

CARLTON COLVILLE TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 2 October 2013** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.00 pm
Minutes draft until signed.

1a) Welcome by Chairman

The Chairman welcomed representatives from Norfolk Property Services, County Cllr Peter Byatt, Sandra Ward from the Transport Museum and Debbie Goddard and Ian Castro from Impact Youth Organisation, and Members of the Public.

1b) To note Town Council Members present and to receive any apologies for absence and duly note them

Town Council Members present: Town Councillors Jill Tyler Chairman, Jack Green, Tony Tibbitt Peter Tyler, Derek Fletcher, David Kindred, Julie Hall, Wendy Miles, Alistair Mackie, Bill Mountford and Christine Fair.

Apologies were received from the Police representative, and the three District Councillors. C Cllr Sonia Barker will attend alternate Meetings with County Cllr Peter Byatt.

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

No declarations received

1d) Consider applications for dispensation

See 1c

2 To approve and sign the minutes of the Town Council Meeting held on 4 September 2013

Approval was agreed by all who had been in attendance.

3 To allow Meeting to be adjourned for public participation

The Meeting was adjourned at 7.15 pm

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 adjourn for a period of up to 15 Minutes to allow 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.

a) To receive a report from the Police Representative

See attachment for report provided. It was also noted that the Police had been out and about with the speed gun .

b) To receive a report from Waveney District

District Cllr Paul Light gave the report. See attachment.

c) To receive a report from Suffolk County Council

See attachment

Negotiations were ongoing about the Carlton Colville Primary School traffic and it was suggested that money received from sale of caretaker cottage should be used for the alleviation of the parking problem with installation of proper path and car parking area. Members were advised that they and residents should constantly be writing to the

appropriate SCC Cabinet Members and that all previous letters should be sent again to the relevant newly elected SCC Cllr Cabinet members.
Cllr Byatt offered to talk to the WDC environmental officer to see if infra red cameras could be used at the Open Space at Lowestoft Road to alleviate the antisocial behaviour with dog mess problem and the damage at skate board area.

d) To receive a report from East Anglia Transport Museum

Sandra Ward read out the report

e) To receive a report from the IMPACT Team

See attachment

f) To receive the Chairman's report

Report attached

g) To receive the Clerk's report

See attachment. This had been circulated and relevant items to this Meeting were at Agenda item 4

h) To receive questions from the Public

The Meeting reopened at 8.40 pm.

4 To receive updates on actions from the previous meeting (information only)

To receive updates on actions from the previous meeting (information only)

Borrow close conveyance:

Completion had now taken place contract should take place shortly

Litter bins:

All were in place and in constant use

Grit bins:

Ordering was in process with volunteers received for spreading grit at Nidderdale, Galley Close and Peak Dale and sites agreed. Volunteers being sought for grit spreading at Hall Road/ Mutfordwood Lane, Secrets Corner and The Street/ Famaona Rd.

Lowestoft Museum Archaeological Project, letter of support had been sent and Cllr Kindred had placed article on website and relevant contact details had been sent to the Museum.

Parking at The Street and blocking of road: information had been sent to Suffolk Highways

It was agreed that Item 7 be brought forward

7) To receive advice from NPS about plans to be submitted for Town Council Room

Norfolk Property Services (NPS) representatives outlined what was involved.

It was resolved to request NPS to undertake initial work to provide full costs for delivery of Council Room through all stages of design and planning application including detailed sectional drawings all in compliance with current building regulations and delivery of project through to completion including project management as Council Members had neither the time nor the expertise to undertake this. Proposed and seconded by Cllrs Jill Tyler and Julie Hall and agreed by all.

5) Correspondence

To receive details of any correspondence of importance for Council to consider not received elsewhere.

a) Councillor resignation. Council had received resignation of Cllr Jose Bamonde. The vacancy was being advertised in accordance within legal procedure.

Other correspondence:

One final document to be signed for transfer of land at Borrow Close.

Invitation to enter competition for SALC Town Council of the Year with the theme of Support to Young People. It was agreed by all to enter this with the support of the Youth Workers.

Invitation to enter competition for SALC Town Council Website of the Year. It was agreed by all to enter this

Invitation to Members to visit the Free School, in a follow up to Planning training successfully held at the Free School

Feedback from DB Signs about title alterations on Town Council Noticeboards. It was agreed to follow DB's suggestion of cream background and green text.

Notification of publication "Local Councils Explained" It was agreed to purchase two copies of this from the Training budget.

Notification of Salc Agm on 12 november 2013 at 5.45 pm. Councillors wishing to attend to notify the Clerk before 1 November 2013.

b) To confirm receipt of minutes from Meetings held since 4 September 2013:

- Planning Committee Meeting 17 September 2013
- Planning Committee Meeting 24 September 2013
- Amenities Committee Meeting 24 September 2013

6 To agree cheques for signature

These were agreed by all. See attachment

These will be signed after the Meeting has been closed.

8 Annual Return for 2012/2013: presentation of external audit of return, to agree Town Council approval and acceptance of annual return

It was resolved by all to agree Town Council approval and acceptance of annual return.

9 Suffolk County Council marketing of its land at Hollow Lane / Uplands Road South, to receive information and to agree Council response

Members discussed options with regard to this site

10 To receive any updates on request for Post Office in Carlton Colville

Cllr Jill Tyler is putting together demographic information and similar businesses are being looked at.

11 To receive details of Remembrance Service and purchase of wreath

The wreath has been ordered and a request made to be notified of the local Remembrance Service arrangements

12 To receive from Town Councillors in time for setting of precept for 2014/2015 details of any projects that they would suggest for Carlton Colville

None received at this Meeting

13 To receive from Amenities Committee recommendations:

to provide a rubbish bin at Grove Rd /Path 9a and purchase 2 grit bins these to be at Hollow lane/ Grove Rd and Hollow Lane / Mallow Way as requested by the Neighbourhood Watch Association at Grove Road.

To purchase multi purpose bin for path near Applewood and to reposition existing dog bin to Grove Road / Path 9a as above.

All agreed above purchases if Finance Committee agrees funds are available

These recommendations to be agreed by Finance Committee.

14 To receive correspondence about skateboard Park and Deepdale play area and to agree consultation process for Deepdale

Skateboard Park:

A meeting will take place on 4 October with W Norse and Town Councillors about vandalism at the Skateboard Park. The Youth Workers agreed to regularly check the area and report to the police on 101 whenever anything untoward was observed. It was noted that the ramp repair man had advised that the ramps could be boxed in. It was agreed that a consultation would be needed with residents about making the area less secluded as it was seen that in contrast the

open character of the skateboard park at Normanstone Park precluded vandalism and antisocial behaviour in what was otherwise a similar area.

Deepdale:

A consultation would need to take place but representative advised that it was easy to go to the new play area. A multi use enclosed area for basket ball etc was suggested. The Youth Council would be approached for its ideas.

15 To agree a Town Council representative for the Pakefield Pools Committee

Cllr Peter Tyler agreed to be the representative.

16 Visioning Day Plan: To receive updates on actions including provision of bins; allotments project; post office

This had been covered at items 4 and 10 above

17 Update on consideration of the next steps about Community / Neighbourhood Planning for Carlton Colville and to receive replies from Town Councillors about their proposed input to such a proposed project

The following was agreed:

Steps needed to be taken to sew the seeds for a Community Plan which would then be started sometime in the Spring of 2014

Steps would be to reach residents in all parts of Carlton Colville and to explain what the Town Council is currently doing including an update of what has been done as a result of the Visioning Day and whether a Community Plan might be required.

How to take steps would be by providing information relating to the above through meetings at local groups, examples being the ones that are advertised on the Town Council website, and by setting up a Town Council " information stall" providing information from above and useful community information from local groups and WDC and in this way developing two way communications with residents. This project would involve purchase of a suitable transportable waterproof shelter eg gazebo and publicity effects. Cllr Hall would look into prices of items needed.

Providing information again in the newsletter about the Town Council under the heading "We are your Town Council. We are your representatives"

18 To agree dates for next Allotment Working party and Precept Meeting

Allotment Working Party: Monday 14 October at 7pm

Precept Meeting: Tuesday 12 November at 7.30 pm

19 Matters in abeyance and for next Meeting,

Lowestoft Archaeological Project for December Meeting; updates on item 17

20 Close Meeting

There being no further matters the Meeting closed at 9.30 pm

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

Minutes Carlton Colville Town Council Meeting 2 October 2013

Payments to be considered

Suffolk Acre Services annual insurance from 1 October 2013 chq 1724	£409.40 paid 17 Sep
Internal auditor for accounts 2012/2013 cheque 1725	£50
External auditor for accounts 2012/2013 cheque 1726	£396
balance to be paid for conveyancing of land at Borrow Close cheque 1727	£813
HMRC Tax and NIC for period July to Sep 2013 cheque 1728	£449.77
Uplands Community Centre hire of hall 24 Sept chq 1729	£7
Bespoke Planning Training 19 Sept 2019 chq 1730	£240
Clerks expenses cartridges file and paper chq 1731	£86.98
Bloodmoor Hill Community Centre Hire of hall for Youth Council chq 1732	£16
Suffolk Assoc of local Councils 2 x copy of 9 th edition of Local Council Administration chq 1733	£120
External hard drive chq 1734	£99.95
Eight rubbish / dog bins chq 1735	£2898.66

POLICE REPORT FOR CARLTON COLVILLE

**TOWN COUNCIL FOR THE PERIOD
28/08/13 – 26/09/13**

There have been 15 recorded crimes for this period as follows,

1x Burglary other building

1x Theft other

1x Theft in dwelling

3x Theft of pedal cycles

2x Criminal damage other

1x Criminal damage vehicle

1x Criminal damage other building

1x Harassment – Pursue course of conduct

1x Fear of provocation of violence

1x Minor wound without intent

1x Pervert the course of conduct

1x Driving a motor vehicle with excess alcohol

Report compiled by Pcs0 3087 Steve Wicks on behalf of the
South Lowestoft SNT.

Chairman's Report for September 2013

4th September	Attended meeting of the Full Town Council
11th September	Met with Derek Barley (Carlton Colville Community Centre) , Paula Hazell (pre-school owner) and officers from Suffolk County Council to discuss the needs of the pre-school and how best to meet them. It was agreed that the SCC officers would instigate a feasibility study which will be used as a starting point. The suggestion to build a free standing building were understood by all and Derek Barley would take the information back to the CCCC trusts. I advised that the Town Council's plans to build it's own rooms on the side of the community centre had been agreed/accepted by WDC - this information will be taken into consideration.
18th September	Attended second meeting of the Youth Council. The number attending increased by 100% to 4. They have agreed to design their own logo based on the Town Councils, open a Facebook page which they will manage. It was agreed that future meeting will be held on 2nd Wednesday of each month. The next two have been booked for the 7th October and 13th November. Items that are to be considered for the next meeting are: Skate park/teen shelter, provision of a kick wall/graffiti wall and a youth club.
19th September	Attended Planning Training session with other members and Councillors from neighbouring parishes.
23rd September	Attended SALC Area meeting. I am pleased to report that the existing officers were happy to continue in their posts (I thanked them for this). Arthur Charvonia's presentation about the East Suffolk Partnership was very interesting as it gave information about another source of funding for sustainable projects. The members exchange was also very interesting, our colleagues in other parishes/towns are undertaking some sort of planning for their area. Some are just starting, others are revisiting existing plans.
24th September	Attended Planning Meeting and was able to provide information regarding the detailed report undertaken in 2012 regarding the tree survey for the Paddocks. I also chaired the Amenities Committee meeting which was just quorate . As this was a postponed meeting and the original meeting also struggled to be quorate I wonder if council needs to make a decision about how it handles non quorate/postponed meetings in the future as everyone's time is precious.
25th September	Attended a meeting with the Police, Impact team and Cllr P Tyler to discuss issues raise on 24th September (email sent to all). The following are suggestions I will raise with Simon Walker when I meet him on 4th October. <ul style="list-style-type: none">• Provision of CCTV (as per Fen Park)• Vehicular access for emergency services (this would allow the police better access to the park and allow them to use the lights etc from their vehicles when attending the park.

- Clear the vegetation along Lowestoft Road to improve visibility to park, especially to the skate park and teen shelter.
- Replace the panels on the ramps and jumps (must be welded on), this would stop the youth being able to set fires under the equipment.
- To remove the raised banks to open up the area. The soil could be used to provide a bmx track - this was something else the youth originally wanted.
- Erect a sign in the shelter - written by the youth - along the lines of "provided by the hard work of the youth of the area for future generations to use and enjoy".
- Provide a bin near the shelter to help stop the build up of rubbish.
- By the time we left the park it was dark and we saw for ourselves people walking their dogs - these animals were off the lead and able to roam free including on to the skate park I think this may answer how animal excrement can be found on the skate park. Perhaps the skate park need to be fenced off and fitted with a self closing gate.
- We were also given information about the selling of drugs especially on a Friday and Saturday night. This was duly noted.
- The Police will try and visit more often and I have agreed to take this to the next SNT too.

27th September Meeting with Christine to discuss the budget and other matters. On 26th I received a call from a resident in Gisleham Road regarding the traffic problems around the school. Matters have got worse. I am awaiting a call from Cllr Barker to discuss what is going on and how her negotiations are going.

Clerks Report to TC Meeting of 2 October 2013

Clerks report from 11 September to 24 September.

Wrote to:

Builders informing them of possible larger extension and need for full tender procedure.
Transport Museum Publicity manager re congratulations, (previously sent c/o Sandra)
Customer services re mud on road at Chapel Rd and blocking of drains

Took letter of support to Lowestoft Museum and liaised re wording for website and provided contacts at community centres and councillors.

Contacted S Highways further and local residents re grit bins, took maps for preferred locations and request for list of grit spreading volunteers to residents and copied in S Highways.

Fwd list of volunteers and location map received from residents at Peak Dale to S Highways .

Advised Neighbourhood Watch at Grove Rd to get a list of volunteers to spread grit and advised that request for bin and grit bins was being considered by TC and its Finance Committee.

Contacted Mr Bains at Harrap Dale and visited him re position of noticeboard.

Contacted WDC re planning permission for noticeboard, pp not needed as public board

Forwarded historic communication re traffic at The Street to new C Cllrs.

Forwarded historic communication re Deepdale play area to Town councillors.

Contacted solicitors re Borrow Close, completion now happened

Contacted invitees re reports deadlines for TC meetings.

Contacted WDC re recent Cllr resignation, and removed Cllr from all public listings.

Notice of vacancy advertised on web and Noticeboards

Arranged the Planning Training Venue, with quotes from Carlton Manor and Free School. Liaised with other local councils re attendance and liaised with Free School and instructor.

Planning and Amenities Meetings 17 Sep 2013. Amenities postponed.

Re Planning Meeting - Contacted WDC Tree Officer re the Paddocks and circulated her advice to councillors.

Arranged Amenities and Planning meetings for 24 Sep and sourced venue.

Grove Rd Neighbourhood Watch : Checked sites for requested grit bins at Hollow Lane/ Grove Rd, Hollow Lane/mallow Way and dog bin at Grove Rd and footpath 15. Liaised with Grove Rd Neighbourhood Watch re these requests from them as above.

Advised them of road works to take place at Grove Rd in the near future

Looked at play equipment at Deepdale.

Looked at footpath behind Transport museum and wrote to SCC re its whereabouts.

Checked new bins now installed and usage see below.

Requested of W Norse that the litter bin that was originally provided at the Matlock Dale open space and which was removed some time ago be replaced at the Matlock Dale open space

Asked WDC Accounts Dep for info re tax base for 2014/2015

Completed The Rural Services Network Qnaire with regard to provision of post offices

Liaised with NPS re attendance at Town Council Meeting.

Liaised with SCC re land at Hollow Lane being discussed by Town Council at next meeting

Asked advice from WDC Planning re Certificate of lawfulness re Borrow Close

Wrote to K Dyle re instructions for Remembrance Service

Wrote to Bob King re ordering poppies wreath re Remembrance Service

Did Journal report

Updated accounts

Attended Planning Training 7.00 pm 19 sept.

Attended SALc area Meeting 7.00 pm 23 sept

Attended WDC Play Partnership 10.30 am 24 sept and advised meeting that:

Borrow Close conveyance was complete and that 106 would be required for allotments; repairs to Skateboard ramps had not been done and still problems with graffiti; Deepdale residents would be consulted about playground equipment.

SW from W Norse advised that at the Skatepark the repairs would be done and provision of a rubbish bin would be considered and that in October ground surface at teen shelter would be improved together with drainage at entrance. Play partnership is considering provision of play equipment for handicapped children and is looking at a site. Requested that a list of funding bodies be provided.

NB All new bins recently ordered are being used.

The bin at Aveling Way has been placed at junction with St Peters Rd instead of beside the seat at Aveling Way open space but is being well used. There is a large bin at entrance to Aveling Way open space and a small amount of small pieces of rubbish about but not a lot.

To advise at Finance meeting:

Checked with Nat West bank about Bacs payments for salary payment. As there is no internet banking a letter would need to be signed by 2 signatories for a monthly amount to be paid out for each month and where there is any variance in payment, a letter would need to be signed with two signatures each time. Bank advised that it would probably be more straight forward to continue with using a cheque.

Checked with Santander re signatories and obtained current interest rates re bank deposit there. Bank interest is point 01%. Letter with new signatories needs to be sent to Santander before actioning any deposits.

REPORT FROM EAST ANGLIA TRANSPORT MUSEUM
SEPTEMBER 2013

The museum is still waiting to hear if we have achieved accreditation by Arts Council England.

Our season ends on 29 September and in October we will know what our visitor numbers for 2013 are and whether any trends are identified. We are also evaluating the season in three strands – where our visitors come from, age bands of visitors and comments from visitors.

On 14 and 15 September we held our “End of Season Gala” with many visiting buses. Half hourly courtesy bus services were provided to Lowestoft and Beccles and these were well used, especially in the wet weather. Anglian Buses sponsored the park and ride service. Additional attractions were some Heritage Tours which linked the museum to other museums in the locality such as the Maritime Museum at Sparrow’s Nest and these were popular. During the weekend we had a second visit by “Jive Bunnies” bringing their distinctive 1940s style of dance, dress and music.

The café was very popular and successful during this weekend, as it has been during the season.

Work on seven major restoration projects is continuing and credit for these is due to the hard work of dedicated teams. Another small team maintained and serviced the trolleybuses to offer a variety of rides to our visitors.

As the season ends bookings have started for our three Santa Tram weekends in December.

Report to the Carlton Colville Town Council – Wednesday 2nd October, 2013
Activities and Commitments of Cllr Sonia Barker & Cllr Peter Byatt for September 2013

7.9.13	Saturday Morning Surgery at Pakefield Church Hall 11.00am
9.9.13	Meeting with Des Spurle Site Manager Carlton Colville CP School
11.9.13	Education Scrutiny Committee at SCC
12.9.13	Meeting at Carlton Colville CP School
12.9.13	Development Control Committee at SCC
16.9.13	Accounts Briefing at SCC
17.9.13	Community Rail Network at Broadland District Council
18.9.13	SOR (Schools Organisational Review) Meeting at SCC
19.9.13	Full Council Meeting at SCC
25.9.13	' Raising the Bar ' Conference at Trinity Park, Ipswich
30.9.13	Audit Committee at SCC

We have responded to a number of Highways related requests from residents, which have gone out to consultation, and we will update you once these are confirmed. There has also been a query raised about the lack street lighting in Secret's Close, which is being looked at. We are also now aware of the issues regarding damage and anti-social behaviour on the Skate Park, and will follow this up with the relevant agencies.

Report to Carlton Colville Town Council October 2013

IMPACT Detached Project

With the end of the summer and young people now headed back to school and college has seen a reduction in the number of young people in and around the local areas of Carlton Colville. The nights are pulling in and with it come dark areas where certain groups of young people can congregate and cause damage without being seen.

We must emphasise that it is the minority young people causing the damage and not the majority we are meeting out and about that we have established a good relationship with.

In the last few weeks the 'Teen shelter' has seen another attack of graffiti and rubbish strewn over the panels and the floor area. Also burnt paraphernalia has been found with no other excuse other than to cause damage. The skate park has also been victim to ramps being set fire to and fires started underneath the ramps causing more damage.

Dog faeces, rubbish and glass were also present in the skate park vicinity.

Although the 'Teen shelter' has since been re-sprayed yet again by Waveney Norse and the rubbish cleared it is only time when this will more than likely happen again.

We met with Cllr's Jill and Peter Tyler last week to inspect the area and speak with the young people visiting the park for information pertaining to the recent attacks. We asked the young people for their ideas regarding trying to stop this from happening again. Suggestions included the following:-

- A sign inside the shelter explaining that the 'money for the shelter was raised by young people for the young people'
- Shrubbery, trees etc. cut back along the road to make the shelter more visible and open to be seen from the road.
- The mounds circling the skate park be cut down enabling the area to be open for all to see (similar to Normanston Park skate park)
- CCTV – although not sure that this is an option
- Panels welded onto the side of the ramps to prevent fires underneath them

The IMPACT Team are striving to get the message out there to the young people that if this continues that the shelter can and will be removed.

The Youth Council will also be informed to spread the word out to young people with the hope and intention that it reaches those that are causing the damage.

With regards to the 'Youth Council' the second meeting took place and 4 young people were present this time with the hope that the numbers will continue to rise as the word spreads so fingers crossed.

Our experience has shown that it can take time for groups like this to grow so please be patient for a while longer in the hope that a decent number of young people will come forward to sit on the council and be the voice of those young people that live in the area.

We will report any damage and or incidents that we come across and continue to work with the young people to spread the word that these facilities are there for them but can easily be taken away if this continues.

Report from WDC Cllr Paul Light

There is a mention in TC minutes of damaged railings on Airedale.

There are actually 3 areas that were damaged a couple of years ago - 1 by a RTA near the play area (when the lamp post was also bent) and a further 2 by the shop, which have been attributed to a number of causes (inc Lorry delivering tiles to the shop and a bus without a hand brake on and rolling into the fence). Any of these could have resulted in an insurance claim but no one came forward at the time to report this and did not want to be involved when volunteering this information. (One of the 'witnesses' have now moved away from that area!)

There is some dispute as to actually own these fences and, following a number of emails and conversations, Cllr Mortimer kindly offered to see if WDC would repair/replace these.

This month has continued to be quiet. The rates problem of a shortfall in allowances is reaching a conclusion as Waveney has done everything it can to support the residents, including making emergency grants to help towards payments. I understand the residents are looking at alternative accommodation or seeing if they can meet the extra that is needed.

The bund is due to be cut. I believe there was only one cut last year. The growth helps encourage wild life such as bees and butterflies. However, I have spoken to WN manager and asked if it would be possible to add an early summer extra 'top' cut next year.

I also followed up an email from the TC re the condition of the skate board park and have been kept informed, by SCCllr Barker about the situation regarding the lack of street lights at Secrets Close.

We had a meeting about Benefits and some problems are anticipated as there is an end to benefits being paid directly to landlords and a return to the payment system of about 8 years ago. I was assured that WDC is doing everything possible to help those in receipt of benefits to cope with the change.

The so called 'bedroom' tax is also creating some problems. In principle the idea of utilising all 'council' properties so that there are fewer empty rooms when Waveney has over 3,000 on the housing list would seem sensible. In theory it should enable some of these to come of the list! However, for some people, it will prove very difficult to give up any spare room or cope with the reduction in benefit! Again WDC is geared up to help anyone effected.

An EO Council meeting agreed to purchase land to enable homes to be built and as an investment for local people.

This received cross party support as it created an opportunity to provide more affordable homes for local people AND no money would need to be borrowed.

On Monday, Sept 30th, WDC has a very full Council meeting in which the Agenda includes:-

Audited Statement of Accounts 2012-13

Annual Governance Report

Annual Governance Statement

Treasury Management Outturn & Mid Year Report

Joint Contract Procedure Rules

Code of Corporate Governance