

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF ANNUAL TOWN COUNCIL MEETING

Draft minutes of Carlton Colville Town Council **Annual Meeting on Wednesday 3 May 2017 at the Methodist Church Hall, Lowestoft Road, Carlton Colville. The Meeting began at 8.15 pm.**

1.	<p>a) <b>To elect a Chairman</b> – Cllr Jill Tyler proposed the nomination of Cllr Julie Hall and Cllr Derek Fletcher seconded the proposal. There were no other nominations. All agreed the proposal and Cllr Julie Hall accepted the position of Chairman</p> <p>b) <b>To elect a Vice-Chairman</b> – Chairman Julie Hall proposed the nomination of Cllr Jill Tyler and Cllr Clare Varela seconded the proposal. There were no other nominations. All agreed the proposal and Cllr Jill Tyler accepted the position of Vice Chairman</p> <p>c) <b>To receive Declaration of Acceptance of Office by the Chairman</b> – Cllr Julie Hall signed the declaration accepting the position of Chairman</p> <p>d) <b>To appoint an Responsible Financial Officer (RFO)</b> – Alison Ayers the Clerk to the Town Council was appointed as the RFO</p> <p>e) <b>To note Members present and to receive any apologies for absence and note them</b> – Present were Cllrs Julie Hall (Chairman), Jill Tyler (Vice chairman), Paul Radforth, Clare Varela, Christine Fair, Derek Fletcher, Alistair Mackie, Bill Mountford. Apologies were received from SCC Councillors Sonia Barker and Peter Byatt and from the Tim Major from East Anglia transport museum</p> <p>f) <b>To receive any declarations of interest regarding the agenda</b> – Cllr Jill Tyler wished to have noted that she had visited the home of Cllr Light and met his family</p> <p>g) <b>To consider applications for dispensation</b> – It was agreed that no dispensation needed to be considered.</p> <p>h) <b>To confirm existing members of and to confirm any changes to the following Committees:</b> - The following was agreed; <b>Planning</b> – Derek Fletcher, Paul Radforth, Alistair Mackie, Jill Tyler <b>Amenities</b> – Paul Radforth, Derek Fletcher, Julie Hall, Jill Tyler <b>Finance and Personnel</b> – Clare Varela, Christine Fair, Julie Hall, Jill Tyler, Alistair Mackie <b>Youth Representative</b> – Jill Tyler, Christine Fair <b>Allotments Representative</b> – It was agreed this was not required at this time <b>Public Transport Representative</b> – Alistair Mackie <b>Carlton Colville Community Centre Representative</b> – it was agreed that this was not required at this time as the Clerk is on site 3 days a week</p>
2.	<p><b>To approve and sign the Minutes of the Annual Town Council Meeting held on 4 May 2016</b></p> <p>It was RESOLVED by all to approve the minutes of 4 May 2016</p> <p><b>To approve and sign Minutes of Town Council Meeting held on 5 April 2017</b></p> <p>It was RESOLVED by all to approve the minutes of 5 April 2017</p>

3.	<p>Public participation</p> <p><b><i>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.</i></b></p> <p><b><i>During each meeting the council will allow a period of up to 15 Minutes for public questions. During this time, residents can put questions to the Chairman regarding local concerns. Where possible, the Chairman will respond but matters may have to be deferred and placed on a later month's agenda for discussion.</i></b></p> <p>3 A To receive reports from the following:</p> <ul style="list-style-type: none"> <li>i. <b>The Police</b> – No report had been received despite 2 requests a further request to be made to try to obtain this information</li> <li>ii. <b>Waveney District Councillor</b> – Cllr Paul Light provided a report (see attached) It was brought to the attention that a bin had been damaged at Rushlake Way this is to be looked in to. Cllr Paul Light requested the Town Council write to the environment agency and Anglian Water about ongoing resident's problems with flooding and drainage. Residents should be encouraged to report issues in the moment and were reminded of this in the latest Town Council magazine</li> <li>iii. <b>Suffolk County Councillors</b> – report was received and read out (see attached)</li> <li>iv. <b>East Anglia Transport Museum</b> – no report was received</li> <li>v. <b>Suffolk County Councillors</b> – report was received and read out (see attached)</li> <li>vi. <b>Carlton Colville Youth Council - Impact</b> – The Skate park has a hole over the middle jump reappear and panels have started to pop. Children have been injured. It was agreed to contact Waveney Norse to see if emergency repairs will be carried out or they will be closing this to build the new one. Simon Walker/Chris Ames to be contact. Cllr Light agreed to find out timelines re the New Skate park and if there was still a play partnership at WDC and report the damage.</li> <li>vii. <b>The Clerk</b> – See attached report which was read</li> </ul> <p><b>3B To receive questions from the Public</b></p> <p>Seeds received from Wendy Bradman – Bee &amp; Wildflower Marsh Lane was noted to be unsafe for pedestrians with a double S bend Highways has no speed restrictions and there is issues for line of sight for pedestrians SCC need to come and take a survey</p>
4.	<p><b>To receive an update on actions from the previous meeting 5 April 2017</b></p> <p>Still awaiting clarification on 2 Waveney Norse invoices so still unpaid Invoice from new bins had been clarified so now paid breakdown was The cost of a metal Guppy bin is £305.29 x 2 = £610.58 plus £100 Installation fee x 2 = £200 + VAT Contact with Sally Dann around land to advise her to contact the developer and seek legal advice Email sent to Councillor Barker re Fence at Roundabout Old Beccles Road Insurance document – listed as Multi-purpose was Bins, Unable to remove Clerks home cover as this came as standard but now we have a laptop and it may get taken to Clerks house occasionally Spoken to Brett Robson at Hayden's re land on Castleton Ave/Hollow Lane and he advised to send an email for them to consider as they are undecided about what to do with it but no further response</p>
5.	<p><b>To receive details of any correspondence of importance for Council to consider not received elsewhere:</b></p>

	<p>a) Community Emergency Planning Group Beccles 23<sup>rd</sup> May 1 pm – 4 pm – Keith Fawkner-Simpson – it was decided no council member would attend.</p> <p>b) CIL Funds have been received £5975.36 which must be reported in the next Financial Year.</p> <p>c) First half of precept has been received £26,921.00</p> <p>d) Broads Landscape and Landscaping Guide Consultation – no comments have been put forward</p> <p>e) East Suffolk Partnership Funding Event – no council member would attend but a request would be made for an the information and slides to be sent to the Clerk</p> <p>f) Anchor Way roundabout brick planters hit by vehicle – Reported to SCC</p>
6.	<p><b>To confirm receipt of minutes from Meetings held since 5 April 2017: Planning Committee Meeting 19 April 2017</b></p> <p>These were read and agreed to be signed at the next Planning meeting</p>
7.	<p><b>To agree payments to be made.</b></p> <p>On the proposal of Cllr Hall seconded by Cllr Varela it was RESOLVED by all to approve the payments.</p>
8.	<p>To Confirm Waveney Norse Quotations for work to Hanging Baskets, Shrubs, Strimming at Carlton Community Centre</p> <p>It was RESOLVED by all that this work would be carried out in line with the quotations</p>
9.	<p><b>To propose to review Standing Orders in June's meeting</b></p> <p>It was RESOLVED by all that this would happen in June's meeting</p>
10.	<p><b>To propose to review Terms of Reference for Amenities, and Finance and Personnel Committees in June's meeting</b></p> <p>It was RESOLVED by all that this would happen in June's meeting</p>
11.	<p><b>To propose to review assets including buildings and office equipment in June's meeting</b></p> <p>It was RESOLVED by all that this would happen in June's meeting</p>
12.	<p><b>To confirm arrangements for insurance cover in respect of all insured risks</b></p> <p>It was RESOLVED by all that the insurance was in place and adequate</p>
13.	<p><b>To propose to review the council's subscriptions to other bodies in June's meeting</b></p> <p>It was RESOLVED by all that this would happen in June's meeting including the subscription to Information Commissioners office</p>
14.	<p><b>To propose to review the council's complaints procedure in June's meeting</b></p> <p>It was RESOLVED by all that this would happen in June's meeting</p>
15.	<p><b>To propose to review the council's policy for dealing with the press and media in June's meeting</b></p> <p>It was RESOLVED by all that this would happen in June's meeting</p>
16.	<p><b>To propose to review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 in June's meeting</b></p>

	It was RESOLVED by all that this would happen in June's meeting
17.	<p><b>To propose to determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council</b></p> <p>It was RESOLVED by all that the meetings would continue to take place on the 1<sup>st</sup> Wednesday every month</p>
18.	<p><b>To receive year end accounts</b></p> <p>It was explained to the Council that the new Clerk had spent a few hours with a SCRIBE accountant to get the end of year accounts ready for the Internal/External Audit. Two write offs totalling £5.04 was proposed to be agreed. It was RESOLVED that all agreed and were happy with the closing balance and write offs and accounts for 2016/2017.</p>
19.	<p><b>To agree internal auditor</b></p> <p>It was RESOLVED that SALC would be the internal auditor and the Clerk would parcel up the accounts and send recorded delivery to save time and budget</p>
20.	<p><b>To receive application by Paul Light to join the Town Council</b></p> <p>The application for Paul Light to join was debated, and it was RESOLVED unanimously that Paul would join the Town Council</p>
21.	<p><b>To consider a new Defibrillator</b></p> <p>It was agreed that £2000 funding for a new Defibrillator be set aside. Cllr Julie Hall would contact the member of public who had purchased one on the Dales to assist with positioning</p>
22.	<p><b>To agree Clerks extra hours worked (see Attached)</b></p> <p>It was proposed and RESOLVED by all to pay these in next month's salary</p>
23.	<p><b>Matters in abeyance and for next Meeting:</b></p> <p>16 The Street Carlton Colville obtain 2 m strip of land by Melissa Norton  Tarmac of Carlton Colville Community Centre Car Park  Donation to Suffolk Wildlife Trust  Notice Board at Ribblesdale  Bullguard Security System upgrade for the computer  Bob Collis to present on history of area  Donation of old computer equipment to The Mens Shed</p>
24.	<p><b>To close the meeting</b></p> <p>The meeting closed at 9.45 pm</p>