



Minutes of Carlton Colville Town Council **Annual** meeting on Wednesday 10<sup>th</sup> May 2023 at Carlton Colville Primary School, Gisleham Road, NR33 8DG.

The meeting started at 7.00 pm

## MINUTES

- 1. Election of Chairman of the Town Council 2023/2024**  
It was Proposed by Clare Varela and Seconded by Paul Radforth and RESOLVED by all to elect Rachael Arnott as Chairperson, no other nominations were received.  
Chairperson's declaration of acceptance of office was duly signed
- 2. Election of a Vice-Chairman of the Town Council 2023/2024**  
It was Proposed Paul Radforth by and seconded by Derek Fletcher and RESOLVED by all to elect Clare Varela as Vice-Chairperson, no other nominations were received.  
Vice-Chairperson's declaration of acceptance of office was duly signed
- 3. To appoint a Responsible Financial Officer (RFO)**  
Alison Ayers as the current Clerk was appointed as Responsible Financial Officer (RFO)
- 4. To Note members present and to receive and accept apologies for absence**  
Present: Chairperson Rachael Arnott, Vice chairperson Clare Varela, Councillors Derek Fletcher, Ryan Williams, Paul Radforth, Chris Thomas  
East Suffolk Councillors Craig Rivett, Myles Scrancher Suffolk County Councillors Craig Rivett, Melanie Vigo DiGallidoro  
Chair of Allotments David Peek, East Anglia Transport Museum Tim Major IMPACT detached Youth – Ian Castro and Laura Benterman (7.30 pm)  
Members of the public 2  
Apologies received and accepted from Councillors Amanda Clarke, Julie Hall, Adam Robertson
- 5. To receive any declarations of interest regarding the agenda**  
None
- 6. To consider applications for dispensation**  
N/A
- 7. Appointment of representatives to the following committees:**  
Planning- Derek Fletcher, Paul Radforth, Adam Robertson, Rachael Arnott  
Finance and Personnel – Clare Varela, Julie Hall, Rachael Arnott, Amanda Clarke  
Carlton Colville Community Centre – Clare Varela, Ryan Williams, Rachael Arnott  
Allotments – Derek Fletcher  
St Peters Cemetery – Derek Fletcher

**8. To agree terms of reference for Planning committee and terms of reference of Finance and Personnel Committee**

It was RESOLVED by all to accept the above documentation

**9. To approve and sign the minutes of the Town Council meeting 5<sup>th</sup> April 2023**

It was RESOLVED by all that these were a true and accurate record and were duly signed

**10. To receive reports from the following:**

**NOTE – no questions from the public will be taken during these reports. Public participation is a separate agenda item at item 11 .**

a. Suffolk County Councillors – Gull wing bridge cranes have arrived for steel section installations. Beccles Road crossing final design coming soon. The Street flooding works is moving forward now assets have been transferred.

b. East Suffolk Councillors – Chairperson thanked Craig Rivett for his work for the past year and looked forward to working with him and Myles Scrancher over the next 4 years following the election. Myles Scrancher introduced himself to the meeting.

c. Patients Participation Group at Rosedale Surgery – Nothing to report since last meeting.

d. IMPACT Detached Youth – reports circulated.

e. East Anglia Transport Museum – Museum up and running, Easter very busy

f. Allotments – New tenants now starting to get planted up. School is now picking up.

Rotavator now been returned and a new one will be purchased later in the year once refund received.

g. Carlton Colville Community Centre – Report circulated, new hirers 1<sup>st</sup> May and new agreements in place. Moving things forward gradually with the committee.

h. Community Kitchen and Wildlife Garden – Proposal to fix tap with a combination lock. Battery powered camera is a possibility to quell vandalism. Co-ordinator discussing a possibility of working with the schools. Next event is 30<sup>th</sup> May 2023

**11. Public participation**

***The purpose of the meeting is for Councillors to discuss Town Council Business. 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. Each question will be allocated 3 minutes. Where possible the Chairman will respond but matters may have to be deferred and placed on a later month's agenda for discussion.***  
No questions

**12. To agree payments to be made for April 2023**

List was circulated prior to meeting

It was RESOLVED by all to agree all 12 payments totalling £8925.87 and 2 direct debits totalling £76.06

Spend v budget circulated

Receipts for April – 1<sup>st</sup> half of precept received from East Suffolk Council £28963.18

Allotment Subs – £583.72

Grant East Suffolk Council CIL £3480.21, VAT quarter 1 HMRC 1227.52

**13. To receive and sign off the Annual Governance Statements and Annual Accounting Statements for 2022/23**

The annual governance statement and annual accounting statements were read out and it was RESOLVED by all to agree both statements and that they were duly signed by the chairperson and RFO ready for submission to the external auditor.

14. **Propose and determine the time and place of all ordinary meetings of the full council up to and including the next annual meeting of full council**

It was agreed that meetings would remain the same at 7 pm the first Wednesday of each month except August when there would be no meeting. A watershed for 9 pm was agreed. The meetings would be at Carlton Colville Primary School.

15. **Carlton Colville Town Council resolves that from 10<sup>th</sup> May 2023 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (prescribed conditions) Order 2012, adopt the General Power of Competence.**

It was RESOLVED by all to continue to adopt the General Power of Competence.

16. **Corporate Governance**

To approve governance documents for 2023/24

- a. Standing Orders
- b. Councillors Expenses Policy

It was RESOLVED by all to approve these documents

17. **To confirm arrangements for insurance cover in respect of all insured risks**

The clerk confirmed that a new 3 year arrangement through Ansvar Insurance which designed to meet the needs of Town and Parish Councils had been put in place in October 2022. The recent Internal Audit had confirmed that all liabilities had adequate cover

18. **To consider updated plans for Carlton Colville Family Fest 4<sup>th</sup> June 2023 and to consider a request for a donation to the East Anglia Transport Museum in relation to this.**

Councillors and help to attend the site from 8 am on the day. Outside Electrics to be installed in the next couple of weeks. Clerk to speak to Preschool to ensure their outside equipment was put away and the entrance to the field gates clear. The cleaner to be organised to be on site 12 until 4 pm for toilets

It was RESOLVED by all to donate £1000 to East Anglia Transport Museum for their ongoing works – Localism Act 2011, ss1-8

19. **To consider the following planning application:**

Application number: DC/23/1379/P3Q

Proposal: Change of use of barns to two dwelling houses.

Address: Oakes Farm, Mutfordwood Lane

Recommendation: Approval

20. **To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda**

Community Cuppa 54 people attended the last one

21. **To close the meeting**

The meeting closed at 8 pm

Signed..... Date.....