

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 3 July 2013** at the Methodist Church Hall, Shaw Avenue, Carlton Colville. The Meeting began at 7.07 pm  
Minutes draft until signed.

### **1a) Welcome by Chairman**

The Chairman welcomed District Cllr Paul Light; County Cllr Peter Byatt; and Sandra Ward from the East Anglia Transport Museum.

### **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, Peter Tyler, Derek Fletcher, Alistair Mackie, Julie Hall, Tony Tibbitt, David Kindred. Cllr Wendy Miles was in attendance for the latter part of the Meeting. Apologies were received and accepted from Town Cllr Jack Green and Jose Bamonde. No apologies were received from Cllr Bill Mountford.

Apologies were received from the Police and the Impact Team and C Cllr Sonia Barker. C Cllr Peter Byatt advised that, he and Sonia Barker, being the two County Councillors for Pakefield and Carlton Colville, would work together aiming for at least one of them to attend each Town Council Meeting.

### **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 5 June 2013**

Approval was agreed by all being proposed and seconded by Cllrs Derek Fletcher and Peter Tyler with the amendment at item 10a that purchase of horse signs was subject to satisfactory quotes.

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

The Meeting was adjourned at 7.05 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

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

District Cllr Paul light gave the report. See attachment

Complaints were received of dog faeces near the children's play area at Carlton Meadow  
The Chairman asked Cllr Light if he would contact WDC about the matter and Cllr Light offered to ask W Norse to put in an extra clean on the schedule. A Consultation was to be

held with residents at Harrap Dale about use of the grass there. Cllr Tibbitt mentioned complaints, forwarded to W Norse, of fly tipping on Mutfordwood Road off Beccles Rd. Cllr Byatt explained the difficulties of installing surveillance cameras.

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

Written reports were received from the two County Councillors, see attachments  
County Cllr Peter Byatt reported on matters relating to the Carlton Colville Primary School and on Highways matters. He had accompanied parents to tribunals necessitated by there being too few places at the Primary School. Regarding traffic problems at the school, no new road could be built near the School and it appeared that the answer lay in parking provision being available. Highways matters including the roundabout at Anchor Way; the Street; and Chapel Road were all being considered for funding. Priority would be given where safety was paramount.

**d) To receive a report from East Anglia Transport Museum**

Sandra Ward read out the report. See attachment.

It was noted that the museum had received a Certificate of Excellence from Trip Advisor it being in the top ten of its attractions. It was proposed that the Town Council send a letter of congratulations.

**e) To receive a report from the IMPACT Team**

Report attached

**f) To receive the Chairman's report**

Report attached

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

No public in attendance

The Meeting reopened at 7.50 pm.

Cllrs Byatt and Light and also Sandra Ward left the meeting at this point.

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

**Borrow Close Conveyance:**

The Solicitors advised that the papers were ready to be signed.

**Town Council room**

Three quotes had been requested from builders, two of which were still awaited

**Rubbish at Hall Rd area**

Litter picking equipment was now available and Cllr Fetcher advised that suitable gloves could be obtained for 80p per pair. Saturday 13 July was proposed for litter picking.

**Notification from WDC of Consultation on Supplementary Planning Documents and comments from Suffolk Preservation Society**

Replies, as agreed at the 18 June Planning Committee Meeting, concerning distance for wind turbines from residential properties had been forwarded to WDC.

**No horses sign at footpath ordered, proof received**

The proof was circulated and agreed by all.

**Arnold Baker Local Council Administration 9<sup>th</sup> edition**

2 copies ordered

**Town Council bespoke Planning training**

This had been booked for 19 September 2013. It was agreed that a venue large enough to accommodate councillors from neighbouring councils would be sought.

**Standing Orders**

Updated standing orders had been circulated.

**5 Correspondence**

**a) To receive correspondence log**

The clerk advised that the correspondence log was becoming an uneconomical use of time and that important emails were circulated to all members. It was agreed that a correspondence log would no longer be circulated. Proposed and seconded by Cllrs Jill Tyler and Alistair Mackie and agreed by all.

- b) **To receive details of any correspondence of importance for Council to consider not received elsewhere.**

Windmills and Planning  
See item 4

- b) **To confirm receipt of minutes from Meetings held since 5 June 2013:**

Planning Committee Meeting 5 June 2013  
Planning Committee Meeting 18 June 2013  
Amenities Committee Meeting 18 June 2013

Councillors had attended a meeting at 6.30 pm on 3 July to interview for the position of Town Councillor. It had been agreed to co-opt Christine Fair to the position of Councillor. Cllr Tyler welcomed Christine Fair to the meeting

**6 To agree cheques for signature**

These were agreed by all. See attachment  
These will be signed after the Meeting has been closed.  
The Chairman proposed looking into the use BACs system for payment of wages and for the Amenities to be authorised to sign cheques for wages. This was agreed by all.

**7 To ratify purchase of dual purpose litter and dog bins as follows:**

Large bins at Ashburnham Way, Robertsbridge/Elmdale Drive, Dawdys Crossing, Aveling Way near to the seat, and near to Ribblesdale bus shelter.  
Small bins at Hedley Lane, Mutfordwood Lane, Rectory Road.  
The large bins to be type Metal Guppy and the small bins to be type Metal Trimline 50 and bins to be personalised with Council name and with litter and dog waste signs.

This would total £2789 including posts and signs.  
Purchase was proposed by Cllr Mackie and seconded by Cllr Fletcher and agreed by all.

**8 To ratify purchase of 6 grit bins at £165 each**

This was proposed by Cllr Mackie and seconded by Cllr Fletcher and agreed by all.

**9 To receive quote for quarterly cleaning of glass bus shelters**

Quote was discussed and acceptance was proposed by Cllr Fletcher and seconded by Cllr Tibbitt and agreed by all. A request would be made for dates of cleaning to be notified in advance of cleaning.

**10 To consider Town Council provision of funding to facilitate meetings for the proposed Carlton Colville Youth Council.**

It was proposed to fund six two hour meetings at the rate of £13 an hour and for this to be paid for from the chairman's allowance. This was proposed by Cllr Tibbitt and seconded by Cllr Kindred and agreed by all.  
The Town Council would work with the youth members and the WDC youth officer would be involved.

**11 To receive information about the state of the Skateboard Park and to consider any action that can be taken**

This included information received about burnt out rubbish bins and graffiti and litter and fastenings on ramps. The Police, Youth worker and WDC were looking into the solutions to the situation. Suggestions to cut the long grass on the mounds and elsewhere in the park had been made. Cllr Kindred suggested that a plaque indicating the input of the youth in purchasing the teen shelter should be provided. The matter would be raised at the first Meeting of the Youth Council.

**12 To determine the next steps about Community / Neighbourhood Planning for Carlton Colville**

Cllr Jill Tyler advised that WDC officers would be looking at the Visioning Day reports and would advise what sort of plan would be best for Carlton Colville.

**13 To consider Charities Donation Policy**

This would be considered at the next Full Council Meeting

**14 To consider comments in reply to the local NHS consultation.**

Members agreed to respond to the consultation as follows: Carlton Colville Town Council considers that Lowestoft needs to have its own functioning hospital and asks what will happen under the new scheme to those with a need for beds in the current Lowestoft hospital.

**15 Matters for consideration at future meetings:**

Charities Donation policy, community Led Plan, Youth Council

**16 To consider under the Public Bodies (Admission to Meetings) Act 1960, that the public be excluded from item 17 of this current meeting on the grounds of confidential nature of the business**

There was no public in attendance

**17 To receive information from local community group about the need for expanding its premises**

This was discussed

**18 Close Meeting**

There being no further matters the Meeting closed at 9.15 pm

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

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Payments to be considered

Clerks Wages for June 2013 chq 1709	paid 18 June 2013
HMRC Tax and NIC for April May and June, chq 1701	£449.77
Clerk Expenses: stationery: paper, cartridges, envelopes, notebook chq 1710	£91.44

## June 2013

### Chairman Report for 3 July 2013

Although the number of meetings I have had continues to be on the light side I have been busy talking to people about projects we are trying to deal with e.g. Youth Council, Youth Club, issues in Carlton Marshes park. I have almost completed the policy documents and can now make a start on the business case for our new home.

- 1st June            Attended the inaugural Suffolk Preservation Society Cycle Ride. I did not take part in this event but I hope to be fit enough to do so next year.
- 5th June            Attended monthly meeting of the Town Council.
- 13th June           Attended SALC area meeting at Wangford. Very interest presentation given by Matt Hollis who is the        for Suffolk County Council regarding Flood Risk and Management. (Copy of presentation and handouts will be given to Christine Sayer).
- 18th June           Attended Amenities Committee Meeting.
- 26th June           I went out with Debbie and Ian of the IMPACT team and Cllr Peter Tyler. Due to the inclement weather not many young people were out. However, the few that were provided some good information about some of the problems in the Carlton Meadow park, which has been shared with the police. We met a resident too who advised us of damage caused to one of the trees in the park.

CARLTON COLVILLE TOWN COUNCIL POLICE  
REPORT

03/06/13 – 02/07/13

THERE HAVE BEEN 25 REPORTED CRIMES DURING THIS PERIOD.

4X COMMON ASSAULT

1X MAKE OFF WITHOUT PAYMENT

3X HARASSMENT – PURSUE COURSE OF CONDUCT

1X MESSAGE SENT BY LETTER/OR EMAIL TO CAUSE  
HARASSMENT

1X RACIALLY AGGRIVATED HARASSMENT

4X CRIMINAL DAMAGE OTHER BUILDING

1X ARSON

3X BURGLARY DWELLING

1X THEFT OF CYCLE

4X THEFT OTHER BUILDING

2X MINOR WOUND WITH INTENT

WE CONTINUE TO CARRY OUT SPEED CHECKS AROUND  
CARLTON COLVILLE.

AS A TEAM WE ARE NOW CONCENTRATING OUR EFFORTS ON  
THE CARLTON MEADOWS SKATE PARK WHERE IN RECENT  
WEEKS WE HAVE HAD REPORTS OF A LARGE AMOUNT OF ASB,  
MAINLY LATER ON IN THE EVENINGS AND BY THE OLDER  
CHILDREN THAT USE IT.

## **IMPACT Detached Project**

### **Report to Carlton Colville Town Council –Wednesday 3<sup>rd</sup> July 2013**

We have been visiting Carlton Colville area each Wednesday evening since late March.

With the lighter evenings and improved weather conditions we have started to see a rise in numbers of young people congregating in the local areas

Recently we encountered 50 + young people in Carlton Meadow Park alone. This particular evening young people brought to our attention the state of the 'Teen Shelter' and the recent graffiti vandalism.

Black and fluorescent paint had been daubed over the inside panels and solar light. The sign on the outside panel had also had graffiti obscenities written on it. Several young people made comments that they were disgusted buy this recent attack and were worried that this represents all young people in a bad way. Graffiti has started to build up since last year and the problem is getting worse.

We understand that Waveney Norse and Police are looking at ways to re-paint/Spray the shelter and last Wednesday evening a group of young people agreed to help with this.

We are also aware that some damage has been done to the switch operating the Bluetooth although the Bluetooth facility is still functioning at present.

The following week (26<sup>th</sup> June) we received a call from a parent firstly praising us for the work we are doing with the young people but also to bring our attention to large amounts of broken glass on the 'Skate Park' itself. The parent asked if we could try and get this cleaned away fearing for the safety of the young people that use it.

With the help from Cllrs Jill and Peter Tyler, Ian and Peter did in fact sweep all the broken glass away. (With supervision from Debbie & Jill!).

It was on this particular evening we were made aware of the recent fire attack on the bin closest to the shelter which had been completely destroyed.

We are ot sure what the answer is to stop this from happening again and what is really upsetting is that a facility that previous young people had raised funds to improve facilities for future young people of Carlton Colville is being damaged by a minority group of young people in the area.

As mentioned in previous reports to the Town Council, we have gathered names of young people that are interested in setting up a youth council for Carlton Colville.

This could possibly help with some of the issues arising in the area and it would certainly help spread the word out to other young people.

The names we have gathered from young people who have shown an interest in setting up the youth council has now risen to 7 lads and 3 girls most over 16. We also have 40 + names at present of young people in our survey wanting a youth facility in the area.

We will continue to work together with the Town Council and young people to try and help resolve these issues and we will await instructions from you regarding the Youth Council

Many Thanks

Debbie & Ian  
Detached Youth Workers

REPORT FROM EAST ANGLIA TRANSPORT MUSEUM  
JUNE 2013

On 23 June the museum held "Hop on a Bus" Day. This was a new event. There were many visiting buses and these, with the museum's own fleet provided a variety of courtesy buses. Buses ran half hourly to Lowestoft, calling at the Railway and Bus Stations and to Beccles, with an additional stop at Worlingham. A courtesy bus connected with an East Suffolk line train at Oulton Broad South. Special and additional services went to Sparrows Nest, Gunton Cliffs, Kessingland Beach and Oulton Broad Boulevard. The frequent heavy showers encouraged visitors to have as many rides as possible, both on and off site with several vehicles full to capacity.

From 09 July the museum is open for five days each week until the end of the school summer holidays. For this we rely on our volunteers, many of whom travel a distance to staff the museum.

Our Visitors Book already shows we have welcomed visitors in 2013 from all around the United Kingdom and from Canada.

There is much work going on. We are always looking to improve the visitor's enjoyment of the museum although some projects take time.

We are nearing the deadline for our application for accreditation and there has been much writing and rewriting of documents. Arrangements have been made to deliver the application within the time limit.

Finally we try to be represented at workshops, seminars and meetings where updates on legislation and other topics are delivered and there are opportunities for discussion and questions. These can take place anywhere in the Eastern Region and fortunately the next one is at Norwich.

## Report from WDC Cllr Pail Light for 3 July 2013

WDC Cllrs may be aware that a WDCllr was taken seriously ill at the last meeting and has sadly died, resulting in an election for the Oulton Ward.

We are therefore in purdah!

Have attended a number of O&S meetings:-

Reviewing the situation at the Leisure Centre which, as cllrs will know from Journal reports, WDC helped at a time when many jobs, and facilities, were at risk. The resulting changes in management have helped turn the situation so that there is now a projected profit from the changes that have been made.

The annual audit has been considered for 2013-14.

There has also been a meeting to consider Boston Lodge and youth provision in which one report identified the lack of a 'base' for young people in CC.

Attended the Youth Factor day when many of the efforts in developing opportunities for young people were discussed. Cllrs may be aware that CRB's have been replaced by Disclosing and Barring Certificates. For volunteers these cost £7.50 through Community Action Suffolk.

However, for paid staff these are now charged at £51.50. There is an annual one which is updated every year, and is transferable, at a cost of £13pa.

There has also been a meeting about the provision of activities at Boston Lodge.

The July surgery was quite busy and benefitted from the TC chairman presence.

Problems included a refuse lorry making indentations on a grass verge and litter outside the hospital.

The deputy manager from WN came out to have a look and agreed it could become a problem so close to a BT manhole and promised to ask drivers to be more careful.

I visited the hospital and spoke to a manager who was sending a round-robin to staff asking for their cooperation in keeping the bus shelter and paths litter free. When I visited the home owner to update them I was told that other vehicles have also used the path but not able to do any more not being able to identify dates etc.

Many of the problems are repeats of those in the past and following up the progress of others.

Followed up an uncut verge on Fordson,

Matlock and Harrop Dales still causing problems with the playing of ball games (which will get worse with the summer) and also had email from Police re this.

There was a meeting with WN, TC and myself a while ago when a public consultation was agreed. One advantage of the London visit was that it helped develop a number of working relationships and I have had conversations with WDC Community Officers about this. There is a need to set an agreed date, a lead and action plan now so that a consensus is reached so that next year (hopefully) a satisfactory outcome for the residents can be implemented.

Missing road signs have been replaced.

Had call re TPO's (241?) posing a possible danger to residents. Visited WN and Marina to speak to lady who deals with this.

One tree very tall whilst other over hangs a drive. Because of the TPO the tree cannot be touched unless the appropriate steps are taken : an assessment of the safety is taken (WN will do that) if dangerous the home owner can have it pruned (at their own expense) after all the necessary forms are completed and approved.

Last April I had a frantic call from a lady whose son had not got a place at Gisleham Primary this September. Because there were special circumstances I referred this on to Cllr Gosling. After the election I wrote to our new SCClts and had conversations with Cllr Byatt who, very kindly, went to the hearing and supported the parents. I am awaiting the outcome of this meeting!

Other problems has been around seagull fouling, litter, bins, fly tipping.

Cllr Tyler has discussed a number of other concerns for which I will again be supporting the TC.

P. B.

Notes for CC Town Council Meeting 3<sup>rd</sup> March 2013

Attended training / seminars / workshops / briefings for:-

Councillor Induction, Decision Making Process, Committees of the Council Overview, Budgetary Framework, Flood and Coastal Protection, Auditing, Development Control, Our Place Strategy, Scrutiny , Health Overview and Scrutiny, Data and Information Processes, Safeguarding and Corporate Parenting, Police and Crime Panel and Highways Management.

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Attended Meetings as follows

Full Council and Audit Committee

Due to attend Northern Area Appointments Committee , site visit at Coddendam for Development Control, and Health Overview and Scrutiny Briefing this week .

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In the following weeks I will be attending the Development Control Committee, Health and Safety Training, Full Council, Audit Committee and also Rail Users Network in Norwich.

**Councillor Sonia Barker**

Report for the Carlton Colville Town Council Meeting on Wednesday 3<sup>rd</sup> July, 2013 (via Cllr Peter Byatt)

6.6.13: Attended a SOR Strategy group meeting at Endeavour House, Ipswich

10.6.13: Attended a meeting with the Headteacher at Carlton Colville Primary School re traffic issues.

11.6.13 Responded to SCC re Governor nominations

12.6.13: Asked Stephen Twigg MP Shadow Education Minister (who gave a speech) questions on Pupil Aspiration, Careers Advice, Academies and 'Free' schools at a meeting arranged in Beccles.

13.6.13: 'Our Place' Induction training at Endeavour House, Ipswich

13.6.13: Officially 'opened' newly decorated dressing room, green room and studio at 'The Seagull' Theatre

14.6.13: Met Stephen Watt the SCC 'Our Place' officer in Carlton Colville re the Pakefield Division to discuss priorities and networking re education and young peoples' issues both locally and across Suffolk.

17.6.13: Attended Induction on external funding at Endeavour House, Ipswich

18.6.13: Attended Induction on Safeguarding of Adult & Young People and corporate parenting at Endeavour House, Ipswich

18.6.13: Looked at the provision in Suffolk for pupils with Autism.

18.6.13: Contacted SCC re traffic survey at Carlton Colville Primary School.

19.6.13 Sent an email letter to 'the Lowestoft Journal' re the issue of traffic safety at Carlton Colville Primary school.

20.6.13: Visited 'The Junction' in Lowestoft to celebrate the life of the late Jan Smith who was instrumental in the setting up of the junction as a concept.

20.6.13: Ofsted issued a report on the underachievement of deprived children in rural and coastal areas.

21.6.13: Attended a Scrutiny Induction at Endeavour House, Ipswich

24.6.13: Contacted Norse re concern of Carlton Colville resident re lack of a splay line on the verge at the end of Castleton Ave near the roundabout (east end) causing a blind spot when crossing the road – done the next day.

24.6.13: Attended an induction on Data & Info at Endeavour House, Ipswich

25.6.13: Attended an Induction on Media Handling (am) and Speed Reading (pm) at Endeavour House, Ipswich. ..contd.

25.6.13: Attended an Overview & Scrutiny Meeting (WDC) Lowestoft looking at SCC Youth Provision in Waveney (SCC Officers and Cllr Lisa Chambers were all questioned regarding the SCC paper on Youth Provision)

26.6.13: Attended SCC Scrutiny Committee (as a member of the Education Scrutiny Committee) to ask further questions on the SCC Paper on Youth Provision in Waveney and Suffolk.

28.6.13: Took a photo of a 'flytipping' incident in Carlton Colville via a call from a resident - contacted Norse.

29.6.13: Visited the YMCA in Ipswich re an introduction to Supported Lodgings and Nightstop for young people (up to 25 years of age) across Suffolk (including Lowestoft via The Junction)

1.7.13: Visited the SOLD Workshops in Harvest Drive, Carlton Colville re their AGM.

2.7.13: Meeting with Stephen Watt Our Place officer at Carlton Colville re a way forward on the Carlton Colville CP School.

3.7.13: Meeting with Keith Sampson – re SCC Highways (planned)

Cllr Sonia Barker – Pakefield Division & Opposition 'Shadow' spokesperson on Education, Skills & Young People 2.7.13