

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 2 March 2016** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm
Minutes draft until
signed.

C A R L T O N C O L V I L L E T O W N C O U N C I L

1a) Welcome by Chairman

The Chairman welcomed Town Councillors, County Cllr Sonia Barker, District Cllr Paul Light, District Cllr Frank Mortimer, Youth Workers of Impact, representative from the Transport Museum 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, Paul Radforth, Bill Mountford, Julie Hall, Clare Varela, and Christine Fair. Apologies were received, noted and accepted from Cllr Derek Fletcher

County Cllr Peter Byatt will attend alternate Town Council Meetings with County Cllr Sonia Barker.

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 2 February 2016

Approval of the Minutes of the Meeting held on 2 February was agreed by all and the Minutes were signed.

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) The Police

A report had been received and had been circulated.

ii) District Councillors

See attached report from Cllr Paul Light. It was agreed that the voluntary help provided at the Bells path by the youth workers and their contacts would be mentioned in the Council Newsletter.

Cllr Light reported the current campaign by the Adolescent and Children's Trust (TACT) for fostering and requested that anybody interested in fostering, particularly of teenagers, for either long, short or respite care, should contact TACT at 01473 264800. .

iii) Suffolk County Councillors

See attached papers about Flooding.

Cllr Barker also reported on:

Bloodmoor Roundabout - Suffolk Highways is looking into improving the designs at the roundabout following recent accidents at Tom Crisp Way. Cllr Hall asked when designs

would arrive at public consultation stage and pointed out that the road surface is not good at

the roundabout and that any narrowing of the exit out of Ribblesdale would create a backup making it difficult to exit Ribblesdale at certain times of the day.

Hollow Grove Way – No waiting markers will be provided. The traffic island - still awaited this.

Carlton Colville Primary School - the school had forwarded its school traffic plan, part of which indicated that a member of staff was available at start and finish times to direct children into school.

The school had reported that the “Kiss and Drop” zone had helped improve the traffic flow. Cllr Sandra Gage was to forward to the Council her comments about the traffic situation at the school. A feasibility study was being undertaken on the number of cars going up and down Gisleham Road and improvement at Hall Road pavement was still being planned.

iv East Anglia Transport Museum

See attached report.

4 To receive an update on actions from the previous meeting

Meeting between Cllrs Jill Tyler and Christine Fair on 26 February with WDC Officer about youth hub.

Cllr Jill Tyler reported that this had been a preliminary meeting. The WDC Officer was looking for potential funding sources. County Cllr Sonia Barker advised that the County Councillors can consider providing funding and although they cannot replace cutbacks they can support a specific project.

Clerk's report. See attached.

The finance figures included in the Clerks report were to be included under agenda item. It was noted that of the funds available some were ring-fenced for projects.

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

Notification from the Broads Authority of proposed undergrounding of overhead cable at Share Marshes Carlton Colville to be funded by OFGEM.

Council unanimously agreed to support the project and notify Broads Authority of its support.

6 To confirm receipt of minutes from Meetings held since 3 February 2016

Extra-ordinary Town Council Meeting held on 10 February 2016

Planning Committee Meeting held on 17 February 2016

Amenities Committee Meeting held on 17 February 2016

Council unanimously confirmed receipt of above Minutes

7 To agree payments to be made

See attachment

It was noted that the electricity bill was relatively high but that this was partly due to use of electricity during building work.

Council unanimously agreed all payments.

It was noted that the

Current account bank statement received at 29 January showed £103,593.49

Uncashed cheques were £4,140.56

Closing balance was £99,452.90

Deposit Account: £37,818.27

Part of the funds are ring fenced for future projects

8 To receive update on Council room and agree payments on outstanding bills from the builders .

Members discussed the completion of construction work completed on the new parish office and agreed a response.

Council Room Carpet

The carpet fitters had advised that the whole of the council room needed screeding with latex compound. This would cost £200.

The Council unanimously agreed to this payment and to request that this be done.

It was agreed to order the internet and telephone.

Fire safety

The Clerk had asked for a fire officer to check the Council room for risk assessment and had been advised that advice was now available over the phone but not by visit.

Windows

Advice about one way vision was being pursued.

9 To consider the need to clear vegetation at Bells Path and if necessary to agree funding

Council unanimously agreed to request SCC to remove the vegetation in accordance with advice received from District Cllr Paul Light about vegetation being the responsibility of SCC for up to one metre on each side of the path. The Clerk was requested to approach the local Suffolk County Council Department Officer.

10 To receive and to respond to the application by Alistair Mackie to re-join the Town Council

The application was received

Council unanimously agreed to accept the application.

11 To agree use of Council room for outside bodies

Council unanimously agreed that District Councillors could use the room for their monthly surgeries and also agreed to approach other voluntary bodies such as CAB and Age Concern to see if they would like to use the room.

It was agreed to ask Marram Green in Kessingland what they charged for use of room.

The computer would be password protected.

12 To consider the agenda for the Annual Meeting of the Parish

Council unanimously agreed the following: the Annual Meeting of the Parish would be held on Wednesday 11 May; the W I would be asked if they would be able to provide refreshments as in previous years with Council reimbursing costs and providing a contributions as in previous years; venue would be sought; the local fire service would be asked to send a representative to talk about the modern fire service.

13 To receive update on newsletter and website

The previous webmaster had kindly updated the website. Cllrs Julie Hall and Clare Varela had been looking into making website updates. It was agreed to ask One Suffolk for advice on how to update and revamp the website.

For the newsletter, Cllr Julie Hall had sourced an alternative cheaper printing firm, and also an alternative distributor which although more expensive would provide a tailored delivery service. Council unanimously agreed to use these alternatives, the total costs being the same as previously but with what appeared to be a better newsletter distribution.

Cllr Clare Varela advised that she had almost completed the current newsletter.

14 To receive update on Neighbourhood Plan

Advice had been received from WDC Planning department about what should be included in the designated area of the Plan.

Cllr Jill Tyler proposed that the Working party meet again and follow the eight step guide recommended by advisory bodies and the Department for Communities and Local Government.

Council unanimously agreed to this and agreed that the Working Party would consist of Cllrs Paul Radforth, Christine Fair, Julie Hall and Jill Tyler

15 To agree that item 16 be discussed without public presence due to confidential nature of report

District Cllr Frank Mortimer explained that this was now unnecessary as what he was about to say had now already been made public.

Council unanimously agreed suspension of item 15.

16 Open Space Report – confidential presentation by Cllr Frank Mortimer

It was noted that this was not a confidential item and the public remained present.

As Cabinet Member for Customers and Communities District Cllr Frank Mortimer gave the following report:

The Play Partnership would no longer meet with members of local town and parish councils. Projects would be considered on a priority basis.

WDC had commissioned Sentinelt to manage projects and Waveney Norse to inspect and implement projects. A presentation pack from a recent meeting to explain the above would be issued.

Cllr Jill Tyler as chairman advised that Sentinelt had already been made aware of the state of the play equipment in Carlton Colville and how nothing had been replaced or maintained for several years, and that Sentinelt had advised that they were reviewing the play areas in Carlton Colville. Sentinelt was aware that Carlton Colville had set aside £25,000 that was available for play equipment and that could be used for possible match funding.

Cllr Mortimer advised that Sentinelt could visit the Council and to let them know what was Required as a priority.

It was agreed to discuss this at the next Amenities Meeting.

17 Matters in abeyance and for next Meetings

Awards scheme update; Emergency Planning group; bus shelter at Beccles Road; Waveney Health Workshops, to agree dates for Street Meets and Surgeries. Determine the internal auditor

It was agreed that the Street Meets would be discussed at the Amenities Meeting.

Members were reminded that the Skills Audit would be held at the March Amenities Meeting and it was for all Members were to attend.

18To close the Meeting

Before the Meeting closed the clerk was asked to obtain information from the Fire Department about fire extinguishers for the Council room. It was noted that there was a meeting about Flooding on 1 April at the Riverside building.

There being no further business the Meeting closed at 9.32 pm

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

TC Meeting 2 March 2016

Payments for ratification and consideration

MG Builders invoice 8125 council room including suspended ceiling chq 2016	£654.00	
Clerks wages for February payable 23 /02/16 chq 2017	£869.45	Signed 17/ 2/2016
CDS –KAS toner cartridges and paper chq 2018	£67.65	
Carlton Colville Community Centre electricity bill chq 2019	£139.22	

Carlton Colville Town Council Meeting 2 March 2016

Clerks report

School – Forwarded Cllrs Jill Tyler and Clare Varela’s letter written on behalf of the Town Council to Gisleham Parish Council re request about removing no parking policy. Requested comments from Gisleham Council. Their next Meeting is 7 March 2016

Requested police presence when possible to view parking

Council room – Requested information about window covering for one way vision

Insurance - asked insurance provider: what measures for insurance purposes constitute "locked and secure", whether the insurance covers the entrance ie the disability ramp, the use of the WC and disability provision, and whether it covers security of files.

Consultation on the future of Suffolk Fire and Rescue Service –Replied to consultation with agreement of Members

Meadow Way – Requested provision of receipts for any refreshments provided at Meadow Way when volunteers cut the hedge.

Neighbourhood Plan – Forwarded the designated area proposed by the Town Council to WDC, advice received that all of Carlton Colville would need to be included so that all of the residents would be involved.

Hard copies of booklets ordered

Bells Path Wrote to volunteer thanking him for his help

Bloodmoor Bridge – Wrote again about slippery moss and vegetation needing to be cleared.

Skills Audit - Asked the WDC Community Development Officers if they could attend the March Amenities Committee Meeting for work on a skills audit with all Members attending. Officers agreed.

Street numbers - Prepared list of streets in Carlton Colville with numbers of houses in each street was for possible alternative newsletter distribution

Pensions – further request made again for information about SCC pension scheme

Financial Report

Nat West Bank:

Most recent bank statement at 29 January **£103,593.49**

Uncashed cheques **£4,140.56**

Closing balance **£99,452.90**

Santander:

Deposit Account: **£37,818.27**

CARLTON COLVILLE TOWN COUNCIL

POLICE REPORT FOR PERIOD

28/1/16 – 25/02/16

There have been 5 crimes recorded for the above period

1x Criminal damage other

1x Malicious communication

1x Theft from shop

2x Common assault

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

REPORT FROM THE EAST ANGLIA TRANSPORT MUSEUM
FEBRUARY 2016

Lowestoft Corporation No4 is having extensive bodywork and a repaint off site. This bus was restored twenty five years ago and has been in regular service as a courtesy bus at events.

The tram track work is progressing and the volunteers are working in wet conditions, cold or windy conditions or sometimes all three. We expect the major trackwork repairs to be completed by 25 March, the start of the 2016 season, but are asking visitors in March and the beginning of April to check the museum's website before travelling.

The railway volunteers are constructing a new railway carriage. Our existing carriages are frequently filled to capacity on busy days, leaving passengers waiting at the station for the train to return.

Our 2016 special events are Start of Season Easter Gala, Mid May 40s Weekend, Dad's Day Out, London Event, Trolleybus Weekend, Halloween plus Santa Trams.

Report from County Cllr Sonia Barker

Correspondence about flooding:

From: Matt Hullis
Sent: 25 February 2016 15:42
To: Peter Byatt
Subject: RE: Kirkley Stream

Hi Peter

The stretch you mention is classified as "main river" and is therefore the responsibility of the Environment Agency, it's on land that I believe is owned by WDC.

FYI - I've attached a response from the EA in relation to the points raised about the £300k at the public meeting. SCC are in full agreement with this position and Matthew Hicks has written to confirm this.

We have received photos from Mr xxxxs, our opinion is that the level of silt is not significant and its removal would not materially impact water levels in a flood event.

Regards
Matt Hullis

Head of Environment Strategy
Resource Management
Suffolk County Council
Endeavour House, Russell Road, Ipswich, IP1 2BX.
01473 264446
07899 924372

Letter from Environment Agency dated 15 February 2016 to Peter Aldous MP

Our ref AMC/2016/314

To: peter.aldous.mp@parliament.uk **Date** 15 February 2016

Dear Peter

Re: Kirkley Stream, Carlton Colville and Kirkley

Thank you for your letter of 10 February following your site meeting in Carlton Colville, at which the February 2012 press release regarding flood defence measures for Kirkley Stream was raised.

In 2012/13 we allocated £300k for Kirkley Stream to develop an Environment Agency flood risk management project. Following early discussions with Suffolk County Council (as the Lead Local Flood Authority), we recognised that the flood risk from Kirkley Stream was not solely resulting from river flooding. We needed to consider surface water and sewer flooding and we wanted to ensure any project works in the main river sections (upstream) would not have a negative impact downstream.

We therefore didn't prepare a scheme in isolation but instead we're working with Suffolk County Council and Anglian Water to better understand the fluvial, surface water and sewer flood risk in Kirkley Stream as well as the wider town. The resulting project, to be managed by Suffolk County Council, will also provide options to reduce flood risk.

The outputs of this project will inform the Lowestoft flood risk management strategy, and identify which options to reduce flood risk will be cost beneficial. We will then use further funding to implement any suitable measures through the Lowestoft Strategy. It is important that we identify the right options together, as funding rules dictate that Flood Defence Grant in Aid can only be allocated once in a given area.

Had we pursued a £300k Environment Agency scheme on measures in the main river section at Carlton Colville in isolation, it could have potentially worsened the flood risk in the downstream (non-main river) areas such as Aldwyck Way and Velda Close which unfortunately flooded last July. This is the benefit of combining funding and preparing a flood risk management strategy for the whole town and considering the Kirkley Stream as a whole rather than on a piecemeal basis.

I trust this has answered the matters raised to your satisfaction. If I can be of further help in this, please contact me.

With best wishes.

Yours sincerely **Environment Agency Area office** Icen House Cobham Road, Ipswich, Suffolk, IP3 9JD
Website: www.gov.uk/environment-agency Awarded to Essex, Norfolk and Suffolk Area

Letter to Resident from Environment Agency dated Feb 2016

Dear Sir

Many thanks for providing us with the information. As part of our investigation work we have now undertaken a full survey of the stream that includes silt depth. It is the considered professional opinion that current silt levels would not have a significant impact during flood events and therefore there are no current plans to remove silt along the full length of the stream. There may be benefits to removing silt in certain sections by culverts where it has the potential to restrict flow, but no decision to undertake this work has been taken to date, it will be considered as part of the long term strategic review of flooding across the town that is currently underway.

We are currently working to remove vegetation along the stream to reduce the risk of blockages and resultant backing up of water, which was the cause of the most flooding of houses in July 2015. The work should be completed in the next couple of weeks and along with the support of Anglian Water teams (who will be on standby for significant rainfall events to clear blockages) we are hopeful that this will reduce the risk of homes flooding in the future.

I look forward to updating you again at the next public meeting.

Regards

Matt Hullis

Head of Environment Strategy

Report from D Cllr Paul Light

WDC passed its Annual Budget and has, regrettably after much deliberation, agreed to increase the WDC rates by 41p a month for Band D properties. Cllrs will be aware of the cuts to the amount of money available to Councils from Central Govt.

Waveney will have a shortfall of approx. 4 million over the next 4 years, which is creating a considerable challenge to our Council.

There will also be other increases from SCC and the Police.

I have received two thank you letters:- One for the clearance of footpaths paths and some improvements resulting from a meeting between WN, a resident and myself, and

One for the work done on the Meadow Way footpath.

It was very good that, after 17 months of trying, everything came together thanks to the support of Cllr Byatt and WN.

With the really hard work being done by Ian Castro and his friend Shane Phillips (who is setting up "SP Gardening Services" his contact mobile is (07874) 618115).

and Andy, with a couple of youngsters from Catch 22 reparation. Between them they worked miracles in clearing the path.

Shane also used his own equipment some of which was damaged in the process.

So much was cut back that it took several days to take everything away.

The path is now so much brighter and safer!

Would it be possible for the Town Council to mention the people who freely gave up their time in a Newsletter?

I am also following up questions re the green bins, traffic safety at Uplands Close (Cllr Byatt and I meet with the Head and had a very positive and supportive meeting), local Policing, and car sales from laybys.

Problems from residents in the Witton area I have again forwarded to their District and County Cllrs.

Rosedale Surgery is planning another FREE HeartStart course at the surgery on Monday April 11th.

This is open to anyone aged 8 to 80. Please tell your friends as this is a very valuable skill that could save a life.

Dr Charles Beardall
Area Manager Essex, Norfolk and Suffolk
Tel: 02030 258358

Email: charles.beardall@environment-agency.gov.uk

WDC Matters.

Attended 2 police presentations (information from Tim Passmore's already sent to TC); Had a home morning visit from PCSO's to discuss situations affecting residents where I had written to them about in the past: O & S meeting when we looked at the Housing Revenue situation; a meeting of the Charities Board to which all WDCllrs are Trustees; various meetings looking at the budget; we also had a full Council meeting when decisions were agreed by all there. Also spent several Saturdays collecting signatures in support of another crossing.

WDCllr Matters

During January have continued to follow up various matters including the hedge situation between Meadow and Famaona.

Had a number of residents come to the monthly surgery. Followed everything up – even instances of where residents had got in a muddle about who their Cllr was. Fortunately, I was able to help and gave him details of his Cllr . Because the situation had gone on for so long I did send some emails and made some phone calls on his behalf. He later rang me to say thank you as he had given up hope of anything being done. A lady at Lowestoft College had a friend in Beccles with housing problems and I was able to refer her to the WDCllrs all of whom offered to help.

Cllr Ceresa and I visited a resident on Deepdale having problems with youngsters on the park in front of her. Visiting Riverside and speaking to the Community team and police officer I found out that the WDC Community had been trying to help since before Christmas. They had already been out and gone door to door to find a consensus. The situation, as I see it, is that there is not just a cost to put down some extra shrubs BUT who will maintain this and be responsible if there is a change of house ownership? ? I have been informed that the picket fence opposite Harrop/Matlock Dales is shown on deeds as belonging to the properties they front (this does give an eg where it is not always possible to get public support to maintain things).

Some residents were worried about cars 'cutting corners' from Ashburnham apparently on the way to Grove school (we were told this mainly happens at school start and finish times) Also to do with Ashburnham was another request for a crossing point at the north end. Peter and Sonia had a Highways meeting Monday and said they would follow this up.

Also followed up my concerns for the flooding experienced away from Kirkley Stream.

Added to my list was 14 Meadow where the road floods and water pours down into garden and garages. This is a long-term problem, I understand in the 80's water was over the top of the wellington boots of the workmen delivering sand bags. Attended the Flooding site meeting and made sure properties away from Kirkley Stream were not left out (including Hall, Peacock, Chestnut, Elm, Fir, and Rectory Rds)

District Cllr Paul Light report for 3 February 2016

Rosedale Patient Group AGM Report to Town

Council 2015-16

The 2015 AGM was held a few weeks late because of illnesses to the Chair and Vice Chairmen.

Surgery Report:

A new extension is planned, funding has been applied for. The planned extension will accommodate the increasing patient list size, additional doctors, ancillary staff and additional services to patients closer to home. Included in this wish list is for a dentist.

Two new doctors will be joining the practice as Dr Martin Vallis is retiring in May and Dr Ben Olaleye is reducing his hours by half at Christmas as he approaches retirement.

The practice is pleased with the current recruitment crisis that it has managed to recruit 2 new GP's Dr Hena Shah and Dr Alex Nickenson are joining the practice and hope to become partners which means more stability for the practice.

Some patients who were registered at Oulton Surgery, Marine Parade & Kirkley Mill and are resident in the surgery area are requesting registration; this is increasing the patient list size. Recently, a Paramedic has joined the practice same day team on Mondays, he is trained in minor illness dealing with chesty coughs and colds as well as providing visits for ECG's and for annual care planning.

Minor ops are already carried out in house and it is hoped that there will be a time when a physiotherapist, mental health workers, chiropodists etc will be based at the surgery.

Michelle Harris has joined as our new Health Care Assistant.

In the near future blood tests will be available at Kirkley.

Training of Medical Students from UEA continues on Mondays and Tuesdays. Doctors are grateful for any patients who will help as they are training the new generation of general practitioners.

Chairman's Report:

The Chairman thanked Mike Cheeseman for standing in for him whilst he was immobile and Practice Manager, Lisa Andrews, for ensuring everything ran smoothly.

The PPG was set up to provide a link between patients and the practice. By working together we are constantly looking to achieve the best healthcare and support for our patients.

Over the year a very successful Heart Start course was held, led by David and Tom Willis, with everyone attending gaining a certificate. There is no charge for this course but a donation is made by the PPG in appreciation of the work of its volunteers.

It is hoped to hold another evening course around April – open to every patient.

During the year a very interesting talk by Tracey Peake of Health East on Physician Advocates was given. She has been invited to return to talk about GP Pharmacists.

Topics have been varied reflecting patient experiences. Amongst the discussions have been the short shelf life of some medicines being prescribed, the layout of the waiting room, the need for prominently placed clocks, improvements for those with limited mobility and the most appropriate music to help maintain patient confidentiality.

Rosedale is always well represented at the PPG Forums with most of the Committee attending at least one meeting. The views of our patients are noted and, whenever possible, improvements sought.

Several members met with representatives of the CQC to draw attention to the experiences (good and bad) patients have had whilst in hospital.

He thanked everyone for their support with an extra thank you to Lisa for her work on the newsletter.

Although not all committee members were able to seek re-election because of other commitments several new volunteers have come forward.