

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 7 December 2016** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm.

Minutes draft until signed.

### **1a) To receive Declaration of Acceptance from Town Council Chairman**

Cllr Julie Hall signed the Declaration of Acceptance of Office of Chairman of the Council.

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

Town Council Members present: Cllrs Julie Hall (Chairman), Christine Fair, Clare Varela, Paul Radforth, Bill Mountford and Alistair Mackie. No apologies were received. The Chairman welcomed County Councillors Sonia Barker and Peter Byatt; District Councillor Paul Light; Members of Impact Youth Workers; Jack Green from the Community Centre and Members of the Public. District Cllr Jenny Ceresa sent apologies.

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

None received

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

No declarations received.

### **2) To elect a Vice- Chairman of the Town Council**

No Member accepted nomination. It was agreed by all that the position of Vice-Chairman would not be currently filled.

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

Approval as a true record of the Minutes of the Meeting held on 2 November 2016 was agreed by all who had been in attendance. The Chairman had been absent from the Meeting and asked that the Minutes be signed by an attendee. Minutes were signed as a true record by Cllr Paul Radforth.

### **4 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.*

### **4a To receive reports**

Reports were received from the following:

#### **(i) D Cllr Paul Light**

See reports attached

It was agreed to:

Place in the newsletter information about power cuts and the related needs of vulnerable residents.

Obtain the reasons for WDC approval of the shed at Gondree.

**(ii) Patients Participation Group**

See report attached

**(iii) Impact Youth Workers**

The Youth Workers advised that they would stop their rounds for the winter and would then start again in February 2017. The Council was invited to contact them for help if there were any problems associated with youth behaviour.

**(iv) Suffolk County Councillors**

See attached.

Cllr Sonia Barker drew attention to:

The East Suffolk Forum of 11 November 2016 when the merger between Suffolk Coastal and Waveney District Council was discussed. She reminded all that views can be put forward on the East Suffolk Website.

Current support agencies available for Young People are now housed at Bevan Street and at the rear of the Marina Centre.

The reduction in Health Care services as mentioned in the Great Yarmouth and Waveney Scrutiny Reports

It was noted that information about the request for bollards at the grass verge beside the vets at Lowestoft Road had been received by Suffolk Highways and had been passed on to County Councillors who had offered funding towards this.

**5 To receive report from County Councillors on the Carlton Colville Primary School traffic situation**

Members of the Public were in attendance to receive information.

County Councillors reported that:

Gordon Jones, the Suffolk County Council Portfolio Holder for Children's Services, had visited the school and had witnessed the traffic problems.

Improvements to pavements were in the pipeline.

Three options were being considered and a decision would be made by the School.

Furthermore, use of an extended car park at Carlton Colville Community Centre was being considered with funding from Suffolk County Council.

The Chairman thanked Cllr Peter Byatt for the report

At this point at 7.50 pm all attendees apart from Impact Youth Workers and Jack Green from the Carlton Colville Community Centre left the Meeting.

**6 To consider providing funds towards tarmac at Carlton Colville Community Centre car park**

Taking into consideration that use of an extended car park at Carlton Colville Community Centre was being considered as above with funding from Suffolk County Council it was agreed that:

Jack Green would find out if the Community Centre had been approached about this.

More details about the funding would be sought from the County Councillors.

Town Council payment if required would be discussed at the Next Town Council Meeting

**7 To receive an update on actions from the previous meeting 2 November 2016**

Clerks report was circulated among Members.

Direct debit arrangements had been made for payment of BT Bill

Christmas tree and lights were installed and banner purchased  
Newsletter was printed and due for delivery on 9 December 2016  
It was noted that a survey among Clerks showed that one neighbouring council used the accounts package, Scribe, and the Clerk there offered to advise about its use.

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

Suffolk Local Policing Review: Impact on changes implemented  
Update on Suffolk County Council bus stop improvements in Carlton Colville  
Update from Suffolk County Council action on footpaths in Carlton Colville  
The resignation of Councillors Jill Tyler and Peter Tyler had been received.

**9 To confirm receipt of minutes from Meetings held since 2 November 2016**

Extraordinary Meeting held 9 November 2016  
Planning Committee Meeting held 16 November 2016  
Finance and Personnel Working Party Meeting held 30 November 2016. These would be circulated in due course.

**10 To agree payments to be made and to receive financial figures**

See attachment showing payments to be made.  
Payments were agreed by all.  
To receive current financial figures  
These were Current account £137,642.73 at 30 November 2016  
Deposit Account: £37,917.38

**11 To consider request for a metal litter bin at Matlock Dale play area**

It was agreed to order this. Proposed and seconded by Cllrs Clare Varela and Christine Fair and agreed by all.

**12 To agree the budget for 2017/2018 as recommended by the Finance and Personnel Working Party and to agree precept request for 2017/2018**

Budget figures and notes were circulated and discussed in full.  
The budget for 2017/2018 and changes to sums required for 2017/2018 was agreed by all and the precept for 2017/2018 was agreed by all at £53,843.

A letter from a local athlete requiring support was received. Members suggested that they approach the the Carlton Colville Poors Committee for assistance as the Council was unable to assist individuals.

**13 To receive information about Nat West Bank's administration of Town Council account**

It appeared that incomplete signatories' records had been kept by the bank. It was agreed by all to obtain a new mandate to remove previous lists and create a new list.

**14 To receive Financial Procedures and Standing Orders 2016 (Nalc)**

This was circulated for review at a later date.

**15 To receive revised draft policy for letting out Town Council room**

The following revised policy was agreed  
A charge should be made to cover heating and lighting  
At all meetings there should be a person nominated by the Town Council present. This is as agreed with the insurance company  
No members of the public will be allowed to enter the Town Council room without being accompanied by a person nominated by the Town Council. This is as agreed with the insurance company.  
Use of the room by the public will not be made during Clerk's working hours.

**16 To receive update on open space areas including siting of teen shelter**

See Clerks’s report attached concerning teen shelter.

It was noted that the removal of the teen shelter to the allotments area was cancelled after an allotments holder advised that the proposed site was unsuitable for the allotment holders and that the teen shelter would block out light.

Ian Castro from Impact advised that anti-graffiti paint had already been used twice on the shelter during the current year.

It was agreed by all to leave the shelter where it was at the moment and to ask Gisleham Parish Council if it would like to have the shelter at Dale End play area beside Bloodmoor Hill Community Centre. Proposed and seconded by Cllrs Clare Varela and Julie Hall and agreed by all.

Sentinel had sent an update about the Carlton Meadow Open Space and had asked for confirmation that The Town Council would be contributing £25,000 so that the contribution could be advertised in communications. All agreed that £25,000 was confirmed.

**17 To receive update on allotments including agreement of Town Council allotments representative**

See Clerks’s report attached concerning allotments.

Town Council Allotments Representative: Members agreed that it was not necessary to have an Allotments Representative on the Council and that the Allotment holders could advise the Town Council of any issues arising from their meetings.

Mowing the common areas and the surrounding path: It was noted that Peter Tyler had cut this when he was a councillor. Members agreed unanimously that the mower and strimmer should be kept at the allotments and that the allotment holders should cut the paths and surrounding area among themselves. It was agreed that when the Community Centre needed the mower they should collect the mower from the allotments area.

Additional fencing: It was noted that no replies had been received from the contractor. It was agreed to write to the contractor again for confirmation that he could install the additional fencing by the end of January 2017 and that if he could not then a replacement contractor would be found.

**18 To receive update on the website**

The website was now being hosted by Suffolk Cloud and it was agreed that the Clerk would have training about it in the New Year.

**19 Matters in abeyance and for next Meetings:**

Emergency Planning strategy; Litter pick (/ January Meeting); Neighbourhood Plan; Update on Awards Scheme; Internet banking, Data protection register

**20 To agree that item 21 be discussed without public in attendance**

This was agreed

**21 To receive applications for position of Town Councillor**

A letter of interest in the vacancy was received and was discussed. Members agreed a response.

**22 To close the meeting**

There being no further business, the Meeting closed at 9.45 pm

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

**Carlton Colville Council****DRAFT PAYMENTS LIST: (Cheque order) Vouchers 79 to 85**

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<b>Vchr.</b>	<b>Cheque</b>	<b>Cde.</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
79	2104	46	Blackwell print	newsletters	514.00
80	2105	47	archant	newsletters	175.74
81	2106	35	Suffolkbiz	website	150.00
82	2107	30	CCCC	Electricity for council room	170.60
83	2108	39	Cozens Lighting	christmas tree lights	414.00
84	2109	43	DB Signs	christmas tree banner	81.60
85	2110	77	clerk	clerks expenses	69.84
<hr/>					
<b>TOTAL</b>					<b>1,575.78</b>

**Clerk's report for Town Council Meeting 7 December 2016. Update on last meeting of 2 November 2016**

TEEN SHELTER

24 November met S Walker from Waveney Norse at allotments to agree placing of teen shelter. This request later cancelled on same day after Allotments holder advised that the site would be an area of potential use by allotment holders and that the teen shelter would block out light.

MOWER

Liaised with Carlton Colville Community Centre about safe keeping of Council lawn mower. The Carlton Colville Community Centre representative advised that the Community Centre would be able to continue with cutting the grass there that the lawn mower had been purchased for.

ALLOTMENTS

The allotment holder whose allotment was beside the required fence called in to the office on Thursday 24 November 2016.

Fence:

She explained that the fence had still not been installed. I therefore contacted the contractor again reminding them of the request made in July that the fence be extended as agreed by Council. I emailed and also phoned. I spoke to representative who told me the contractor was busy and advised me to email again. No reply to date.

Allotment representative:

She asked who would be the new allotments representative at the allotment holders meetings but indicated that she thought they would be happy to hold meetings without the Council representative being there.

Shed preservative:

She asked when the Council was going to provide shed preservative and brushes for the allotment holders to paint the shed as it would be a pity if the shed rotted away for the sake of preservative being applied. I checked whether the shed had been sold with preservative already applied - it had not - so I purchased preservative and brushes and took them round to a committee member.

Teen shelter:

I mentioned to her that I had been at the Allotments that morning to arrange about the teen shelter being put there. She said that the allotment holders had not been consulted and that the site would be an area of potential use by allotment holders and that the teen shelter would block out light. I called W Norse and cancelled the request for teen shelter to be put there.

Communication between allotment holders:

She was concerned that an allotment holder had not harvested their crops. It was suggested to ask individual allotment holders if they would agree to their contact details being available to each other and /or to the committee in case of emergencies. I removed the plan of the allotments from the noticeboard for updating as it was becoming faded.

Mowing the paths between the allotments and around the allotments:

She asked who was going to be doing this now as the town councillor who was the allotments representative had been doing this but he had now resigned.

Allotment society magazines:

She asked where these were. I explained that I had given them to the allotment representative but had delivered the recent one to the allotment committee lady. A notice on the allotments noticeboard advised allotment holders that magazines were available in the shed for borrowing but there was no register available to sign who had borrowed them.

Bulk buying:

She advised that allotment holders were interested in bulk buying but intimated that they might need funds to get going.

#### BOLLARDS AT GRASS VERGE BESIDE VETS

Requested this

#### WEBSITE

Arranged the information to be transferred to Suffolk Cloud and the HCI Host to enable access. Added recent Minutes to the website. Training is available

#### NEWSLETTER

Arranged printing and distribution. Blackwell delivered newsletter to the clerk and advised that the bulk of the Newsletters were delivered to Archant on 29 November for delivery 9 December by Waveney Advertiser. Some need to be delivered by volunteers at areas not covered by the Advertiser.

Wrote to Scouts asking them if they were interested in delivering the newsletters. No reply received to date.

Advised local organisations of upcoming publication and submission dates for the forthcoming year

#### POLICY FOR LETTING OUT COUNCIL ROOM

Re drafted policy for letting out Council room. User groups to be accompanied by a representative authorised by the Town Council as complies with insurance cover. Nit and Natter group advised that they could continue with Jill Tyler as a recognised representative

### CHRISTMAS TREE

Ordered and collected replacement banner. Purchased ties for banner installation.

Old banner needs removing and replacement banner needs installing.

### COUNCILLOR RESIGNATIONS

Advised WDC of councillor resignations. Removed names from list of interests and from google circulation list. Advertised vacancies.

### LIAISED

Liaised with residents and appropriate authorities about flooding, leaves blocking drains, road matters, applications of funding (individual



**CARLTON COLVILLE TOWN COUNCIL**

**COUNCIL MEETING – Wednesday 7<sup>th</sup> December 2016**

**Report by Councillors Sonia Barker & Peter Byatt**

Suffolk County Councillors for the Pakefield Division which includes  
Carlton Colville

**1. Suffolk County Council meetings/events:-**

**Cllr Sonia Barker & Cllr Peter Byatt attended the following SCC meetings and events during November 2016:-**

- |               |                 |  |
|---------------|-----------------|--|
| <b>PB</b>     | <b>1.11.16</b>  | <b>Site visit to Lowestoft Road C.C. regarding stream clearance.</b>   |
| <b>PB</b>     | <b>2.11.16</b>  | <b>E.I.F.C.A. Board Meeting, Wisbech</b>   |
| <b>funded</b> | <b>6.11.16</b>  | <b>Official opening of the Lowestoft Players at The Bethel. Part from Cllr Barker and Byatt's Locality Budget</b>    |
| <b>SB</b>     |                 |  |
| <b>Road</b>   | <b>7.11.16</b>  | <b>Meeting with parents and Waveney Norse on site at Wellington play area.</b>                                       |
|               | <b>SB/PB</b>    |  |
| <b>SB</b>     | <b>11.11.16</b> | <b>East Suffolk Forum at Trinity Park, Ipswich.</b>  |
|               | <b>13.11.16</b> | <b>Remembrance Day Service, Lowestoft</b>  |
|               | <b>SB/PB</b>    |  |
| <b>SB</b>     | <b>14.11.16</b> | <b>Meeting with Sue Cook regarding Education and CYP matters.</b>  |
|               | <b>15.11.16</b> | <b>Visit to CC Primary School to view rebuilt Saxon Hut part-funded from Cllr Barker and Byatt's Locality Budget</b> |
|               | <b>SB/PB</b>    |  |
| <b>PB</b>     | <b>17.11.16</b> | <b>EIFCA Workshop, Darsham</b>   |
| <b>PB</b>     | <b>18.11.16</b> | <b>Communities Embracing Mental Health Event</b>   |

**PB**      **21.11.16**      **Meeting regarding CC Primary School traffic issues, Ipswich**

**PB**      **23.11.16**      **Full Council for Devolution Debate, Ipswich**

**PB**      **28.11.16**      **Suffolk CC Pension Fund, Ipswich**

**SB**      **29.11.16**      **Chairman's briefing for Education Scrutiny.**

**(Councillor Barker on leave 20.11.16 – 27.11.16)**

**SCC Highways issues:-**

Work has been completed on the pedestrian refuge on Ashburnham Way.  
The work to Bloodmoor Hill and roundabout is progressing well and on time.  
Two requests received for further pedestrian refuges at west end of Ashburnham Way.

SVB/PB

30/11/16

Report from District Cllr Paul Light

**Rosedale held its AGM and all Officers and Committee was unanimously re-elected.**

**I will send you a copy of the Chairman's report for inclusion.**

**A new member of the committee was welcomed.**

**During the evening the Group met Lesley Bruin, a JPUH Governor who talked frankly about her role and answered questions.**

**The practice is making bids to provide additional services and expand their foot print. The owners of the car park is supportive of these aspirations.**

**The Christmas Newsletter should now be available.**

**There is a growing concern about medicines being prescribed and not used. Often prescribed medicines can be purchased over the counter much cheaper than the cost of a prescription.**

**In Suffolk alone £millions are wasted every year that could be put to better use in providing services.**

**There was also a talk on Men's Sheds by Bill Mountford which everyone found very interesting.**

**Town Councillors will be aware that Lowestoft Hospital has now closed.**

**I have done a brief account of the changes as there are new sites where tests can take place – by appointment only.**

**This is below.**

**A burst water pipe at Lowestoft hospital has meant it will now close (and be fenced off) on December 5<sup>th</sup>.**

**Patients needing a BLOOD TEST will be able to go to:**

**South of the River:**

**Kirkley Care Centre, Mon, Tues, Wed, Thurs, and Fri, 8.00 to 3.00.**

**Beccles Hospital times as now.**

**North of the River**

**Alexandra Rd Surgery, Mon and Wed, 8.30 to 2.30**

**Crestview Surgery, Tues, Thurs and Fri, 8.30 to 2.30**

**Please Note:**

After the first week, ALL Appointments will need to be BOOKED but NOT at Beccles, or JPUH, at this time.

Please keep these telephone numbers for bookings safe:

01502 273150 or 01502 273151

## Rosedale PPG AGM Nov.24<sup>th</sup> 2016

### Chairman's Report

It has been an interesting year with a number of quite radical changes to health care being proposed and new procedures introduced. As with some recent changes, these do not always seem best for the patients.

Since the last AGM, several of the Officers and Committee have (again) had first hand experience of our Doctors as well as ambulances, different hospitals, clinics, district nurses etc.

I think it fair to say we have witnessed first hand many positives in the NHS and occasionally limitations.

Members attending the surgery tend to have a keen eye, and sharp ear, considering if there is anyway to improve the patient experience. Members then put these ideas forward to become agenda items for consideration by the committee.

Where appropriate, Lisa takes these up whenever possible.

Committee meetings tend to be friendly, lively and constructively challenging covering all manner of topics to do with the access to health care for those living around the Rosedale surgery.

Officers and Committee members often attend the PPG Forums joining members of other PPG's to share ideas and concerns.

Rosedale PPG members can also attend the monthly Patient Advisory Group that also considers health care throughout Waveney.

This year we had a very interesting talk on GP Pharmacists and tonight welcome JPUH Governor Lesley Bruin talking about her role as a hospital Governor. Bill Mountford will be explaining about Men's Sheds during the following committee meeting. Other speakers for the year are also a possibility.

For several years we have organised a very popular and worthwhile HeartStart course at the surgery. The instructors give their time freely and provide official certificates to everyone completing the course. Rosedale does make a donation to them to show our appreciation.

Unfortunately this year's course had to be put back until 2017 because only 6 people indicated a wish to take part. Teresa came into the surgery a

number of times putting up notices and giving out flyers. I also sent details to the Town Council and to the Journal. Just a few more names will make this more viable next time. A possible date could be in April or May next year.

Lisa actively supports the group and diligently considers recommendations or takes time to explain any possible difficulties. Suggestions about what is needed in Carlton Colville is taken note of and, behind the scenes, promoted. The need for a Dentist being one of these as well as for a local phlebotomist.

**(Within hours of the meeting we learnt that Lowestoft hospital is closing within days and blood tests will be at the Kirkley Care Centre)**

Newsletters, updating patients about what is happening in the practice, are produced throughout the year largely through the efforts of Lisa with contributions from members.

The Officers and Committee work really well together helping and covering for each other whenever possible. Mike has again stood in for me whilst I was in hospital and ensured everything runs smoothly.

Barbara gets me a draft of meeting minutes almost before we get home.

Teresa has enthusiastically taken on her role although it has been a quiet year financially. Through the sale of plants in the surgery we receive a steady source of funds that are banked awaiting a project that would most benefit the surgery and patients.

Jackie always supports Mike at PPG forums and ensures information gets out to our virtual members.

We had a very enjoyable evening meal at Carlton Manor organised by Barbara and are looking to have another in the near future.

Recently I attended meetings about Communities Embracing Mental Health and brought back wrist bands for members. I also attended the AGM about Domestic Violence and collected white ribbons for members. Most members will be aware of the local young lady whose ex boy friend threw acid into her face whilst at a Lowestoft bus stop. Sadly, there has been a steady increase in instances of assaults on women. 2 women are killed a week by their partners in the UK.

They do have a speaker who we could invite – however, they are desperately fund raising and would appreciate a donation! Is this something the Committee would support?

Report from D Cllr Paul Light

**Again, I will keep the report as brief as possible with a simple outline of the sort of things I do.**

**The run up to Christmas tend to be hectic with several AGM's and associated events taking place. We have also had a number of presentations and training sessions to attend.**

**WDC voted in favour of allowing Lowestoft and Oulton Broad to become parishes. This was not a unanimous vote as there was a split between those who saw this as a great opportunity for these parishes to have a Council to promote more efficiently their needs. Whilst other could see the financial implication to the residents of these parishes.**

**The importance of a Town Council for Carlton Colville is rapidly becoming even more evident as the need for more homes becomes more acute. I have already heard of the possibility of at least one potential site for building in the town.**

**Cllrs voted unanimously in favour of continuing talks on Devolution.**

**Issues around Carlton Colville still including areas where flooding is not likely to end with a clear Kirkley Stream. I frequently speak to WDC Officers about this and feel they understand, and appreciate, our concerns.**

**We have been advised that telephone calls to Waveney Norse are best directed through the WDC Call Centre as all such calls will receive a caller reference number that should ensure prompt action.**

**In addition to CC matters I have had a number of calls about other areas and have been able to refer these on to the appropriate Cllrs.**

**Paul**