

# CARLTON COLVILLE TOWN COUNCIL

## MINUTES OF TOWN COUNCIL MEETING

Minutes of the Carlton Colville Town Council Meeting held on **Wednesday 7 August 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 Members of the Public, District Cllrs Paul Light and Kathleen Grant and Debbie Goddard and Ian Castro from Impact Youth Organisation.

### **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, Julie Hall, Bill Mountford and Christine Fair. Apologies were received and accepted from Town Cllrs Jack Green and Wendy Miles and from the Police and County Cllrs Sonia Barker and Peter Byatt and Sandra Ward from the Transport Museum.

### **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 3 July 2013**

Approval was agreed by all being proposed and seconded by Cllrs Alistair Mackie and Tony Tibbitt.

### **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

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

None received

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

See attachment.

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

The Impact Team is still waiting for a decision about funds from the Masons Trust. They are reaching about fifty young people each Wednesday night. Ramps at the Skateboard Park are still in need of repair and Waveney Norse has been contacted about this by the Town Council

and C Cllr Barker and Impact. The Chairman advised that she would contact WDC officer again about the matter and also the un-repaired concrete squares and missing bin.

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

Report attached

**g) To receive report on meeting of 29 July at Harrop Dale**

Report attached

**h) To receive report from Meeting on 24 July with local Youths**

Report attached

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

Residents from Harrop dale and Matlock Dale raised questions about action towards irresponsible dog owners. It was agreed to obtain more anti dog fouling stickers. It was noted that a litter bin needed to be replaced and put in an acceptable position. The residents had attended the community meeting on 29 July at Harrop dale and Matlock Dale with County, District and Town Councillors and all agreed that this had been useful in airing concerns about playing of games on the green area and how this should be limited to young children.

The Meeting reopened at 7.26 pm.

Cllrs Grant and Light left the meeting at this point.

**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,

The contract had been signed on 12 July 2013 by Cllr Jill Tyler and the Clerk, it being confirmed that the plan was correct, the area being shaped by gardens having been extended at Chestnut Crescent and The Street.

The Clerk was asked to contact the solicitors about a date for contract completion

Consultation letters about plans for allotments had been delivered to neighbouring residents by Cllrs Tony Tibbitt and Peter Tyler and a small number of replies were received back indicating concerns about privacy and parking but generally accepting the proposal for allotments.

It was agreed to consider the following item at Amenities Committee meeting: When replying to residents about their being on the list for allotment request, to also alert them to the exact number of places down on the list that they are

Town Council room

As the estimates were above the current standing orders limit a full tendering procedure would need to be followed with full specification being provided. The Chairman had contacted WDC to ask for a quote from the property services that they use for drawing up a full specification

Rubbish at Hall Rd Play area

The Litter pick had taken place with Cllrs and volunteers. Rubbish was seen to be accumulating again.

The Dog walk has been cut and a quote requested for cutting the field there to promote tidiness Carlton Colville Community Centre had sent thanks for the clearing up of the litter and had arranged for the area to be mown.

Town Council Bespoke Planning training 19 September, neighbouring parish councils invited.

Replies had been received from neighbouring councils accepting invitations. The Chairman reminded the Carlton Colville Council Members that the Planning Training was for all Members and not just for those on the Planning Committee.

No horse signs installed

These have been installed.

Litter bins ordering

These have been ordered as agreed, with personalisation to be as agreed, ie "Provided by Carlton Colville Town Council" and "for use for dog waste and general litter".

Grit bins ordering

This was in process

Standing Orders review

Terms of Reference for Finance and Personnel were being updated by the Chairman

Quotes for advice for leases of property owned by Town Council

These were being obtained.

## **5 Correspondence**

To receive correspondence log

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

WDC advised they have prices for surfacing the teen shelter and to alleviate flooding at the car park entrance and expect to allocate budget funds by the end of September

Concerns had been sent to WDC about uneven mending of ramps (Impact) and missing rivets (Jill Tyler). It was agreed that the Chairman Jill Tyler would write to the WDC Officer concerned as these matters were still outstanding

SCC had been advised of a burnt out bus stop at The Street, Rectory Road.

Grove Rd Neighbourhood Watch had written requesting two grit bins on the corners of Grove Rd and Hollow Lane and Mallow Way and Hollow Lane and a dog litter bin at the Grove Rd end of Footpath 9a. This would be put on the Amenities Committee Meeting Agenda.

Letters of support for a post office had been received from two of the District Councillors, K Grant and P Light and support from C Cllr S Barker.

First Buses had advised the following change to bus services from 15 September: a reduction in the X22 service and the provision of an hourly service to Pakefield.

An additional letter was being sent out by SCC to occupants where obstacles remain on grass verges

A request had been sent to WDC for permission for hanging basket at Rectory Rd The Street when it is removed from Chapel Rd.

The Dog walk at the Community Centre had been cut and a request was made for a quote for Cutting the field there but there to be discussion with Carlton Colville Community Centre about Any cutting of field before further discussion with W Norse about this.

A request was received from Lowestoft Museum representative to attend the September Town Council Meeting.

Cllr Julie Hall brought the following matters to Members' attention

Complaints had been received about the recent resurfacing of the road at the junction of Ribblesdale and Wharfedale. Water was lying on the new surface and not draining away and this would present a dangerous surface in icy weather. It was requested that Suffolk Highways be informed.

The bridge over Bloodmoor Road was still slippery and pieces of metal were sticking out. It was requested that Suffolk Highways be informed.

Cllr Derek Fletcher reported that the footpath behind Hedley Lane and the Transport Museum needed cutting and that path 8A was becoming overgrown.

### **b) To confirm receipt of minutes from Meetings held since 3 July 2013:**

- Planning Committee Meeting 3 July 2013
- Planning Committee Meeting 16 July 2013
- Amenities Committee Meeting 16 July 2013
- Finance and Personnel Meeting 30 July 2013

**6 To agree cheques for signature**

These were agreed by all. See attachment  
These will be signed after the Meeting has been closed.

**7 To receive current bank details and agree sums for transfer to deposit account as agreed by the Finance and Personnel Committee**

These were received  
It was agreed to open a bond for £10,000 with the Co-op bank for six months and to transfer £11,000 to the Abbey National / Santander bank deposit account to hold this as an effective reserve. £5000 would still be held in reserve in the current account for a bus shelter. Proposed and seconded by Cllrs Jill Tyler and Alistair Mackie and agreed by all.

**8 To receive instruction from external auditor and to ratify carrying out of instructions**

Instructions were received that the £40,000 transfer of funds from one account to another in 2012/2013 audit return be deducted from the description of funds. It was agreed that this instruction be carried out. Proposed and seconded by Cllrs Jill Tyler and Derek Fletcher and agreed by all.

**9 To receive notification of marketing of SCC land at Hollow Lane / Uplands Road South and to agree action on this notification.**

It was agreed that obtaining the land on a long lease for community use should be pursued. Proposed and seconded by Cllrs Jill Tyler and Alistair Mackie and agreed by all. The Chairman had already written to SCC asking if this option could be considered. It was agreed that a reminder should be sent to SCC concerning this.

**10 To consider Charities Donation Policy**

A draft policy had been circulated. It was agreed that unregistered charities could also apply as long as they could give appropriate information about use of funds. The wording would be changed to reflect this.

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

Community Led Planning in Carlton Colville; request for Post Office; Archaeological information. Cllrs Jill Tyler and Julie Hall had met the representative from the Post office and had received information about setting up new post offices. There are now no core payments. Counter services match retail hours. A business case is required and a business plan from any applicant.

**12 Close Meeting**

There being no further matters the Meeting closed at 8.20 pm

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

Carlton Colville Town Council  
Police report  
26/06/13 – 31/07/13

There have been 20 recorded crimes during this period.

1x Religious aggravated harassment  
1x Fear of provocation of violence sect 4  
2x Harassment – Pursue course of conduct  
1x Arson  
2x Common assault  
1x Criminal damage other  
3x Criminal damage vehicle  
1x Burglary other building  
1x Theft in dwelling  
3x Theft of pedal cycle  
4x Theft other

Report compiled by Pcs0 3087 Steve Wicks  
On behalf of the South Lowestoft Safer Neighbourhood Team.

## Chairman's Report July 2013

- 3rd July            Attended surgery with district councillors at the Methodist Church Shaw Road.
- 8th July            Attended Windy Acres site meeting with Cllr P Tyler.
- 9th July            Attended SNT were it was agreed to continue with focusing resources on burglaries.
- 12th July           Attended Norton Prescott Solicitors with Mrs Sayer to meet with Stephen Knight to review the legal paperwork for Borrow Close and sign said documents.
- 13th July           Attended Carlton Colville Community Centre as part of the "litter pick team" along with Cllr D Fletcher and his family, Cllr P Tyler and some residents. Collected 15 bags in just over one hour. Looking to do another one all volunteers welcome!
- 16th July           Attended Amenities Committee meeting.
- 23rd July           Attended a meeting with Stuart Halsey and Cllr F Mortimer to discuss WDC help with Carlton Colville Youth Council. Very positive meeting, as ever, WDC are keen to help us and see things move forward in a positive way.
- 24th July           Attended the inaugural meeting of the Carlton Colville Youth Council with Cllr P Tyler, Debbie Goddard and Ian Castro of the IMPACT Team and Stuart Halsey, Community Development Office WDC. Turnout was not great from the youth but it was felt that this may not have been the best date as it was very near to the start of the summer holidays. Nevertheless it was agreed to hold another meeting. I have subsequently had an opportunity to meet with other young people who are keen to attend the next meeting.
- 29th July           Attended with Cllr J Hall, Cllr P Tyler, Cllr P Light, WDC Officers, Mark Ross from Waveney Norse and the Police a Community Conversation meeting with the residents of Harrop Dale and Matlock Dale - details were sent to all Town Councillors.

REPORT FROM EAST ANGLIA TRANSPORT MUSEUM  
JULY 2013

The museum's application for accreditation was submitted to Arts Council England on 17 July, which was nine days before the deadline. We are now waiting to hear from the assessors about whether further documents are required or if we are going to have an inspection.

The museum was represented at the SHARE Museums East network meeting at Norwich on 10 July. This meeting was important for updates and also an opportunity for museum representatives to make contacts and share good practices. As a direct result of the meeting the recently appointed shop manager at another independent museum asked to have a meeting with our shop managers for some guidance and contacts. This is an example of museums working together which SHARE promotes.

Visiting numbers in July have been governed by the weather with the museum being a popular "under cover" attraction on a wet or unsettled day.

We welcomed a party of students and staff from Beccles Free School; their visit included guided tours.

Progress on restoration projects continue due to hard work of dedicated teams.

This is the time of year when details of training opportunities are being received. All the information is gathered, collated and distributed to volunteers before the first date when bookings can be made.

**Draft Minutes for the  
Carlton Colville Young Peoples Meeting  
at Bloodmoor Community Centre  
on 24th July 2013**

Attendees:

Keanu Warr  
Curtis Brinded  
Stuart Halsey (WDC Community Development Officer)  
Debbie Goddard (IMPACT)  
Ian Castro (IMPACT)  
Cllr Jill Tyler (Chairman, Carlton Colville Town Council)  
Cllr Peter Tyler (Carlton Colville Town Council)

**1. Introductions.**

Cllr J Tyler thanked everyone for attending. All present introduced themselves.

**2. Why are we here.**

Cllr J Tyler explained that the Town Council are keen to develop a good relationship with the young people of Carlton Colville. To understand what problems/difficulties the young people of Carlton Colville have with services/infrastructure in the location they live in. The aim is not to have a visit list from the young people but to help to improve what is on offer and, if necessary, bring in others like Waveney District Council, Suffolk County Council to resolve matters.

**3. Waveney District Council Youth Forum**

Stuart Halsey advised those present of how the WDC Youth Council was established and how it conducts its meetings. Stuart also gave out a copy of the Waveney Youth Councils' Constitution/Terms of Reference and a spider diagram showing who they interact with (both are attached). Stuart confirmed that this group could use these documents to form its own Terms of Reference. All agreed that this was needed to ensure that this new group operated effectively.

**4. The Way Forward**

It was agreed by all that we would need more attendees before we could deal with this topic and these matters would be carried forward to the next meeting.

**5. Action points**

Cllr J Tyler to book Room 1 at Bloodmoor Community Centre for 18th September 2013 at 7p.m.

Meeting Closed at approximately 8.30p.m.

Signed:

Dated



**Comments and ideas made by the community at the  
Community Conversation event  
held on Monday, 29th July 2013  
on open space between Harrop Dale and Matlock Dale**

**Representatives who attended:**

Stuart Halsey WDC -Community Development Officer  
Claire Henwood - WDC Sports Development Officer  
Cllr Paul Light - WDC District Councillor  
PCSO Wicks  
PCSO Drew  
Ian Castro - IMPACT  
Cllr Jill Tyler - Chairman Carlton Colville Town Council  
Cllr Julie Hall - Vice-chair Carlton Colville Town Council  
Cllr Peter Tyler - Carlton Colville Town Council  
Mark Ross - Waveney Norse  
Cllr Peter Byatt - Suffolk County Councillor  
Cllr Sonia Barker - Suffolk County Councillor

The following were made by those who completed an advice slips:

- plant area to deter large games of football especially in front of houses.
- we would like to see the space remain as it is, but maintained. We would also like to see litter bins and dog litter bins.
- We would like the grass cut, we can't see the dogs mess in it! Could plant some trees around the edge. Don't want ball games stopped!
- planting in areas marked on map. Area for kids to play. (see attached)
- Grass cut to keep it tidy - thanks.
- Littering is a problem.
- I think planting trees along 8,10,12 Matlock Dale along the green and fence would be a good idea. Like to see them play football, but not too keen when ball hits my car and garden.
- Grass needs to be kept neat and tidy. Keep the green as it is peaceful and quiet. Don't want another play area there is already one on Deepdale. No ball games, we all have perfectly adequate gardens. Many residents have had balls hitting their windows and cars which they are fed up with. We have been here a long time it - has been a lovely place to live and we hope it remains that way.
- Generally to improve the look of the area - cut the grass and generally tidy the area. Please cut the grass.

The following are comments note by Cllr Jill Tyler from conversation with residents who did not complete an advice slip:

- Let the kids play on it.
- Cut the grass
- Dog bin in the area - can't have enough bins
- Small kids OK older youth are a problem.
- Had enough of it! Anti social behaviour

- Litter not being picked
- Needs scrub areas like in other areas
- As soon as the shop shuts the youth are now using the wall of the shop to kick a ball against.
- Leave a small area for the smaller children to play but plant up other areas
- Fed up with my house being used as a goal.
- Bin!
- Cut the grass
- Strategic planting
- Anti social behaviour - swearing. Can't hear TV because of the noise
- Echo/noise contained within the area
- No problems before shop was here
- Litter from the shop
- Cut and keep grassed area tidy
- Bin for litter
- Ball being kicked against the shop wall - echo/noise.
- Trees damaged - reported March 2011, assured they would be replaced. (Mark Ross of Waveney Norse agreed to look into this and took this as an action from the event)
- Planting damaged/destroyed at the hand over from Bovis to Waveney Norse. (1998 plans have been given to WN )
- Used for football knock about.
- Not against children playing in the area
- Cost of fencing in high. Fencing bordering public land when damaged it then falls to resident to repair and at their cost.
- Balls kicked against property
- Have a right to live peacefully in my home
- Young people retrieving their balls without asking and then become abusive when the resident challenges them
- Would like a wild flower meadow
- Dog/rubbish bin
- Fencing damaged by cars on residents side reversing into fencing.
- Young people will play in/on/around shrubs/trees etc
- Bin/dog waste bins were provided about 3 years ago and promptly removed.
- Tree stump is a trip hazard (WN rep note this and advised that he would have something done about it).
- Resident offered to pay to have area planted with shrubs
- Tiles in parking area of shop are being thrown around. (Police agreed to speak with shop owner who agreed to move them to locked area).

Mark Ross of Waveney Norse took the following actions from this meeting

1. To have the area picked for litter
2. To have the grass cut asap
3. To have the tree stump and support remove.

Others present took away actions for items/areas not part of this meeting.

Minutes Carlton Colville Town Council Meeting 7 August 2013

Payments to be considered

Clerks Wages for July 2013 chq 1711	paid 24 July 2013
Hire of Hall Methodist Church Sept 2012 to Aug 2013, Chq 1712	£140.00
Hire of Hall Community Centre Nov 2012 to July 2013. Chq 1713	£180
Norse Commercial Services, cleaning 5 bus shelters cheque 1714	£150.00
Norse Commercial Services, cleaning brick built bus shelter cheque 1715	£63.00
Clerk Expenses: stationery: paper, envelopes, chq 1716	£16.48
DB Signs chq 1718	£62.40
Bloodmoor Hill Community Centre, July youth council meeting chq 1719	£12.00
Annual AVG Security, Computer software chq 1720, repay clerk	£42.49
Purchase of litter picking gloves DF chq 1721	£9.20

From D Cllr Paul Light  
Report for 7 August 2013 Town Council Meeting Meeting

It has been a relatively quiet month as WDC is in purdah.

There has been an Ex-O Full Council meeting and I have managed to get to several events including ones about the future of Boston Lodge, an Asian Cultural evening, the CC Cubs AGM plus meetings for committees I am on. I followed up the idea of a Street meet for residents of Harrop and Matlock Dales writing a notification leaflet and distributing them to nearby homes. The meeting was very well supported by WDC Community Team and Sports Dev Officer, Waveney Norse, Impact, Police, and Town, Disstrict and County Cllrs. There was a very good turn out with virtually every home owner from around the green attending. Because it is purdah I stood back and was very pleased by all the hard work and dedication shown by Town Councillors who took a major lead on the day. Particular thanks to the Chairman for all her hard work in recording the many and varied opinions and recording the same.

I attended the meeting regarding Windy Acres and made a contribution to discussions. I had a number of calls about the hedge around Secret's Corner being overgrown so parents and children had to walk on the road. I email Mr Sampson and in conversation learnt that some drivers had noticed the 30MPH sign on Chaapel Rd as he has been contacted by drivers wanting to know if the limit was enforceable!!!!!! The owner was contacted and soon after the hedge cut!

Problem with pieces of grass not being cut were dealt with.

Lots of correspondence over Harrop/Matlock Dale before, and after, the Street meet.

A black bin mysteriously appeared and needed removal.

I was contacted re a beenefits problem. For this I have had telephone conversations with a number of Officers in different departments and spoken directly to our MP and others trying to find a solution. I organised meetings with the CAB and Benefits Dept for the claimants and accompanied them to the Marina offices. Additional communication has included Social Services and anyone who might be able to help in any way.

Also wrote to support a Post Office in Carlton Colville.

The other evening I had a phone call lasting an hour about the dog that was killed outside the Rainbow.

Other associated conversations have been with the police and dog walkers who had knowledge of the incident.

I also spoke to Jan Corbett re the layby at Applewood. (Mrs Corbett used to live there in the 1990's) She was under the impression that the layby belong to SCC. However, the Developer has submitted a written statement this land belongs to them. Did ask Mr Sampson and Peter if they knew anything more!