

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 6 February 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 Principal of the Beccles Free School and the representative from the Transport Museum and PCSO Justin Winn and members of the public and Town Councillors.

### **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, Jose Bamonde and Bill Mountford. Apologies were received and accepted from Town Cllr Armin Brocksom.

### **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 2 January 2013**

Approval was agreed by all being proposed and seconded by Cllrs Tony Tibbitt and Julie Hall.

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

Software for Town Council accounts. Following more background information about software packages this was being considered further.

Use of the County Cllr Locality Budget for Youth Workers.

SCC had advised that this could not be used for wages but that there was still locality money unused as at start of January.

Yellow lines requested at The Street because of concerns about parking in the Street and the potential for accidents when coming out of Fama Road.

SCC had agreed to add the request to the list of requests. County Cllr Kathy Gosling had requested an estimate from SCC when the assessment for the work is done.

Feedback from the Bus Company, First, about the loss of the bus route to Pakefield.

Advice was received that the matter needed to be raised as an issue with SCC by residents and supported by the Town Council and that residents currently may not be aware of the change.

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

The Meeting was adjourned at 7.10 pm to receive reports and to receive questions to be directed to the Chairman from residents regarding local concerns.

a) To receive a report from the Free School Beccles

It was agreed that this be received after item 4g

b) To receive a report from the Police Representative.

PCSO Justin Winn read out the report, see attachment. It was noted that there had been five fewer crimes than in the previous month. PCSO Winn added that there would be a Street Meet at Rainbow on 7 February at 11 to 12.30 am and also a Street Meet with a mobile station at Hall Road on 13 February at a time when the youngsters would be there as there had been some damage and graffiti there of late.

c) To receive a report from Waveney District Councillors

No report had been received

d) To receive a report from Suffolk County Councillors

No report had been received.

Town Cllr Bill Mountford reported that, in his capacity as a County Councillor for the adjoining constituency, he had tabled the question about what would happen to the school premises in Hall Road when it was no longer used by the Free School. The reply he received was that any prospective users would be considered at the time. Cllr Mountford reported that his supplementary question of what plans were in place for the premises was not answered.

e) To receive a report from East Anglia Transport Museum

This was read out by the representative Sandra Ward, see attachment. Cllr Kindred asked if reports could be put on the website and this would be checked with the management.

f) To receive a report from the IMPACT Team

The Impact team had written thanking the Council for its support

g) To receive the Chairman's report

This had been circulated, see attachment

a) To receive a report from the Free School Beccles

The Principal of the Free School gave a very informative presentation about the Free School and its aims.

h) To receive questions from the Public. The matter of traffic situation at Gisleham was raised. The Chairman explained that this would be dealt with as an agenda item.

The Meeting reopened at 7.40pm.

#### **5 Correspondence**

The Correspondence log had been circulated.

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

##### **School traffic problems.**

This would be discussed under item 14

##### **Requests for grit bins.**

Grit bins had been requested at Nidderdale, Galley Close, Secrets Close and Peak Dale and also, due to initial non gritting of The Street between Fomona Road and Rectory Road, the suggestion had been made that there be a grit bin located near to the Red

House PH. It was agreed to provide four of these grit bins and to see whether there was already a grit bin near to Peak Dale. Proposed and seconded by Cllrs Jill Tyler and Jose Bamonde and agreed by all. It was also agreed to ask County Cllrs if they could provide locality money for these four grit bins.

**Concerns about cutting of path 8a in alternate route**

Concerns had been forwarded to SCC.

**To receive information about the community infrastructure levy in relation to neighbourhood plans.**

This had been circulated among members. It was noted that Local Town Councils with Community Led Plans would receive 25% of the levy and others would receive 10%

**To receive notification from the District Council Director of Resources about the localisation of Council Tax Support Scheme and its impact on Parish and Town Councils**

This had been circulated among Members. It was noted that there would be about 10% less money from Council Tax.

**Request from WDC for information about whether Town Council is considering developing a Community Led Plan**

A questionnaire was completed with the following information: the Town Council was looking to develop a Parish / Town Plan. It was already ongoing. Types of issues faced included identifying community members to work on the Plan

**Invitation to nominate recommendations for Queens New Year Honours List 2014**

No recommendations were made.

**5b) To confirm receipt of minutes from Finance and Personnel Meeting held on 29 January 2013.**

This was received. The Amenities and Allotments Committee Meetings for January had been cancelled due to bad weather.

**6 To agree cheques for signature**

See attached list of cheques, payment of all cheques agreed being proposed and seconded by Cllrs Jill Tyler and Alistair Mackie and all agreed.

**7 To ratify removal of signature of ex-councillor from account signatories**

In accordance with bank rules for removal of signature it was resolved that the authorised signatories in the current Mandate for Accounts detailed in Section 2 be changed in accordance with Section 5 and that the current Mandate will continue as amended.

**8 To ratify completion of application forms for high interest deposit account**

Application form for opening higher interest deposit bank account was completed with resolution to have the same list of signatories as in the current account.

**9 To agree purchase of vinyl signs for bus shelters**

Costs would be £269.00 plus VAT for 10 1.5 metre graphics with print and laminate. It was proposed by Cllr Kindred to obtain a proof of the vinyl signs requested for bus shelters and this was agreed by all.

**10 To agree purchase of recently requested grit bins in Carlton Colville**

See item 5

**11 To adopt a reciprocal arrangement with Debenham Parish Council for Complaint Handling Policy**

This, as discussed at the Full Council Meeting in January, was agreed unanimously being proposed and seconded by Cllrs Jill Tyler and Derek Fletcher.

**12 To agree adoption of Council Employment Policy based on Suffolk Association of local Councils Model Policy**

This was agreed to be carried forward to the next Meeting

**13 To receive update on Borrow Close conveyancing**

Copies of correspondence from Norfolk Property Services regarding revised heads of terms had been forwarded to the Town Council by the solicitor. Terms had been read by Members. The clerk was instructed to ask the solicitor to proceed to the next stage. Proposed and seconded by Cllrs Derek Fletcher and Jose Bamonde and all agreed.

**14 To receive update on and share information about the responsibility for improving the School traffic situation at Gisleham of Carlton Colville Primary School**

The Chairman advised that a Meeting about the traffic situation was being held on 4 March at 3.30 pm at the school, this being the earliest possible date for County Councillors to attend. Correspondence had been received from residents advising of the problems still ongoing. The Chairman further advised that a school traffic plan had been put together by the school. The Chairman reiterated that this was a matter which was under the remit of and could only be resolved by the County Council and not by either Gisleham PC or Carlton Colville TC. It was agreed that residents should be directed towards their County Councillors and their MP with their concerns.

**15 To receive update on the progress of the Planning Application for the Paddocks**

Members had viewed the recommendation from WDC. It was noted that refusal had been recommended by WDC Officer.

**16 To agree recommendation of items to be requested to be financed from SCC locality budget**

It was agreed to request funds for grit bins as discussed under item 5. Proposed and seconded by Cllrs Jill Tyler and David Kindred. It was agreed to make it a policy to encourage future county council locality budget spending to be made in the county councillor constituency area and if possible in Carlton Colville where requested.

**17 To discuss and agree the provision of permanent premises for Carlton Colville Town Council**

Cllrs David Kindred and Peter Tyler proposed and seconded the providing of a dedicated Town Council Meeting room. All agreed. It was agreed by majority of members that the previous proposed project of a room beside the Carlton Colville Community Centre should be moved forward. It was agreed that a workshop for the project be set up to meet after Planning Committee meetings.

**18 To receive update on Community Led Town Planning including: action list from Visioning Day; update Hall Road School site; request for a post office**

Action list: The Chairman advised that she had studied the Visioning Day report received from Suffolk Acre and had identified "quick wins", ie amenities items that had been

requested by residents and that could be considered at an early date by the Amenities Committee.

Hall Road School site: The Chairman reported a lack of the promised help from SCC in the direction of a proposed use of the building for community facilities. WDC had advised the Chairman of information that the NHS was reviewing its services and for it to be aware of the school site.

The Chairman had written to the Post Office again advising of residents' requests for a Post Office. Response was that Carlton Colville currently had adequate post office facilities and that it would be added to the list of requests.

The 9.30 pm watershed was reached at this point. Members agreed to continue until 10.00 pm

The Chairman had been invited to write an article for the WDC *In Touch* newsletter. The proposed article was circulated. With additional wording suggested by Cllr Hall the article was agreed by all.

### **19 To agree the format and date for the Annual Parish Meeting 2013**

In previous years the Annual Parish Meeting had taken place on the same evening and preceding the Annual General Meeting of the Town Council. Members considered the following alternatives: To have the meeting on a Saturday; to invite more local organisations and or speakers to attend; to have refreshments. 25 May 2013 was considered for a Saturday meeting and a venue would need to be found. Publicity was needed.

### **20 To consider under the Public Bodies (Admission to Meetings) Act 1960, that the public be excluded from item 21 of this current meeting on the grounds of the confidential nature of the business.**

This was agreed

### **21 To receive review of council employee appraisal**

This was received

### **22 To receive update on Town Council newsletter**

The editor needed more input from councillors.

### **23 To receive update on Town Council website**

Cllr David Kindred provided an update of information that he had put on the website. It was noted that the site was being visited more regularly and that visits were shown to increase the more often that new information was provided.

### **24 To receive items for consideration at the next meeting including: Obstructions on footpaths; Charities Donation Policy**

Community Led Planning  
Report from WDC Community Led Planning Officer  
Obstructions on footpaths  
Charities donation Policy  
Locality budget  
Action list from precept

**25 To agree matters in abeyance: business cards, quotes obtained and cards being ordered; rubbish bin at bus stop at Ribblesdale to be ordered**

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

See attached. The cheques were signed

**27 Close Meeting**

There being no further matters the Meeting closed at 10.05 pm

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

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Payments to be considered

W Norse Quarterly Cleaning supply, install and remove Christmas tree , chq 1676	£389.23
W Norse supply plants erect maintain and remove 44 hanging baskets chq 1677	£3629.67
Balloon Man at Visioning Day; cheque 1644 cancelled chq 1678	£50
Clerks Wages fro January chq 1679	£
Inland Revenue chq 1680	£
Coop Bank	£40,000. 00

**Chairman's Report  
January 2013**

A very quiet month with regard to visits and/or meetings. However, I have not been idle the outline planning application for the Paddocks has generated a lot of work and I have finally managed to complete the first draft of the action plan from the Visioning Day (copy attached). I have also had conversation with Jo McCullam about Community Led Planning matters.

2nd January      Full Council Meeting

8th January      Met with Fiona McKeown Arboricultural & Landscape Officer Waveney District Councillor and a Tree Manager from Suffolk Coastal plus residents from Burlingham Drive to discuss the trees surveys submitted by Persimmons and the impact they proposals could have on the Paddock.

25th January      Following a telephone call from a resident the previous night Cllr Tyler, Cllr Tibbitt and myself went to look at the continuing problem around the Carlton Colville Primary School. As a consequence of this visit I wrote to the Police to request regular visits I also wrote and spoke to Cllr Gosling about what we had seen and what we were told. A meeting has been arrange to discuss this matter, the details of which are; date: 4th March time: 3.30 venue: the school.

29th January      Finance & Personnel Committee meeting



Carlton Colville Town Council Police Report  
For Period Wednesday 2<sup>nd</sup> to Thursday 31<sup>st</sup> Jan 2013

For the period 2<sup>nd</sup> Jan – 31<sup>st</sup> Jan 2013 there were 15 reported crimes in the Parish of Carlton Colville. The breakdowns are as follows.

Criminal damage x 3  
Burglary x 2  
Common assault x 1  
Wound with intent x 2  
Section 5 public order x 1  
Possession class B drug x 1  
Theft other building x 2  
Criminal damage vehicle x 1  
Wasting police time x 1  
Domestic incident non crime x 1

Steve Wicks and myself will be conducting street meets on Wednesday 13<sup>th</sup> February at Rainbow and Hall Rd community centre.. Times to be confirmed nearer the time and I will email Jill Tyler to confirm. We will be taking the mobile police station along. If anybody would like to join us you are more than welcome.

Report compiled by PCSO 3135 Winn on behalf of South SNT

REPORT FROM EAST ANGLIA TRANSPORT MUSEUM  
JANUARY 2013

January opened with cold but bright weather which was encouraging for continuing the winter work programme. The severe weather, which arrived the following week, impacted on the work plan and the number of volunteers able to travel to the site.

Much continues to be achieved behind the scenes. The museum had a marketing audit which was funded by the Association for Suffolk Museums. We have been gathering information for annual returns and questionnaires.

February will see the beginning of five months work towards accreditation. This will be our first time since Arts Council England started administering the scheme.

The museum gave a full evaluation report to the Heritage Lottery Fund on "Tar, Sweat and Steam" for the 2012 season and evaluation continues in 2013.

In 2013 the events are changing from previous years to offer more variety to visitors from both far and near. We are retaining elements of popular previous events and introducing new features. One of these will celebrate forty years since the museum's light railway opened for rides. Some of the railway team are working to complete the interactive signal box which will be an interesting addition to the museum landscape.