

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 5 September 2012** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm  
Minutes draft until signed.

### 1 Apologies for absence and record of members present

Members present: Town Councillors Jill Tyler Chairman, Julie Hall, Derek Fletcher, Tony Tibbitt, David Kindred, Peter Tyler and Wendy Miles, Bill Mountford and Rod Earp.

Apologies were received and accepted from Town Councillors Alistair Mackie and Jose Bamonde. District Cllr Kathleen Grant and Sandra Ward from the Transport Museum sent apologies

In attendance for part of the Meeting were PCSO Justin Winn and Youth Workers Debbie Goddard and Ian Castro and Arthur Charvonja, Monitoring Officer from Waveney District Council.

### 2 Declaration of interest

There were no declarations of interest

At 7.10 pm the Meeting closed for reports

### 3 Police Report

PCSO Justin Winn read out the report. See attached. Members raised the matter of vehicles speeding which had been reported in Beccles Road, Monarch Way, Deepdale and Gondree and Ranville. The police would arrange street meet and letter drops about this. Police reports would be put on Town Council website. PCSO Winn left the Meeting at this point at 7.15 pm

### 4 Presentation by WDC Monitoring Officer about Localism Act

This was given by Arthur Charvonja, the Monitoring Officer from Waveney District Council.

### 5 Reports from County and District Councillors and outside bodies associated with Carlton Colville and reports from working parties for period since 27 June 2012. Up to three minutes set aside for each report

The report from The Transport Museum was received, see attached.

The Youth Workers, Debbie Goddard and Ian Castro from Impact reported that there was a lot of youth activity in the evenings at Hall Road and they had been engaging there with youngsters, they had also been helping football activities with Positive Futures and encouraging football to be played at green areas away from Matlock Dale. With the lighter nights there had been a large increase in youths using open spaces and this had led to rubbish accumulating. They had contacted Waveney District Council. Picking up rubbish would be promoted in the newsletter. It was also reported that many youths had scooters and Impact will talk to them about appropriate use.

It was noted that a resident had requested a bin near Ashburnham Way and that the footpath at Grove Road was overgrown.

The Meeting was reconvened at 8.30 pm.

A cheque of £1800 as agreed at the July Meeting was presented to Impact Detached Youth Workers to help enable them to continue youth work in Carlton Colville following government cuts.

6 To approve Minutes of Town Council Meeting held 25 July 2012

Proposed and seconded by Cllrs Wendy Miles and Peter Tyler and all agreed.

7 Actions from previous Town Council Meeting of 25 July 2012

Forms for signature had been taken to the bank. Cllr Jill Tyler advised that the bank had given extra forms for completion.

Interviews had been held for vacant position of Town Councillor.

Meeting had been held with Councillors and Clerk from Gisleham Parish Council on 3 September and problems of school traffic and support for Bloodmoor Community Centre had been discussed.

A site visit at Borrow Close had been arranged with the solicitor and Waveney District Council representatives.

Newsletter had been printed and distributed.

8 Expenditure, to consider agreement of cheques to be signed

See attachment

Proposed and seconded by Cllrs Peter Tyler and Wendy Miles and all agreed.

9 Correspondence received

A list of correspondence received had been circulated.

Other Correspondence to be discussed under agenda items

9i To receive from WDC and Suffolk Coastal the Joint Environmental Sustainability Policy and Action Plan (JESPAP)

This was noted.

9ii To receive details of Waveney Town Centre Study

This was noted.

10 Training, reports on training received and notification of training available

Cllrs Peter Tyler, Alistair Mackie and Jill Tyler attended Code of Conduct Training.

The Clerk would put copy of the slides on drop box.

Community Led Planning would be held on 3 October 2012 at Stratford St Andrew. Cllrs Wendy Mils and Jill Tyler would attend.

10i Invitation from Somerleyton Parish Council for councillors to attend councillor training on 27 Sept at Somerleyton

Cllrs Jill Tyler, Wendy Miles and David Kindred would attend this

11 To receive information regarding site visit at Borrow Close

A site visit would be taking place on 13 September and Cllr Jill Tyler would attend.

12 Standing orders, review and update

Item 1s - It was agreed that any councillor missing six consecutive meetings to which he/she had been summoned without valid reason approved by the Council, shall be deemed to no longer be a member of the Council from that time. Proposed and

seconded by Cllr Derek Fletcher and David Kindred and all agreed. It was noted that this was in line with the Local Government Act 1972 s75.

Item 2a – It was agreed that this would be altered to reflect that Meetings are being held on first Wednesday of the month and would be as follows: In an election year the Annual Meeting of the Town Council shall take place within fourteen days of when new councillors elected take office. Proposed and seconded by David Kindred and Julie Hall and all agreed.

Item 2b - – It was agreed that this would be altered to reflect that Meetings are being held on first Wednesday of the month and would be as follows: In a year which is not an election year the Annual Meeting of the Town Council shall be held on the first Wednesday in May. The Annual Meeting of the Parish shall immediately precede the Annual Meeting of the Town Council. Proposed and seconded by Cllr Derek Fletcher and Tony Tibbitt and all agreed.

Consideration was given to having a standing order which prevented a councillor holding the position of chair for more than three consecutive years. This would have been 15bviii. This was not agreed and would not be added to Standing Orders.

It was agreed that further consideration would be given to Public Participation Policy at the next Meeting. Decision made would be adopted for Standing Orders.

A copy of the SALC Model Protocol for Public Participation in Council Meetings had been distributed to Members and was distributed again.

Inclusion in Standing Orders would be considered at a later date for the following matters: Procedure for co-option for new Town Councillors; Complaints procedure; Press Release Policy; Freedom of Information Policy; Information available under the Model Information Scheme; Data Protection Policy; Committee Terms of Reference; Back up of Council records, it was agreed that the Council would provide the council computer with appropriate external hard drive for use by the clerk.

#### 13 To receive updates on Revised Code of Conduct registration of members interests

This had been circulated and was noted.

#### 14 To discuss the installation of the bus shelter at Beccles Road

It was proposed and seconded by Cllrs David Kindred and Julie Hall that as parking problems had been highlighted this should not go ahead at this current time. A vote was taken and Councillors Jill Tyler, Julie Hall, Derek Fletcher, Tony Tibbitt, David Kindred, Peter Tyler and Wendy Miles, Bill Mountford agreed and Councillor Rod Earp disagreed. Cllr Jose Bamonde joined the Meeting at this point and abstained from voting.

#### 15 To receive update on the progress for use of the old Carlton Colville Primary School site

The Free School was going ahead.

#### 16 To receive update on arrangements for the public visioning meeting 29 September

These were noted. It was agreed that the balloon man would be booked for the children's entertainment. All agreed that flyers should be put through doors

#### 16i To consider budget for costs which will be incurred in holding the public visioning meeting 29 September

It was agreed by all that the town council budget for costs would be up to £1000.

16ii To discuss allocation of roles for the public visioning meeting 29 September  
This had been agreed at item 16

17 Town Council Newsletter and website update  
As the watershed had passed this was not discussed

18 Items for next months meeting:  
To include Freedom of Information Policy and Terms of Reference for committees

19 Ongoing matters in abeyance:  
Purchase of land for community use at Borrow Close; Town Plan, bus shelter at Beccles Road, dog bin at Marsh Lane, ID cards,

20 Sign cheques

21 Close Meeting

22 Sign cheques

23 Close Meeting  
There being no further matters the Meeting closed at 10.30 pm

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

Minutes Carlton Colville Town Council Meeting 5 September 2012

Payments to be considered

|  |         |                |
|--|---------|----------------|
| Impact Detached Project agreed Item 15 Minutes July 2012 chq 11633 | £1800   |                |
| Hire of CC Community Centre Hall, April to July 2012 chq 1634      | £192    | 23 August 2012 |
| Council Insurance for year ended 30 September 2013 chq 1635        | £409.40 |                |
| Councillor training code of conduct, JT PT AM chq 1636             | £60     |                |
| W Norse cleaning bus shelter chq 1637                              | £63     |                |
| Richardson Printing newsletter 12 page glossy cheque 1638          | £1020   |                |
| Newsletter distribution chq 1639                                   | £266    |                |
| Hire of Methodist Church Hall Jan to August chq 1640               | £80     |                |
| Clerks Wages for July chq 1641                                     |         |                |
| Inland Revenue July chq 1642                                       |         |                |
| Expenses clerk: paper, cartridges, postage, chq 1643               | £84.87  |                |
|  |         |                |

Carlton Colville Town Council Meeting 5<sup>th</sup> September 2012  
Police Report

For the period 27/7/12 to 5/9/12 there were 28 reported crimes. The breakdowns are as follows.

Burglary dwelling 1  
Burglary other building 1  
Assault occasioning ABH 2  
Possession class a drug 1  
Possession class b drug 1  
Common assault no injury 2  
Driving with excess alcohol 1  
Criminal damage other building 3  
Criminal damage to vehicle 1  
Criminal damage endangering life 1  
Theft other building 5  
Theft of pedal cycle 2  
Arson 1  
Domestic non crime 2  
Section 2 harassment warning 1  
Wasting police time 1  
Message letter/email indecent or threatening 1  
Fear of provocation of violence section 4 1

The SNT continues to act upon issues raised by the public. Recently we had reports of speeding on Chapel Rd and Hall Rd. Action has been taken and as a result 8 motorists have been caught speeding and dealt with.

REPORT FROM EAST ANGLIA TRANSPORT MUSEUM  
AUGUST 2012

The museum was open on twenty days or afternoons in August. Many visitors were returning visitors using their season tickets. The majority of season ticket visitors are from local areas, probably due to the recession and cost of fuel for longer journeys. Some holiday makers do use a season ticket to make a second visit during their stay, particularly if the weather is unsettled.

The Secretary of the Workington Transport Heritage Trust visited the museum while he was in the area; the visit having been suggested by the Heritage Lottery Fund as his organisation are in the early stages of making an application.

The museum volunteers are preparing for the Trolleybus Gala Weekend on 08 and 09 September. On the Saturday evening the museum will be open until 9p.m. and a regular courtesy bus service will be provided from both Lowestoft and Beccles throughout the weekend. Visitors are encouraged to use the courtesy bus services and the park and ride service.

Flyers about the Santa Tram afternoons in December are being distributed. These afternoons are booked in advance. A team of dedicated volunteers is organising these events.

Maintenance and work on restoration projects continue. The Association for Independent Museums has awarded £330 to the museum for some suitable archive storage and documentation.