

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 21 September 2016** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm. The Meeting had been postponed from 7 September 2016  
Minutes draft until signed.

### **1a) Welcome by Chairman**

The Chairman welcomed Town Councillors, representatives from Impact Youth Workers, 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: Julie Hall (Acting Chairman), Christine Fair, Derek Fletcher, and Paul Radforth. Apologies were received and accepted from Councillors Jill Tyler, Peter Tyler, Cllr Clare Varela, Bill Mountford and Alistair Mackie.

Apologies were also received from District Councillors and County Councillors.

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

None received

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

No declarations received.

## **2 To approve and sign the minutes of the Town Council Meeting held on 6 July 2016**

Approval of the Minutes of the Meeting held on 6 July 2016 was agreed by all. Agreement was proposed and seconded by Cllrs Julie Hall and Christine Fair.

## **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) Suffolk County Councillors**

See attached

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

See attached

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

See attached

Ian Castro from Impact advised the following:

1 The Youth Workers had attended a Meeting that morning at Waveney District Council about anti-social behaviour in areas of Carlton Colville. Also attending were the residents affected, a PCSO from the Police SNT team and representatives from Waveney Norse and Sentinel. The Clerk attended to represent the Town Council

2 Designs for a Skateboard ramp had been sent to Sentinel and the Town Council. There were offers from about 15 people to help with the planning of the ramp. Funding from Avena could be applied for before 11 October.

3 There was broken glass at the skate park.

4 Youth workers suggested removing the teen shelter to either the play area at Carlton Colville Community Centre or to Dale End where it might be used by older youths, (as suggested by Waveney Norse that morning)

Members agreed to look at the Funding application.

Youth workers left the meeting at this point at 7.20 pm.

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

1 Residents pointed out that the road was still sinking at Hall Road and that there was some disagreement about whose responsibility it was to remedy the problem once and for all as it appeared to be caused by a leaking water pipe. Members agreed to contact County Cllrs about this.

2 It was noted that the litter bin at Mutfordwood Lane had been broken.

3 Residents requested an update on parking on grass verges near to the vets.

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

1 The Town Council recommendations about the Open Spaces were discussed with Sentinel at the Town Council July Amenities Meeting

2 The Town Council input about Road Strategy was sent to Suffolk Highways

3 The Men's shed was opened 17 September 2016

Allotments issues will be received at next Amenities meeting

Clerks report circulated

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

1 A reply was received from Suffolk County Council's Senior Infrastructure Officer, (Admissions and Transport) Children and Young People's Services about traffic matters at Carlton Colville Primary School. The letter suggested holding a meeting and looking at the provision of car park. Residents suggested that any meeting be open to the public

2 Carlton Park Open Space: A reply from the Police advised that they had found no anti-social behaviour. Residents asked if the Police could approach more discreetly and requested cctv cameras be put in place

3 A reply from Sentinel was received about the removal of the teen shelter. No space was available at the Waveney Norse compound. Suggestions were received to place it at the allotments, community centre play area or Dale End Play area, see item 3a.

4 Notification was received from Suffolk Police of public meetings, including a local meeting at Kirkley Centre on 1 December 2016 at 6.30 pm.

5 Information about devolution was received but too late for Council input.

6 Information about reinstatement of permissive path at Chapel Road was received. The letter had been circulated and Members agreed to the conditions requested for the path to stay open.

7 Statutory consultation on dog controls in Waveney District was received

8 Notice received that One Suffolk Website is to be hosted by Community Action Suffolk instead of by Suffolk County Council. There would be a charge of £30 a year. Members agreed to this as it was the current website.

9 Comments and update on footpath near Transport Museum. Cllr Derek Fletcher reported that the Transport museum would take action to prevent the path from being too narrow to use.

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

Planning Committee Meetings held on 20 July 2016, and 17 August 2016 circulated

Amenities Committee Meeting held on 20 July 2016, circulated

Receipt confirmed

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

See attachment showing payments to be made. It was agreed to refer cheque 2084 to the Finance and Personnel Meeting as it included some payment for previous years.

Current account bank statement received at 26 July 2016 showed £110,504.26

Deposit Account: £37,917.38

Part of the funds are ring fenced for future projects.

It was agreed to hold a Finance and Personnel Meeting on 4 October 2016

**8 To agree to Council's payment for window cleaning ( £2 every other month) at the Council office under arrangements with the Carlton Colville Community Centre**

Members all agreed not to partake of this arrangement and for the Council to clean its own windows.

**9 To agree payment for repair of pipe socket for Christmas tree at a cost of £174.37 + VAT**

This was agreed by all.

**10 To receive and consider request from Carlton Colville Community Centre for £2000 towards cost of resurfacing upper end of its car park, this to match fund donation from County Councillor locality budget**

Council discussed the request as follows: The Council would need to see three quotes for the work and also see the Community Centre accounts before considering the request but would not be able to agree the request during the current year as it had not been budgeted for in this year's precept. Proposed and seconded by Cllrs Julie Hall and Christine Fair and agreed by all.

**11 To receive update on pension scheme**

The declaration deadline is 27 February 2017. The clerk had started the process of enrolment with NEST and had written a letter to herself about this. The Clerk advised Members that she would wish to opt out after enrolment.

**12 To receive report from internal and external auditors for audit return for year ending 31 March 2016**

These had been circulated and were received.

**13 To agree that an informal arrangement be made between the Carlton Colville Community Centre and the Town Council for Town Council use of the newly formed office space within the Community Centre.**

Having received advice from the Solicitor that an informal agreement would be acceptable, Members unanimously agreed to an informal agreement with the Carlton Colville Community Centre for the Town Council use of the newly formed office space within the Community Centre.

The informal agreement would be proposed to the Community Centre.

**14 To agree to the consent of a sublease between the Carlton Colville Community Centre and the Carlton Colville Playgroup and agree to the placing of a modular building within the grounds. To agree to provide a letter confirming Town Council agreement to the above sublease and to consider the inclusion of any terms required.**

Having received advice from the Solicitor on the above, Members unanimously agreed to consent to a sublease between the Carlton Colville Community Centre and the Carlton Colville Playgroup with the proviso that there be no costs incurred by the Town Council. Members unanimously agreed to the placing of a modular building within the grounds to be used for educational purposes only, with the proviso that there be no costs incurred by the Town Council.

Members unanimously agreed to provide a letter confirming the above.

**15 To received Update on Awards Scheme**

An update was provided and it was agreed to postpone the item to a later Meeting when more information was available.

**16 To agree date and venue for next Town Council surgery**

It was agreed to postpone the item to a later Meeting when more Members were available.

**17 Matters in abeyance and for next Meetings: (October Meeting); Skills audit; Emergency Planning strategy (October / November Meeting); Litter pick (December/ January Meeting); Neighbourhood Plan (October meeting); Use of village sign emblem by local organisations (October meeting)**

**18 To close the meeting**

The Meeting closed at 9.11 pm

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

TC meeting 21 SEPT 2016

Payments for agreement at TC Meeting 21 SEPT 2016

Nationwide Cleaners newsletter distribution (cheque 2075 returned as distributor changed name for payment) and Cheque 2078 sent instead	£276	17 August 16
Internal audit salc chq 2079	£272.40	21 September 16
Avena confidential shredding 10 bags cheque 2080	£60	21 September 16
Insurance to 30 sept 2017 cheque 2081	£469.53	21 September 16

## **Clerk's report for Town Council Meeting of September 2016**

### **Update on last meeting of 6 July 2016, EMAILS PROBLEM**

Emails sent from the Clerk's gmail account were not received by members and were returned undeliverable but not until 6 days later, resulting in agendas and paperwork not being received in time for the TC Meeting on 7 September 2016.

Contacted the postmaster about this who advised seeking an IT expert. IT expert advised that postmaster should be contacted instead.

Emails were then sent from the ccp parishclerk aol account but not all were received.

Emails were then sent out for a third time this time from the original ccp parishclerk aol account to individual members rather than the to the council group as a whole.

Currently continuing to do this and awaiting a reply from the postmaster

### **BUS SHELTER AT BECCLES ROAD**

Enquired again this time to Adshelters about whether a screen could be placed in front of the bus shelter to protect from traffic and rain

### **BUS SHELTERS**

Request sent to SCC to clean the bus shelters roofs

### **PRIMARY SCHOOL TRAFFIC**

Forwarded correspondence from Dept of Transport to Carlton Colville Primary School.

### **FINANCES**

Collected paperwork from Salc Internal audit. Circulated the report.

Completed the paperwork for the external auditor including the following questions which have been circulated already for information:

#### **Box 6**

The external auditor queried the variance. I replied that variance given was within 10% but auditor said that as the sums involved were large he wanted more detail. He said the audit was more involved than most other audits he had done.

I sent more detail for box 6 and this was accepted

#### **Box 8**

Needed completion

I completed this and this was accepted

#### **Box 9**

Needed altering as payments for the room had not all been made during 2015 to 2016

Clerk altered this as much as made sense as there still seemed to be a discrepancy with the auditor's figure for box 9. (The Auditor wrote back about this on 26 August 2016).

26 August - reply received from auditor

Box 6 variance was accepted

Box 8 accepted

Box 9

Auditor gave further revised advice about the alteration to the fixed asset figure.

I understood this in theory although the auditor had used the figure from box 8 instead of box 9 in the explanation. I phoned him and he confirmed the figure to use. The auditor advised that alterations to the figures did not need to be agreed or minuted by the Town Council.

Audit return has been sent back for approval with revised figure at box 9.

In addition to the above, a secondary audit for the risk assessment was also required by the external auditor and this was completed showing a paper trail for the receiving of the risk assessment at the Finance and Personnel Meeting and the acceptance of those Minutes at the Town Council Meeting. This secondary audit was conducted with 5% of Councils. A Risk assessment for the current year is to be arranged.

#### COUNCIL ROOM

Received and forwarded the legal advice from the solicitor about the Council room with regard to a lease for the Council room within the Community Centre, together with advice from solicitor about the proposed Playgroup use of the Community Centre. Kept the Playgroup informed.

#### CARLTON MEADOW PARK

Requested visit from Police about anti-social behaviour. Police found no problems.

Re removal of teenshelter. Sentinel advise that WDC has nowhere to put the shelter. Cllr Peter Tyler has suggested the allotments, Ian Castro has suggested the Carlton Colville Community Centre play area.

#### VEGETATION NEEDING CUTTING

At Chapel Road, Anchor Way, Beccles Road. Also at Robertsbridge. Reported to SCC

#### SEAGULL THEATRE

Request sent to County Councillors for any monies available.

NEWSLETTER Arranged printing and delivery

ALLOTMENTS Receipts sent out

#### MEETING WITH WDC ABOUT ANTISOCIAL BEHAVIOUR

Clerk attended on 21 September at 11 am at Riverside.

**CARLTON COLVILLE TOWN COUNCIL**

**COUNCIL MEETING – Wednesday 7<sup>th</sup> September, 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:-**

**14.7.16: SCC Full Council Meeting attended by Cllr Barker & Cllr Byatt**

**2. Suffolk County Council Meetings/Events attended by Cllr Byatt & Cllr Barker:-**

(Cllr Barker was on leave 11.8.16 – 24.8.16)

- 4.7.16 – 6.7.16:** Cllr Barker attended the Local Government Association Conference In Bournemouth.
- 8.7.16:** Cllr Barker attended the Junior Road Safety Awards at Endeavour House Ipswich
- 8.7.16** Cllr Byatt attended Community Mental Health event at Lowestoft Community Church.
- 9.7.16/11.7.16:** Lowestoft Festival staging and entertainment funded by Cllr  
**23.7.16/24.7.16:** Cllr Barker & Cllr Byatt. Judging of Prom Procession entrants
- 11.7.16:** Cllr Barker & Cllr Byatt attended an informal Meeting at Endeavour House with Cllr Jones (Cabinet Member for Education & Skills) and SCC Officers re Options for solutions to traffic congestion at CC Primary School.
- 11.7.16** Cllr Byatt attended the Suffolk Pension Fund Committee Meeting at Endeavour House.
- 13.7.16:** Education & Children`s Services Scrutiny Committee Workshop at Endeavour House – Cllr Barker
- 14.7.16:** SCC Council Meeting - Cllr Barker & Byatt
- Both Councillors spoke for the Labour Motion, proposed by Cllr Jacklin and seconded by Cllr Patience, in support of improvements to Apprenticeship opportunities in Suffolk. The Motion was approved.



Cllr Barker put a question to Cllr Jones regarding the Teacher Supply Pool in Suffolk.

Cllr Byatt put a question to Cllr Hicks regarding work to alleviate flood risk along the length of the Kirkley Stream.

- 16.7.16** Cllr Byatt attended Councillor Engagement Event at the Britten Centre.
- 19.7.16** Cllr Byatt attended the Development Control Committee at Endeavour House
- 24.7.16** Cllr Barker & Cllr Byatt attended Victoria Cross Dedication Event at Royal Plain.
- 26.7.16:** Publicity at Alexandra Park re the Big Multicultural Festival on the 4.9.16 – Cllr Barker
- 27.7.16** Cllr Byatt attended E.I.F C.A. Board Meeting at Wisbech.
- 28.7.16:** Premises Visit at CC Primary School with the Site Manager – Cllr Barker
- 1.8.16:** Cllr Barker & Cllr Barker met Our Place Officer for the Pakefield Division in Lowestoft.
- 4.8.16:** Cllr Barker attended the Evening of Appreciation at the Gunton Woodland Burial Trust.
- 16.8.16** Cllr Byatt attended the Air Training Corps (Air Cadets) 75<sup>th</sup> Anniversary Torch Event at Ness Point.
- 18.8.16:** `A` Level results – further details to follow
- 21.8.16:** Cllr Barker attended the Ipswich Mosque on their Open Day
- 24.8.16:** GCSE Results – New Attainment 8 & Progress 8 Data to follow
- 30.8.16:** Meeting at Endeavour House with a School Governor – Cllr Barker
- 30.8.16:** Celebration at the end of WDC Communities Activities on the beach funded by Cllr Barker & Cllr Byatt

### **3. Other Carlton Colville Key issues**

Update on the Solutions to the Carlton Colville County Primary School traffic issue to be given at the meeting.

### **4. Suffolk Highways issues:-**

Cllr Barker & Cllr Byatt to update CCTC re key points re Highways issues.

SVB/PB 1.9.16

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM  
AUGUST 2016

From week commencing 05 September the opening hours revert to Thursdays, Saturdays and Sundays.

The Leyland half deck coach is the museum's entry for the "Suffolk Museum Object of the Year" and voting is very close.

Visiting numbers have been good through August despite the attraction of beaches and parks on warm days.

The museum was awarded £250 from the Association for Suffolk Museums for compilation of photographic index of exhibits. This work goes towards our application for re-accreditation in 2017.

The museum attended the Beccles Carnival on 21 August. This marked the start of the publicity campaign for Santa Trams. For the first time bookings can be made online or by post or in person on opening days.

The next event is Trolleybus Weekend on 24 and 25 September.

Information for TC meeting From D Cllr PaulLight:

**Rosedale Surgery:**

A bid was made for funding to expand the surgery to allow for the increasing number of residents.

Within the bid was provision for a dentist and a range of other services that would increase the treatments that would be available to patients within Carlton Colville.

Unfortunately, the growing crisis of over spending could make receiving support for this very difficult.

***HEARTSTART Course.***

The PPG is organising another HeartStart course for patients and residents on Oct 17<sup>th</sup> starting at 6.00pm.

Places are free and limited.

To reserve a place please telephone:

518623 or 514775.

Because this skill can be used by almost all ages the course is open to 9 to 90's.

**WDC Report:**

There have been a number of contacts from residents concerned about a number of problems that have included:-

accommodation,

ASB (including garden parties in early hours of morning),

replacing fences with hedges,

the new waxing salon on Colsterdale and Kirkley Stream where Mr Deal and I continue to make sure the people whose homes to the north are not forgotten.