join the clinical team working with the GP's from a particular surgery who employs them.**

**At this time 50% funding has been obtained for a 3 year pilot scheme.**

**There are 3 surgeries in Lowestoft (Bridge Rd, Westwood and Kirkley) and 3 in Gt Yarmouth involved with the trial. The Pharmacist at the Rosedale chemist was actually recruited for another practice after the last talk we had!!**

**This should also mean they can give more time to any patient and also help them manage their medicines.**

**In the past 10 years the number of patients regularly receiving 5 drugs or more has doubled.**

**The second biggest cost to the NHS is prescribed medicines.**

**£13.3 billion is spent annually on these.**

**Research suggests that between 40% and 50% are never used.**

**In Waveney this equates to around a £3 million spend, over £1 million of which is wasted. When the NHS is so strapped for cash it's obvious that a lot of good can be done with any of this money saved.**

**There is also a campaign to seek patients co-operation in just ordering medicines they really need. Often repeats can include medicines that, for whatever reason, will not be taken.**

**Sometimes a patient may be asked to check their prescription when collecting from a Pharmacist.**

**Anything not needed can then be left and made use of.**

**If any unwanted medicine leaves the shop it cannot be used except by the patient.**

**Health and Safety has stopped the sending of in date, unused items, to Third World Countries.**

**Another concern mentioned at a previous meeting was the prescribing of medicines that could be purchased over the counter at considerably less than what the NHS pay for a prescription.**

**In addition to trying to get a local Dentist, an Optician has also been identified as another need for the town.**

**CARLTON COLVILLE TOWN COUNCIL**

**COUNCIL MEETING – Wednesday 1<sup>st</sup> June 2016**

**Report by County Councillors:  
Cllr Sonia Barker & Cllr Peter Byatt**

Suffolk County Councillors for the Pakefield Division which includes  
Carlton Colville

**1. Suffolk County Council matters:-**

**26.5.16: SCC full Council Meeting  
attended by Cllr Barker & Cllr  
Byatt:**

Cllr Byatt & Cllr Barker were in attendance at the start of the Meeting when the Councillors were informed by the Chairman Cllr Jane Storey that the meeting was cancelled due to the sudden death (in a car accident) of the father of the Leader of SCC Cllr Colin Noble. The Venerable Ian Morgan, the Archdeacon for Suffolk who was in attendance for the start of the meeting led a moment of reflection and silence and then all Cllrs present left the Chamber.

The meeting which was the AGM of SCC will probably be carried forward to the additional meeting called on `Devolution` on the 30<sup>th</sup> June, 2016.

**Other SCC/Events Meetings attended by  
Cllr Peter Byatt and Cllr Sonia Barker are  
listed below:-**

6.5.16: Cllr Barker attended the Count at the Water Lane Sports Hall Lowestoft for the Police & Crime Commissioner Elections for Suffolk.

8.5.16: Cllr Barker attended the Lowestoft Choral Society Concert at the Stella Maris Church in Lowestoft to commemorate the Battle of the Somme in 1916.

- 11.5.16: Cllr Peter Byatt and Cllr Sonia Barker compiled the Annual Report to CCTC Meeting on the 11.5.16 which Cllr Byatt attended to answer any questions.
- 17.5.16: Cllr Barker attended the SCC Cabinet Meeting where the decision was voted on and agreed to implement the Fire & Rescue Cuts throughout Suffolk despite vocal opposition at the meeting. At the Lowestoft South Fire Station it was agreed by the Cabinet to cut a Fire Engine and reduce six Retained Firefighters leaving the Station with a complement of 15 instead of the current 21 Firefighters.
- The Wrentham Fire Station would remain open with a smaller rapid response vehicle in place of the current Fire Engine.
- 20.5.16 Cllr Byatt attended a Devolution Briefing at Endeavour House
- 23.5.16 Cllrs Barker and Byatt attended informal event to publicise enhanced disabled access to Pakefield cliff-top facilities.
- 23.5.16: Cllr Barker attended the Lowestoft Festival Committee which will be held over three weekends: 9/10 July, Velodrome will be in the Town Centre of Lowestoft; 16/17 July Lowestoft Vision Events; 23/24 Royal Green Events Posters will be available.

### **Other Future Meetings of Interest:-**

- 18.7.16 Following on from Cllr Barker inviting Cllr Gordon Jones SCC Cabinet Holder for Education Skills & Young People to Carlton Colville on the 10<sup>th</sup> April, 2016 to visit both The Attic and the Headteacher Judy Sherrington and then to walk to Carlton Colville CP School to view the pupils leaving the school at the end of the school day and to speak to Des Spurles (Site Manager). Cllr Jones has invited Cllr Barker and Cllr Byatt to meet him at Endeavour House on the 18<sup>th</sup> July, 2016 to look at how the current traffic issues at the school can be resolved and a solution found.

### **2. Coming Up:-**

- 27.5.16: Dementia Awareness Training Course at Endeavour House, Ipswich
- 31.5.16: Chair's Briefing on Education & Children's Services Scrutiny Committee

9.6.16: Education & Children's Services Scrutiny Committee

**3. Solutions to the Traffic Chaos at the Carlton Colville CP School:**

4.5.16: CCTC received the Feasibility Study on the Passing Places idea on Gisleham Road and decided at the meeting (the same day) to look at the feasibility study at the June 1<sup>st</sup> CCTC Meeting.

25.5.16: Following on from Cllr Barker inviting Cllr Gordon Jones SCC Cabinet Holder for Education Skills & Young People to Carlton Colville on the 10<sup>th</sup> April, 2016 to visit both The Attic and the Headteacher Judy Sherrington and then to walk to Carlton Colville CP School to view the pupils leaving the school at the end of the school day and to speak to Des Spurles (Site Manager).

25.5.16: CCTC and Cllr Barker & Cllr Byatt received a copy of the letter via CCTC from the DfT Secretary Mr Patrick McLoughlin paragraph two quote: *'where problems occur, the DfT looks to local authorities to use their traffic management powers to address these issues.'* Cllr Byatt had encouraged the CCTC Clerk to write to the Ministry of Transport on the Carlton Colville CP School traffic concerns to seek a response which has now been received. Final paragraph quote: *'I do understand the road safety issues you have raised, however, this is not a matter for the DfT, but rather for Suffolk County Council as the traffic authority to consider. I suggest you continue to raise your concerns directly with them.'*

Still awaited - feasibility study re the improvements to Secrets Corner/Rushmere Road from Suffolk Highways and date for meeting regarding Bloodmoor Roundabout.