

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 2 January 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 the Town Council Members and WDC Cllr Paul Light and representatives from the First Bus Company and also member of the public to the Meeting. Apologies were received from WDC Cllr Kathleen Grant and CCllr Kathy Grant and the local Police and from the Transport Museum representative.

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

Members present: Town Councillors Jill Tyler Chairman, Julie Hall Vice-Chairman, Tony Tibbitt, David Kindred, Peter Tyler and Wendy Miles, Alistair Mackie and Derek Fletcher. Apologies were received and accepted from Town Cllr Armin Brocksom.

There was no attendance and no apologies from the following Town Councillors: Jose Bamonde and Bill Mountford. It was noted that Cllr Rod Earp had resigned and it was noted that Members thanked him for his work during the past years. The vacancy for town councilor had been advertised and no applications had been received to date.

### **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 7 November 2012**

Approval was agreed by all being proposed and seconded by Cllrs Julie Hall and Tony Tibbitt with correction made to one of the cheque numbers listed on attachment of payments.

## **To approve and sign the minutes of the Town Council Precept Meeting held on 27 November 2012**

This was agreed by all. The Chairman noted that attendance of Town Council Members had been poor. The Parish Room would be an agenda item for the February Town Council Meeting.

**2i To agree request of locality budget funds from local SCC Councillors for use in payment for youth workers work with young people in Carlton Colville**

Whether locality budget could be used for payment of wages would be checked with SCC officers and if it could not be used then the Youth Workers would be asked if they had any other youth needs that required funding and Members would consider whether there were other items that the Council would need locality money for.

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

a) Committee for the Borrow Close Community Area was formed

This had met on 7 December 2012 where:

It had been agreed that use of land should be for allotments and that consideration should be given to one of the allotments being kept for use as an allotment by young residents and that the police did not recommend keeping part of the land for use as a play area.

Costs of fencing had been received from Waveney Norse. Estimate for water supply had been received from the local Water Company. It was agreed that car parking would need to be provided for about six vehicles. Waveney Norse was in the process of putting together an estimate for installing the allotments as a whole including rotorvating of land, provision of fencing and gates, water supply and concrete plinths for sheds and car parking for six vehicles.

Advice had been received that the fencing should go straight along beside the ditch with the ditch on the outer side of the fence and that a margin should be kept between the fence and surrounding properties allowing for this margin to be kept clear and to prevent vegetation from encroaching on surrounding properties. Other local allotment organisations and Suffolk Acre would be contacted for advice about funding.

**4 To allow Meeting to be adjourned for public participation**

The Meeting was adjourned at 7.15 pm to receive reports and to receive questions to be directed to the Chairman from residents regarding local concerns.

**a) To receive questions from the Public**

Questions were received from member of the public about school traffic at Gisleham and in particular car parking problems which led to problems for road users. The Chairman advised that both Carlton Colville and Gisleham Councils were working together with the local MP to highlight the problems to WDC and SCC. The resident also expressed concerns about parking in the Street and the potential for accidents when coming out of Fama Road. The concern would be forwarded to Suffolk Highways.

The resident expressed concerns about overgrown hedges between the top end of Shaw Avenue and Low Farm Drive and along Dorley Dale. The concern would be forwarded on.

**b) To receive a report from Waveney District**

Cllr Light gave a report that pavements had been widened around Secrets Corner and that the builders at Chapel Road had been written to about mud left on the road.

The Chairman advised that it had been noted by local residents that no local District Councillors or County Councillors had been in attendance at the public meeting that had been held on 20 December about the proposed development at the Paddocks.

Cllr Light left the Meeting at this point.

**c) To receive a report from Suffolk County Council**

No report was received

d) To receive a report from the First Bus Company Representatives

The First Bus Company Network Manager and Delivery Manager gave a presentation about the bus company policy for the bus routes. Two bus companies operated in the area independently of each other and this sometimes led to duplication of services on some routes or no provision of service on some routes. The representatives invited feedback from the Town Council's Visioning Day to be sent to them about what residents would like to see in the way of bus services and advised that comments should also be sent to Suffolk County Council. Improvements were being made with a newer stock of buses being introduced and bus fares were not being raised.

The bus representatives and resident left the meeting at this point.

e) To receive a report from the Police Representative

A report had been received, see attachment Advice about securing property would be included in the Newsletter.

f) To receive a report from East Anglia Transport Museum

No report was available for this month

g) To receive a report from the IMPACT Team

A report had been received, see attachment

h) To receive the Chairman's report

See attachment

a) To receive a report from the Police Representative

See attachment

The Meeting reopened at 8.05 pm

**5 Correspondence**

The Correspondence log had been circulated.

5a) To receive details of any correspondence of importance for Council to consider

Residents had notified concerns about trees at the proposed development at the Paddocks. It was agreed to obtain an independent report on the trees. Proposed and seconded by Cllrs Julie Hall and Peter Tyler and all agreed.

b) To confirm receipt of minutes from

Amenities Committee held on 20 November 2012

Planning Committee held on 20 November 2012

Planning Committee held on 7 December 2012

Planning Committee held on 20 December 2012

Borrow Close Community Area Committee 7 December 2012

These had been received

**6 To agree cheques for signature**

See attached list of cheques, payment of all cheques agreed.

**7 To receive annual calendar of Town Council Meetings for 2013**

This had been distributed

The following was agreed by all:

There would be twelve full Town Council Meetings during the year

There would be eleven Amenities Meetings during the year, none in December

The Allotment Committee would meet on the same evening as the Amenities Meetings and would be held after the Amenities Meetings

Cllr David Kindred would make amendments and would put the calendar on the website.

**8 To seek agreement to purchase suitable accounting software which will enable the Town Council to better manage its accounts and comply with best practice**

Cllr Jill Tyler had looked into costs of a budget packages that had been produced for local councils. It was agreed that the Scribe package appeared to be the most economic and user friendly. Cllr David proposed and Cllr Julie Hall seconded using Scribe from April 2013. All agreed.

**9 To seek agreement for SALC to deal with the Town Council's payroll**

It was resolved to use Salc services for the pay roll, as monthly employer returns instead of yearly employer returns now needed to be made by internet. Proposed and seconded by Cllrs Jill Tyler and Julie Hall and all agreed.

**10 Projects**

Visioning Day

Cllr Jill Tyler had tabulated the results and requests and would put the table on drop box.

To identify how the community should lead on the Community Led Plan and to understand the next steps and the involvement of other agencies eg, Suffolk Acre and WDC. It was expected that the WDC Community Led Planning Department would lend support. To a Community Led Plan. The need for volunteers would be advertised in the newsletter.

**11 To consider under the Public Bodies (Admission to Meetings) Act 1960, that the public be excluded from item 12 of this current meeting on the grounds of the confidential nature of the business,**

This exclusion was agreed by all.

**12 To receive information from the Chairman about correspondence sent by a councillor to one of the local schools and the Chairman's actions in dealing with matter**

This was received

**13 To determine if Carlton Colville Town Council can provide a reciprocal arrangement with Debenham Parish Council for their Complaint Handling Policy**

It was resolved to provide a reciprocal arrangement with Debenham Parish Council for Complaint Handling Policy. This was agreed by all, being proposed and seconded by Cllrs David Kindred and Jill Tyler. The Policy had been circulated and would be adopted at the next Full Town Council Meeting. See attachment

**14 To receive items for consideration at the next meeting**

Presentation by Free School  
Parish Room  
Community Led Town Plan  
Annual Meeting of the Parish 2013  
Council Employment Policy  
Newsletter, to be standard agenda item  
The Paddocks  
Adoption of Complaints Handling Policy  
School Site  
Business cards  
Obstructions on footpaths  
Charities donation Policy  
Locality budget  
Action list from precept

**15 To agree matters in abeyance**

**14 To sign the cheques agreed under item 6 above**

See attached. The cheques were signed

**15 Close Meeting**

There being no further matters the Meeting closed at 9.14 pm

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

Minutes Carlton Colville Town Council Meeting 2 January 2013

Payments to be considered

Error chq 1663 not used		
Error chq 1664 not used		
Hire Hall Carlton Colville Community Centre, ten hours at £12 per hour, chq 1665	£120	20/11/2012
Clerks wages November 2012 chq 1666		7/12/2012
Inland Revenue Nov chq 1667	£	7/12/2012
Clerks wages December 2012 chq 1668		7/12/2012
Inland Revenue Dec 2012 cheque 1669	£	7/12/2012
W Norse Quarterly Cleaning bus shelter, chq 1670	£63.00	2/01/2013
Nov 2012 newsletter distribution chq 1671	£266.00	2/01/2013
Nov 2012 newsletter printing chq 1672	£711.00	2/01/2013
Christmas tree lights, installation chq 1673	£347.29	2/01/2013
Donation R B poppy Appeal chq 1674	£22.50	2/01/2013
Hire Hall Uplands Community Centre, three hours at Jubilee Room, £7 per hour, chq 1675,	£21	2/01/2013

**Chairman's Report  
November and December 2012**

- 30th October Attended the monthly meeting of the Carlton Colville Community Centre. They have welcomed our attendance and look forward to seeing other members attending too. As ever I took on an action or two:
- Help to understand the severity of risk to the play equipment - I wrote to Waveney Norse on their behalf to request an urgent assessment, this has now been done and the report given to the Committee.
  - Help to understand who is responsible for the boundary fences. Obtained copy of lease from Christine and was able to identify that the responsibility is that of the Committee.
- 1st November Met with Jo McCullam to discuss how we move the Visioning Event Report forward, Funding streams for projects, School site, ball park figures for Suffolk Acre to undertake a CLP Survey.
- 3rd November Bulb planting along Ashburnham Way with: Julie Hall, Tony Tibbitt, Wendy Miles, Peter Tyler and Christine Sayer. Whilst planting a member of the public approached us to ask what we were doing when we told her she said that it would be nice to see Crocus bulbs too.
- 5th November Met with Stephen Watt. Asked him if he could organise a facilitated meeting with the DFC, this he agreed to do. Also spoke about the school site and whether he had had any expression of interest in this site - work on going.
- 10th November Met with the new Methodist minister.
- 11th November Attended Remembrance Day Parade/Service at Lowestoft Memorial with Cllrs Mackie, Tibbitt, Fletcher. Cllr Mackie laid the wreath on our behalf.
- 19th November Met with Arthur Charvonja and Julie Hall - Rod Earp was also invited but did not see the invitation in time so did not attend.
- 22nd November Chaired the Finance and Personnel Committee meeting.
- 27th November Attended Crucial Crew exhibition held at Kessingland Beach Holiday Park. In the evening Chaired the Precept meeting - I was very disappointed at the lack of attendance for the most important meeting in our calendar - 6 attendees, 1 apology and 5 no shows!
- 29th November Met the Practice Manager for the Rosedale Surgery - very enlightening meeting.

- 4th December Met with Elizabeth Rivett, Clerk Gisleham Parish Council to write another letter about the traffic situation at the Primary School - this time we wrote to the Chair of Governors for the School to enquire about how far they had progressed with their School Travel Plan.
- 5th December Attended monthly surgery with Cllr Light.
- 7th December Attended Planning and Borrow Close Project Committee meetings.
- 9th December Attended Carol Service at the invitation of the Mayor of Lowestoft and the Chairman of the Council. Very enjoyable event.
- 10th December Attended with Cllr Tyler Equality and Diversity training at Lowestoft Town Hall.
- 11th December Met with Wil Gobson and Jo McCallum to discuss the next steps in the CLP process - we need members of the community to drive this forward!
- 13th December Met with Cllr Light to go over Visioning Event report.
- 17th December Attended with Cllr Tibbitt the Play Partnership Meeting - requested if S106 monies could be used for allotments, it has been confirmed that this is a good use of these monies.
- 20th December Attended Planning Committee Meeting. Organised a presentation by Suffolk Preservation Society on the demerits of Persimmons application to build 46 dwellings on the Paddock. This was very well received by the community and has really spurred them on.



CARLTON COLVILLE  
TOWN COUNCIL REPORT  
FOR THE PERIOD  
07/11/12 – 28/12/12

THERE HAVE BEEN 20 CRIMES RECORDED DURING THIS PERIOD AS FOLLOWS,

2X MINOR WOUND WITHOUT INTENT

1X ASSAULT OCCASIONING ABH

1X DRUNK AND DISORDERLY IN A PUBLIC PLACE

1X COMMON ASSAULT

1X RACIAL/RELIGIOUS AGG ASSAULT

5X BURGLARY DWELLING

2X THEFT FROM MOTOR VEHICLE

3X CRIMINAL DAMAGE MOTOR VEHICLE

1X TAKE A COVEYANCE – MOTOR VEHICLE – TWC

1X FRAUD BY FALSE REPRESENTATION

1X POSSESSION CLASS A DRUG

1X POSSESSION CLASS B DRUG

3 OFFENDERS HAVE BEEN CHARGED, 1 HAS BEEN WARNED AND 2 ARE CURRENTLY ON POLICE BAIL. ENQUIRIES ARE ONGOING RE THE OTHER OFFENCES LISTED.

THERE HAS BEEN AN INCREASE IN DWELLING BURGLARY AND PATROLS HAVE BEEN STEPPED UP IN THE HOTSPOT AREAS.

HOWEVER WHEN LEAVING YOUR PROPERTY MAKE SURE IT IS FULLY SECURE, LOCK WINDOWS AS WELL AS DOORS, AND IF LEAVING A PROPERTY UNATTENDED DURING THE HOURS OF DARKNESS CONSIDER LEAVING A LIGHT ON TO GIVE THE APPEARANCE THAT THE PROPERTY IS OCCUPIED.

ALSO SECURE SHEDS AND OUTBUILDINGS AS TOOLS AND GARDEN IMPLEMENTS ARE OFTEN USED TO GAIN ENTRY TO PROPERTIES.

ANY ADVICE REQUIRED RE INCREASING SECURITY ETC, PLEASE CONTACT THE SOUTH LOWESTOFT SNT ON 101.

REPORT COMPILED BY PCSO 3087 STEVE WICKS  
ON BEHALF OF THE SOUTH LOWESTOFT  
SAFER NEIGHBOURHOOD TEAM



Impact © Future.org

## **Report to Carlton Colville Town Council January 2<sup>nd</sup> 2013**

### **IMPACT Detached Project**

IMPACT Detached Project has now completed their first year delivering detached youth work in Carlton Colville. We have been very proactive throughout the year, engaging with young people 13 – 24yrs out and about in the local area. We have offered information on a variety of subjects and issued many young people with C.Cards and Chlamydia Testing Kits. We have also gathered information from them relating to activities young people would like to participate in.

We were really pleased that Carlton Colville Town Council agreed to fund us until December 2012; this allowed us to continue engaging with the young people we had already encountered and with new groups of young people. We were able to build upon these relationships of trust and deliver informal education through youth work out on the streets and parks around the local area.

The amount of young people that we engaged with changed with the seasons. Spring sees the start of young people congregating in the area with the summer evenings seeing greater numbers out enjoying the higher temperatures. Some evenings we were engaging with 50+ young people. Autumn and winter the numbers reduce quite dramatically as the evenings are dark and the weather cold. This is the reason we avoid January and February as we rarely see more than 3 or 4 young people on an evening session.

We were very pleased to be able to support Carlton Colville Town Council with their 'Community Led Planning Day'. Working together with the Town Council to provide two activities that everyone, especially young people could participate in.

We hope to be able to continue working alongside Carlton Colville Town Council in 2013 and that we can work together to help build upon the relationships with the young people we have already made contact with and engage with new groups of young people enabling a brighter future for all the community.

We look forward to hearing from you soon in the hope that the Town Council will continue with funding for us to work alongside Carlton Colville Town Council from March 2013.

We would like to take this opportunity in thanking you all for your continuing support and to wish you all a very happy New Year and a great 2013 for Carlton Colville.

Best Wishes

Debbie Goddard & Ian Castro – IMPACT Detached Workers

**DEBENHAM PARISH COUNCIL**  
**CODE OF PRACTICE FOR HANDLING COMPLAINTS**

To address a complaint adequately, the council must firstly define what constitutes a complaint. For the purposes of this procedure a complaint is defined as:

“Any expression of dissatisfaction or concern about the way in which a service is provided, the standard of that service or lack of action on the part of the Council or its employees”

**Complaint Hearing:**

Where a complaint reaches the stage of being heard, there will be a minimum of 5 councillors forming the committee to hear the complaint.

***Stage 1. Initial Complaint raised.***

Wherever possible the clerk will deal with the complaint in the first instance so that there is no requirement to instigate formal procedures to review the complaint.

Where a complaint cannot be resolved straightaway by the clerk, the complainant will be invited to put the complaint about the council's procedures or administration in writing to the clerk or other nominated proper officer.

If the complainant does not wish to put the complaint to the clerk or other proper officer, they will be advised to put it to the chairman of the council.

The clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the committee established for the purposes of hearing complaints.

The parish council will arrange for a full investigation into the circumstances surrounding the complaint. This will normally be completed by the chair of council, assisted, where appropriate, by the clerk or another councillor.

If the above investigation can provide a resolution to the complaint that satisfies the complainant, a record of the conclusion to the complaint can be noted in the minutes of the next council meeting.

If the investigation is not able to provide a resolution to the complaint, then the complainant shall be invited to attend a meeting to review the complaint. The complainant will be advised that they can bring with them such representative as they wish. Such a meeting to be arranged at a mutually agreed time.

Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

## **Stage 2. Meeting to hear complaint**

Four Members of council, including the chair, shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the next council meeting in public.

Chairman to introduce everyone.

Chairman to explain procedure.

Complainant (or representative) to outline grounds for complaint.

Members to ask any question of the complainant.

If relevant, clerk or other proper officer to explain the council's position.

Members to ask any question of the clerk or other proper officer.

Clerk or other proper officer and complainant to be offered opportunity of last word (in this order).

Clerk or other proper officer and complainant to be asked to leave room while *councillors* decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).

Clerk or other proper officer and complainant return to hear decision, or to be advised when decision will be made.

### **Stage 3. After the Meeting**

Decision confirmed in writing within seven working days together with details of any action to be taken. The decision is also to be announced at the next council meeting and recorded in the minutes of that meeting.

### **Stage 4. (If required) – Appeals Procedure**

If the complainant is not satisfied with the outcome of the complaints procedure, they may appeal the decision provided they do so in writing within ten days of the decision being made. Such appeal must detail the reason or reasons why the complainant does not agree with the decision.

If, in the opinion of the chairman of the council, there are grounds for the appeal, the complaint will be heard by councillors from another parish or town council who will not have been involved with the complaint before.

The format of the appeal hearing to follow the same procedure as that detailed in stage 2 above.

After hearing the appeal the councillors above will issue a final and binding decision that will be recorded in the next available minutes of the council.